

Faculty: Assessments > Event Exams > Manage Exams

Path: Event > Assessment > Exams > Manage Exams

This feature lets you manage all of the Exams linked to an Event. You can do a number of things from this report, including:

- Create a new Exam
- Review Exam results
- Set access times
- Set up TBL teams (Team-based Learning)
- Edit and revise existing Exams
- Unlock users locked out of Exams
- Reset access time or retract a submitted an Exam

The screenshot displays the Leo interface for an event titled "Event: Pathology: Endocarditis rheumatic fever". The top navigation bar shows the section "Cardiovascular Medicine" and the event name. A "Close" button is in the top right. The left sidebar contains a "Manage Exams" menu with options: Messages, Mapping, Assessments (highlighted with a yellow circle), Manual Grading, Exams (highlighted with a yellow circle), Active Exams, Manage Exams (highlighted with a yellow circle), Monitor Exams, TBL Review, Set Pre-Exam, Evaluations, People, and Settings. The main content area shows event details: Dress Code: Casual, Mandatory Attendance, Location: Tandy 171, Date: 2021-04-12, Time Zone: America/New_York, Time: 1:30 PM - 3:50 PM [140 min], Event Type: Lecture, Your Role: Instructor, and Instructor: David Adelstein. A "Description" section is at the bottom with the text "Event description or other event content provided here."

Manage Exams Menu Options






Exam Menu options:

1. **Name:** Click to access the Exam Editor. (For more information refer to: [Exam: Exam Editor Overview](#))

2. **Responses:** This report shows a summary of the per student exam results. (For more information refer to: [Exam Manager: Q/R Report](#)). Also information on Add/Edit Responses is in this [Exam Editor Article: Responses](#)
3. **View Exam:** Put Exam in View mode as a Student would see it.
4. **Remove:** Clicking this will remove the Exam from the Event.
5. **Access?:** Add/Remover Users
6. **TBL:** Team-based Learning
7. **Display:** Visible to Students/Hide from Students
8. **Linked:** Yes/No link to next Exam
9. **Format:** Standard
10. **Key:** Exam answer key can be downloaded as PDF or printed

Listing of surveys and exams for
Unit 1 Test, 2018-08-26, Biology of Cells and Tissues UME 2018/2019

View ▾Options ▾



View 11 to 1 of 1

2

3

4

5

6

7

8

Search: 9

10

Name ⚙

Responses ⬆⬆

View Exam ⬆⬆

Remove ⬆⬆

Access? ⬆⬆

TBL ⬆⬆

Display ⬆⬆

Linked ⬆⬆

Format ⬆⬆

Key ⬆⬆

CPBD Final

0 Response(s)

View

Remove

No

N/A

Visible

No

Standard

key

Show 10 ▾ entries

Previous

1

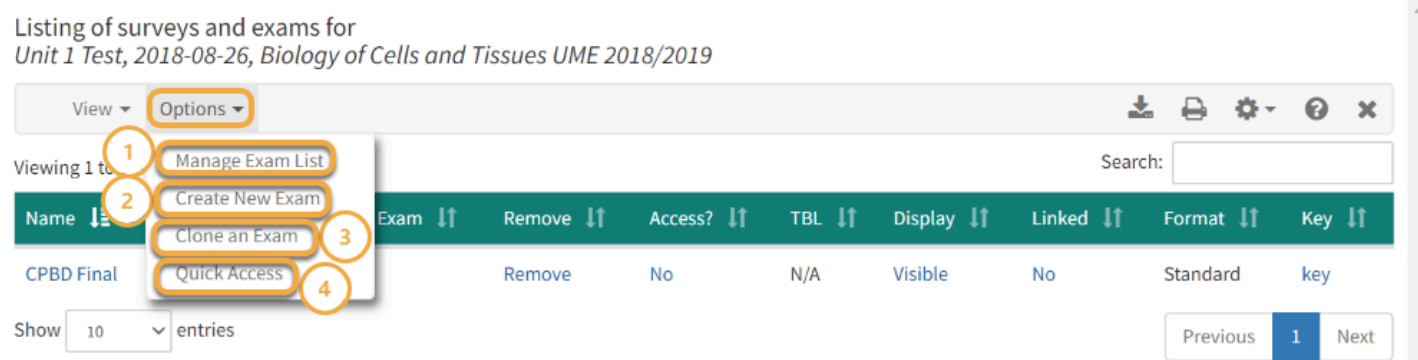
Next

 For more information on the Exam Editor, please refer to the [Exam Editor](#) article.

Manage Exams Links

Menu Links:

1. **Manage Exam Listing:** Attach or remove active Exams from the Event
2. **Create New Exam:** Refer to the [Exam Editor Overview](#) article. Refer to the [Exam Editor: Home Tab](#)
3. **Clone an Exam:** This option will let you clone as existing Exam. **NOTE:** You should only use this if you are going to change the content of the Exam.
4. **Quick Access:** This feature allows you to set how many days the Exam will be accessible to Students based on a new Begin Date.

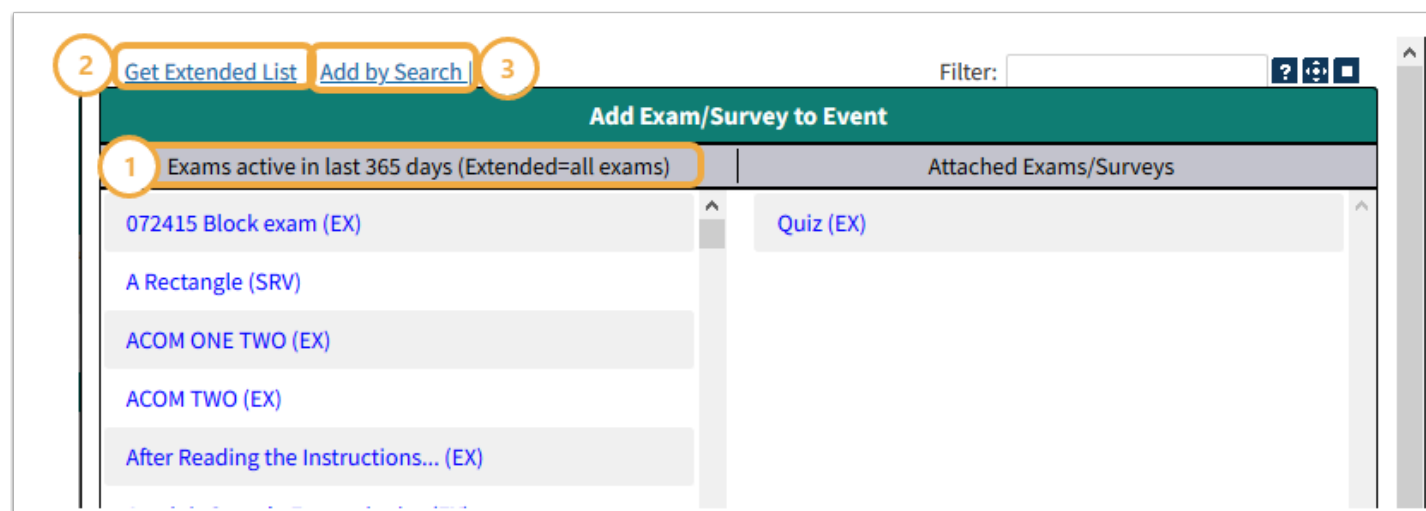


(1) Manage Exam List

This option lets you add or remove an Exam from the current event. You need to be very careful when using this option because you can easily remove an Active Exam. However, you can easily reattach the Exam if you have removed it by accident.

There are three ways to view the list of Available Exams:

1. **Active Exams:** This is a list of all Exams used in the last 365 days.
2. **Extended List:** This is a list of all Exams in the system
3. **Add by Search:** This option lets you locate Exams by searching for the name of the Exam.



(2) Create New Exam

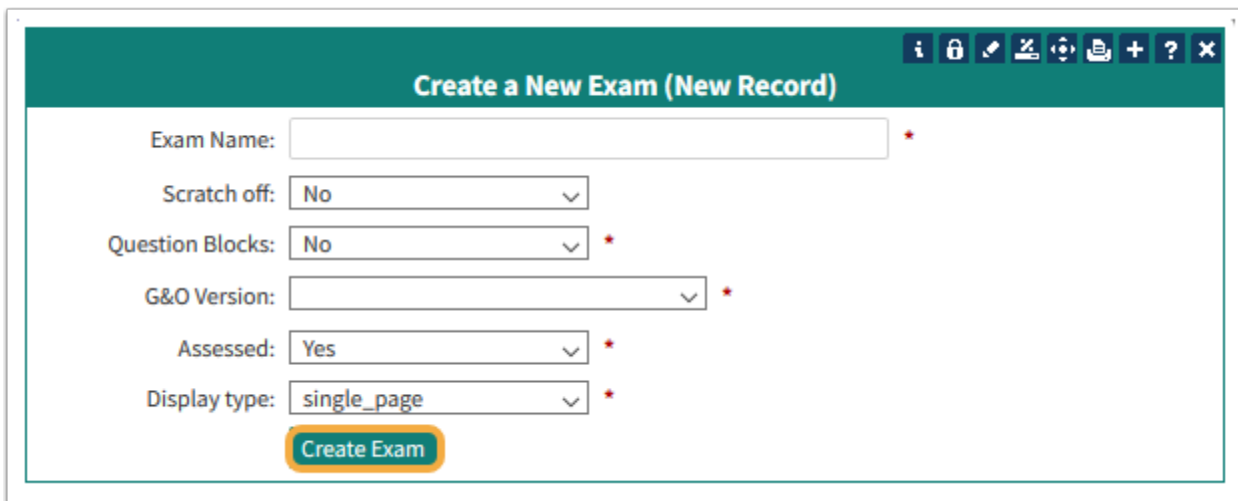
- **Exam Name:** An exam must have a name to be created but the name does not have to be unique.
 - However, we highly encourage you to create exam names that are succinct and obvious, such as *Biology 101 Exam 2*

There currently two main formats for Exams:

- **Traditional (the default):** These Exams, with multiple question types, are presented in an electronic form

- **Scratch Off Exams:** If you are going to create a Scratch Off Exam then change to YES.
 - **NOTE:** This is where the question is offered in an electronic scratch off form.
 - **NOTE:** This option will disable the question block option.
- **Question Blocks:** This option allows you to group questions into blocks.
- **G&O Version:** Select the version of Goals and Objectives that will be used to map this Exam.
- **Assessed:** YES/NO Toggle. If the results of this Exam are going to be exported to the grade book, this field must be Yes.
- **Display type:** Default format for traditional Exams should be *One Per Page*.
 - **NOTE:** This does not apply to TBL (Team-based Learning).
- **Create Exam**

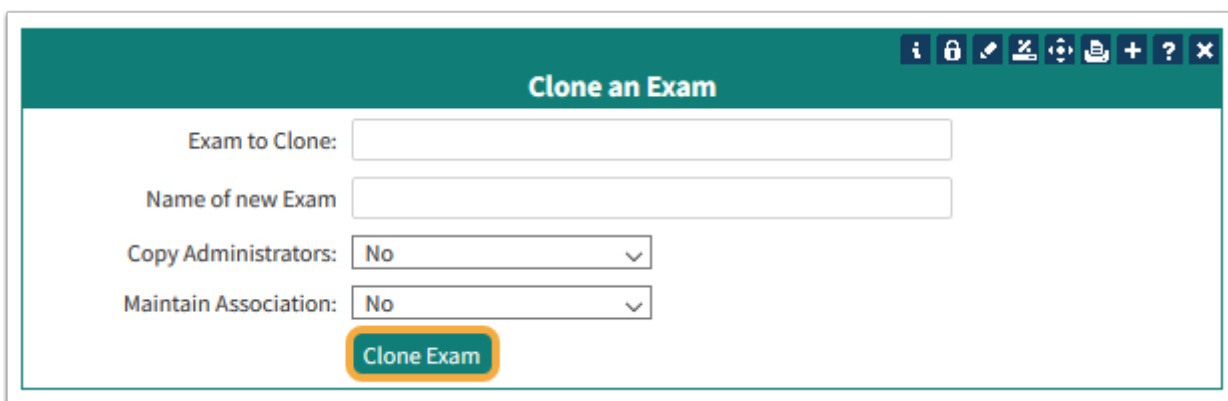
For more detailed information about creating new Exams, please refer to [Exam Editor Overview](#)



(3) Clone Exam

This screen will create a copy of the existing Exam, including all questions, responses and attachments.

- **Exam to Clone:** Double click to see of list of Exams.
- **Name of new Exam:** Create a new name for the Exam
- **Copy Administrators:** YES/NO Toggle
- **Maintain Associations:** Yes/No Toggle. This copies Event/Course links and Group associations.



(4) Quick Access

This feature allows you to quickly set the number of days the Exam will be available based on the new Begin Date.

Set Exam Access Times for all Exams

Pathology: Cardiomyopathy 2020-02-19

Days exam will be available:

3

New begin Date:

2-2-2019

Create Access Time(s)