

EXAM Publish the exam

To publish an exam, click the tab **Publish**. After publishing the exam the student can see that the exam exists, and book a slot for the exam. (The student can book a time one month in advance, and only take the exam during the timeslot the exam is open)

General exam:

- The link to the exam can be given to the students in e.g. Moodle
- The students can also search for the exam using the name of the exam or the teacher when logged in to Exam.

Personal exam:

- Choose the specific student/students for the exam. (the student has to have been logged in at least once before)
- The software sends out an automatic link via e-mail to the specific student/students. (Note that personal exams are single-use)

Here you decide on

- the Exam period (the time period when the students can take the exam)
- Exam duration.
- Number of attempts before assessment: Choose 1-5 or infinite.

When the exam has been published the students can see that the exam exists and he/she can book a time for the exam.
(The student can book one month in advance and he/she can take the exam only during the time period when the exam is open.)

Add the link of the **General exam** and information of its availability e.g. into the course home page Moodle.
The students can also search for the exam when logging into Exam.

If it is a **Personal exam** the student receives an e-mail with the link.