Teacher / faculty support team	ESI
Decide and register	
Decide what kind of exam you would like to take and ask the Board of Examiners for permission.	You can ask questions by sending an email to digitaaltoetsen@rug.nl
Register your exam with the scheduler at your faculty, see: https://www.rug.nl/education/schedules/contacts, if you would like your exam to be supported by Team Assessment Support. For questions about this step, please contact the scheduler at your faculty.	
Use of the exam template is recommended as it provides extra security, because you can benefit from technical support, and for archiving, accreditation and logging purposes.	Team Assessment Support will now create an exam course based on a template. You can ask questions by sending an email to digitaaltoetsen@rug.nl
Construction	
You will receive an email when your exam course is created. By default, the coordinator of the course is enrolled. If you wish to enroll fellow teachers, you can: Enroll your fellow teachers.	
Construct questions/ assignments in the exam course. Various assignment types are available: - Create essay assignment - Create assignment - Create a test	Team Assessment Support is available to answer questions. You can communicate via the management portal (In the exam course: click on Exam Management).
Optional: Use for (essay) assignments a **Question flow**: the students are forced to answer the questions one by one, either in a fixed order or in a random order. **Question Flow Group**: present a randomly selected question/essay assignment from a question group. This can be used if you have multiple variants of the same question. Question flow and Question Flow Group	
When you are ready: inform Team Assessment	You can communicate via the management portal

Support.	(In the exam course: click on Exam Management). Team Assessment Support enrolls students using the course registrations in Progress.
Set time availability on the exam folder. [Availability exam course and folder properties](#)	
Optional: set extra time for students with special needs.[Adaptive release to allow students extra time](#)	
Optional: set the Student pledge as a barrier to viewing the questions. [Adaptive release student pledge](#)	
When you are ready: inform Team Assessment Support. After this: please **do not** change any settings.	You can communicate via the [management portal](#) (In the exam course: click on Exam Management). Team Assessment Support checks the exam settings.
Exam administration	
Make the exam course available for examination. [Availability exam course and folder properties](#)	
Lecturer is on standby for questions from students during administration. If you need assistance during the exam, please go to [Collaborate Online exam support](#) for urgent questions. During the exam you can [make an announcement](#) to inform your students.	Nestorsupport is available in this Collaborate session and will act if there are any issues.
Common issues/questions from students during the exam, and how to solve/answer them. [Information relevant during examination](#)	
After examination	
Make the exam course unavailable. [Closing the exam](#)	
Grade the exam. - [Grade Essay assignment](#) / [Video grading](#) - [Grade an Assignment](#) - [Grade a Test](#)	

Using Plagiarism Checker Urkund: Manual Urkund (with Assignments only) Optional: download the answers to essay questions and upload them in Urkund (*not possible yet)*.	
Optional: export the grades to the 'regular' Nestor course. Download and upload grades in Nestor	
Optional: Set up a digital review. You can re-open the exam course for students during a certain time frame. You can decide which students can take part and which information they get to see. Keep in mind: If you have added general restrictions for during the exam moment (e.g. time, unavailable) to any of the questions / the test, you must remove them for inspection. Individual restrictions (e.g. Student Pledge, Question flow) must remain. Set up a digital review Essay questions and Blackboard test Set up a digital review Ephorus Assignment and Assignment	You can ask if Team Assessment Support checks the review settings via the management portal (In the exam course: click on Exam Management).