

iliasEXAM Tutorial

For students

u^b

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BERN**

iLUB

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photo by Akshay Chauhan on Unsplash



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1 Getting started

1.1 Getting started: Access iliasExam



If your exam is conducted using iliasEXAM, your instructor will email you an access link a few days before the exam. Read the email carefully, it contains important information about the exam.



Click on the link to join the exam course.

If you have not received a link, you can join the exam course manually. Proceed as follows:

- 1 Go to <https://exam.unibe.ch/> and log in with your edu-ID.
- 2 On the right side of the iliasEXAM landing page, click on «Find exams».
- 3 In the repository, select the respective faculty.
- 4 Within the faculty, select the respective subject.
- 5 Within the subject, select the current semester. Afterwards click the respective exam course.
- 6 You will be directed to the «Course Registration» and need to click «Join».
- 7 You can find all exam courses that you have joined in the ongoing semester under «My ongoing exams».

The screenshot illustrates the user interface for finding and joining an exam course. It is divided into two main sections. The top section, titled 'My ongoing exams' and 'Find exams', shows the navigation path. A red arrow labeled '1' points to the 'Find exams' button. Below this, the 'Magazin' section is visible, with a red arrow labeled '7' pointing to the 'Magazin' header. Underneath, the 'Fakultäten' section is shown, with a red arrow labeled '2' pointing to the 'Fakultäten' header. Below this, the 'Med' and 'Phil-hist' folders are visible. The bottom section, titled 'Course Registration', shows the registration details. A red arrow labeled '6' points to the 'Join' button. The 'Registration Period' is 'Unlimited' and the 'Registration Type' is 'You can join this course directly.' The 'Join' and 'Cancel' buttons are visible at the bottom right of the 'Course Registration' section.

1.2 Getting started: Set up iliasEXAM

You do not need to do anything special to set up iliasEXAM.

FOR EXCHANGE STUDENTS:

If you're an exchange student, you need to enter your Studi-ID (student number) on iliasEXAM.

- 1 Find your Studi-ID (student number) on your Unicard.
- 2 Click on the icon in the top right corner and select «Profile and Privacy».
- 3 Under «Other» enter your number in the «Studis-ID (e.g. EU-1000078899)» field.
- 4 Click «Save and Continue».

The screenshot shows the user profile page for an exchange student. At the top, there is a header with the University of Bern logo and a search icon. Below the header, there is a section for 'Mobilitätsstudent/in Incoming' with the student ID 'EU-1000078899' and the faculty 'Phil.-hist. Fakultät Herbstsemester 2021'. The validity period is 'Gültig bis 31.01.2022'. Below this, there is a menu with options: 'Profile and Privacy', 'Settings', and 'Logout'. Under the 'Other' section, there are two input fields: 'Matriculation number' and 'Studis-ID (eg. EU-1000078899)'. A red arrow labeled '1' points to the 'Studis-ID' field. A red arrow labeled '2' points to the 'Profile and Privacy' menu item. A red arrow labeled '3' points to the 'Studis-ID' field. A red arrow labeled '4' points to the 'Save and Continue' button at the bottom right.

1.3 Getting started: Get to know iliasExam

Familiarize yourself with the exam environment. It consists of the following elements:

Folder Faculty ▶ Folder Subject ▶ Folder Semester

Exam course




- 🗨 LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.) ← 1
- 🔒 **E-Exam [Exam container]** ← 2
 - 👤 E-Exam: „Name“
 - Exam**
 - 🧩 Exam (RootNr.-Semester-SequenceNr.)
 - Exam-relevant files**
 - 📄 Files, e.g. case description, i.a.
- Notes and support for the e-exam** ← 3
 - 📄 Exam agreement
 - 📄 Tutorial for students
 - 🌐 Mock exam for students
 - 📄 Your own mock exam, i.a.
 - 📄 Additional files, e.g. reading list, i.a.

- 1 The 🗨 «Exam course» (LK yyyy-mm-dd: Name (RootNr.-Semester-SequenceNr.)) contains all elements that are part of the exam.
- 2 Within the 🗨 «Exam course» there is an 👤 *Exam container* (E-Exam: „Name“). This container is where you will find the 🧩 «Exam (RootNr.-Semester-SequenceNr.)» and the «Exam-relevant files». The 👤 *Exam container* is password-protected. You will be able to access it once your lecturer has given you the password at the beginning of the exam (see p. 11).
- 3 Contents that you should familiarize yourself with before taking the exam, including the mock exam (see p. 8), are provided in the section «Notes and support for the e-exam».











2 Preparing for the exam



2 Preparing for the exam

- 1 We strongly recommend that you take the generic mock exam to familiarize yourself with the exam tool and to test whether all question types are displayed correctly and can be answered. To take the mock exam before you receive the access link to the  exam container, you can click [here](#).
- 2 If your lecturer has created an additional mock exam, you should take that as well.
- 3 Make sure that your laptop meets the  minimum requirements; we strongly advise you to comply with the  recommendations as well:




Hardware:

-  Fully functional, powerful notebook computer, **no** tablets or smartphones
-  No older than 5 years
-  At least 13" display, resolution of at least 1024 × 768
-  At least 10GB free memory
-  20GB free memory
-  Fully charged battery, battery life of at least 2.5h, charger
-  Fully functioning WIFI capabilities
-  Familiar keyboard layout




Browser:

-  Chrome or Firefox (latest version), **not** Safari, Edge (Legacy) or Internet Explorer
-  Disabled extensions/addons (incl. adblocker)

Operating system

-  Up-to-date Windows 10/11, MacOS or Linux, **not** Android, iOS or Chrome OS
-  Updated system
-  Disabled/paused automatic updates

Basic system skills:

-  Switch WIFI to Eduroam
-  Browser navigation
-  System controls (Brightness, volume, restart, ...)

- 4 Check your connection to Eduroam at least one week before the exam. If you have problems with Eduroam, follow these instructions https://serviceportal.unibe.ch/sp?id=kb_article&sysparm_article=KB0010048 or contact the helpdesk at wireless@id.unibe.ch.



3 Taking the exam



3

Taking the exam

3.1 Before the exam starts

3.1 Taking the exam: Before the exam starts

To ensure a smooth process, we recommend the following procedure.

- 1 Arrive at the exam room approx. 30 minutes before the start of the exam. The WIFI on your computer should be deactivated.
- 2 Set up your workspace: Connect to Eduroam and go to the «Exam course» via «My ongoing exams».
- 3 Go to the Exam container. This will take you to the password prompt.
- 4 Remove all illicit tools from your workspace.
- 5 As soon as you receive the password to the Exam Container, enter the password and click «Join». You will then see the «Exam» and if applicable, «Exam-relevant files».
- 6 If there are «Exam-relevant files» you should download and open these.
- 7 Klick on the «Exam».
- 8 On the landing page of the «Exam», click «Start the Test», to begin working on the exam.

i The actual exam procedure may deviate from our recommendation in some cases. The information/procedures communicated on site by the persons responsible for the exam is always the valid one.

The screenshot shows a web interface for joining an exam container. At the top, there are two buttons: "My ongoing exams" (with a red arrow 2 pointing to it) and "Find exams". Below this, a red arrow 3 points to the "E-Exam: 'TEST exam container'" section. Underneath, there is a "Join" button. A "Join Group" section contains a table with the following information:

Important Information	Mit Beitritt zum Prüfungscontainer akzeptieren Sie die Prüfungsmodalitäten und -bedingungen.
Registration Period	Unlimited
Registration Type	Join With Group Password

Below the table is a "Password" input field with a red arrow 5 pointing to it. A note below the field says: "If you know the group password, you can join the group. Please contact a group administrator, if you do not know the password." At the bottom of this section are "Join" and "Cancel" buttons. Below this is a "Prüfung" section with a red arrow 7 pointing to the "Prüfung (414283-HS2021-0)" entry. Below that is a section for "Prüfungsrelevante Dateien" with a red arrow 6 pointing to it. At the bottom, there is a "Start the Test" button with a red arrow 8 pointing to it.



3

Taking the exam

3.2 Navigation

3.2 Taking the exam: Navigation I

After you have started the exam, you will see the following header:

- 1 Title of the exam
- 2 Your name

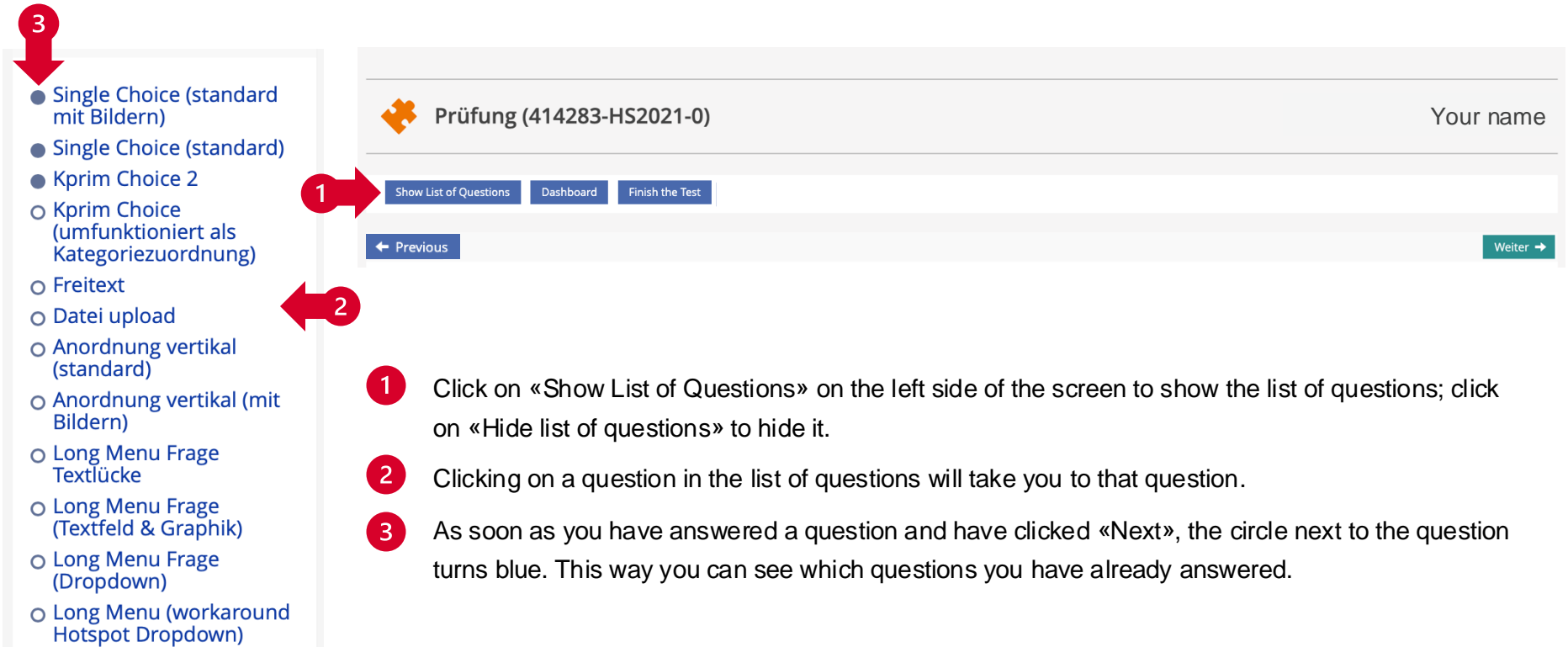


You have the following options for navigation:

- 3 «Show List of Questions» (see p. 14)
- 4 «Dashboard» (see p. 15)
- 5 «Previous»
- 6 «Next»
- 7 «Finish the Test»

i PLEASE NOTE: In the mock exam you can change your answers at any time before you finish the exam. However, it is possible that in your actual exam the answer to a question is locked once you navigate to another question. This means that you will not be able to change your answer afterwards. Your lecturer can give you more information about this for the respective exam.

3.2 Taking the exam: Navigation II



The screenshot shows an exam interface. On the left is a list of question types. The main area displays the exam title 'Prüfung (414283-HS2021-0)', the user's name 'Your name', and navigation buttons: 'Show List of Questions', 'Dashboard', 'Finish the Test', 'Previous', and 'Weiter'. Red arrows and numbers 1, 2, and 3 indicate the steps for navigating between questions.

- Single Choice (standard mit Bildern)
- Single Choice (standard)
- Kprim Choice 2
- Kprim Choice (umfunktioniert als Kategoriezuordnung)
- Freitext
- Datei upload
- Anordnung vertikal (standard)
- Anordnung vertikal (mit Bildern)
- Long Menu Frage Textlücke
- Long Menu Frage (Textfeld & Graphik)
- Long Menu Frage (Dropdown)
- Long Menu (workaround Hotspot Dropdown)

- 1 Click on «Show List of Questions» on the left side of the screen to show the list of questions; click on «Hide list of questions» to hide it.
- 2 Clicking on a question in the list of questions will take you to that question.
- 3 As soon as you have answered a question and have clicked «Next», the circle next to the question turns blue. This way you can see which questions you have already answered.

i PLEASE NOTE: It is possible that in your actual exam the list of questions has been disabled and is therefore not displayed. This means that you cannot use it to navigate back and forth between questions. Your lecturers can give you more information about this for the respective exam.

3.2 Taking the exam: Navigation III

Clicking on **1** «Dashboard» brings up an overview of the exam questions.

Here you will be able to see...

- 2** how many points can be obtained per question
- 3** which questions you have already answered
- 4** Whether you have marked the question (see p. 17).

Clicking on a **5** question title in this overview will take you to that question.

The screenshot shows a navigation bar at the top with three buttons: "Show List of Questions", "Dashboard", and "Finish the Test". Below the buttons is a table of questions. Red arrows with numbers 1 through 5 indicate the following actions:

- 1**: Clicking the "Dashboard" button.
- 2**: Clicking the "Maximum Points" column header.
- 3**: Clicking the "Answered" column header.
- 4**: Clicking the "Flagged" column header.
- 5**: Clicking a question title in the table.

No.	Question Title	Maximum Points	Answered	Flagged
1	Single Choice (standard)	1 Pt.	Yes	
2	Single Choice (standard mit Bildern)	1 Pt.	Yes	
3	Kprim Choice	4 Pt.	Yes	
4	Kprim Choice (Kategoriezuordnung)	4 Pt.		
5	Freitext	2 Pt.		
6	Datei upload	2 Pt.		
7	Anordnung vertikal (standard)	1 Pt.		
8	Anordnung vertikal (mit Bildern)	5 Pt.		
9	Long Menu Frage (Textlücke)	7 Pt.		

i **ACHTUNG:** Es ist möglich, dass in der Prüfung Ihres Dozierenden der Bearbeitungsstand deaktiviert ist und deshalb nicht angezeigt wird. Ihre Dozierenden können Ihnen dazu für die entsprechende Prüfung nähere Auskunft geben.



3 Taking the exam

3.3 Answering questions

- a. General notes
- b. Multiple Choice (Single Answer)
- c. Multiple Choice (Kprim Answers)
- d. Ordering Questions (Vertical)

-
- e. Long Menu - Text
 - f. Long Menu - Select
 - g. Essay Question
 - h. File Upload

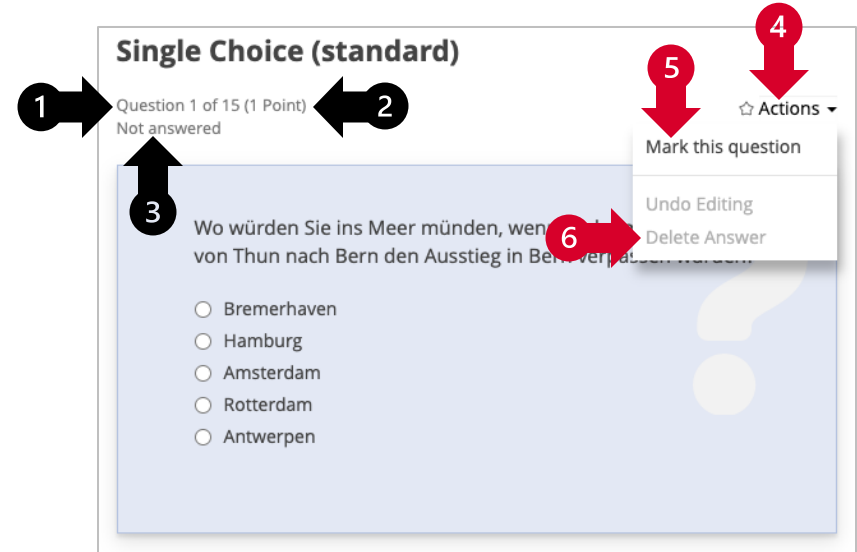
3.3 Answering questions: a. General notes

On iliasEXAM lecturers can choose from different question types. Which of these question types are used in your exam depends on the lecturers. In most cases, only 1-2 different question types will be used. On the next pages you will learn what the different question types may look like and how you can respond to them.

For all question types, you will find information on the **1** total number of questions, the **2** points to be obtained per question, and your **3** processing status below the question title.

In the **4** «Actions» menu on the right side of the screen you have the following options:

- 5** «Mark this question»: You can mark individual questions. Marked questions are identified in the list of questions (★) and in the Dashboard. You can remove the marking with «Remove this mark».
- 6** «Delete Answer»: This allows you to undo your answer selection.



3.3 Answering questions: b. Multiple Choice (Single Answer) I

With this question type you select one correct answer with a mouse click on the corresponding answer.

The selected answer will be marked with a solid blue/white radio button.

Single Choice (standard)

Question 1 of 15 (1 Point)

Answered (editing)

☆ Actions ▾

Wo würden Sie ins Meer münden, wenn sie beim Aareböötlen von Thun nach Bern den Ausstieg in Bern verpassen würden?

- Bremerhaven
- Hamburg
- Amsterdam
- Rotterdam
- Antwerpen

3.3 Answering questions: b. Multiple Choice (Single Answer) II

Single Choice (standard mit Bildern)

Question 2 of 15 (1 Point)
Not answered ☆ Actions ▾

Welche der folgenden Abbildungen zeigt die serbische Flagge?

- 
- 
- 
- 
- 

The image shows a question interface with a large question mark in the background. The question asks for the Serbian flag. Five options are listed, each with a radio button and a magnifying glass icon below the flag image.

With this question type you select one correct answer with a mouse click on the corresponding answer.

The selected answer will be marked with a solid blue/white radio button.

You can enlarge the image by clicking on the magnifying glass symbol below the image.

3.3 Answering questions: c. Multiple Choice (Kprim Answers) I

With this question type, you decide for each **1** statement whether it is true or false (or +/-, applicable / inapplicable, adequate / inadequate).

The selected answer will be marked with a solid blue/white radio button.

With this question type, full points will be awarded if you selected the correct answer for all four statements. For three correct answers, you may receive half of the maximum score. If less than three answers are correct, no points will be awarded.

Kprim Choice

Question 3 of 15 (4 Points)

Not answered

☆ Actions ▼

Folgende Staaten gehören zur Europäischen Union:

You have to decide on every statement: [right] or [wrong]

right

wrong

-
-
-
-

-
-
-
-

1
↓
Polen
Russland
Spanien
Deutschland

3.3 Answering questions: c. Multiple Choice (Kprim Answers) II

The Kprim question type can also be used for category assignments. Here you select which of the two categories the **1** statements belong to.

The selected answers will be marked with a solid blue/white radio button.

With this question type, full points will be awarded if you selected the correct answer for all four statements. For three correct answers, you may receive half of the maximum score. If less than three answers are correct, no points will be awarded.

Kprim Choice (Kategoriezuordnung)

Question 4 of 15 (4 Points)

Not answered

☆ Actions ▾

Categorize the following translations from German into English as "False friends" or "correct translation"

You have to decide on every statement: [False friend] or [Correct translation]

False friend

Correct translation

-
-
-
-

-
-
-
-

DE Rezept - EN recipe

DE Ambulanz - EN ambulance

DE delikat - EN delicious

DE See - EN sea



3.3 Answering questions: d. Ordering Questions (vertical)

With this question type you have to define the correct order of the individual items (e.g. words, images). To do so, drag and drop the individual items.

If the suggested order is already correct, check the **1** «The pre-set order is correct» option below the items.

The checkbox turns blue with a white check mark.

With this question type you will be awarded the specified score only if all items are in the correct spot.

Anordnung vertikal (standard)

Question 7 of 15 (1 Point)
Not answered (editing) ☆ Actions ▾

Sortieren Sie die folgenden Städte absteigend nach Ihrer Einwohnerzahl (2020).

São Paulo

Tokio

Shanghai

Delhi

Manila

The preset order is correct **1**

Anordnung vertikal (mit Bildern)

Question 8 of 15 (5 Points)
Not answered ☆ Actions ▾

Ordnen sie die folgenden Bilder in der für ein Haus typischen Anordnung (von oben nach unten).







The preset order is correct **1**

3.3 Answering questions: e. Long Menu - Text

With this question type, have to fill in the blanks with the appropriate answer.

Depending on the setting of the specific exam question, it is possible that after entering the first characters, one or more **1** suggested solutions will be displayed. You will be able to choose an answer from these suggestions.

Long Menu Frage (Textlücke)

Question 9 of 15 (7 Points)
Not answered

Bestimmen Sie die Wortart der Wörter im folgenden Beispielsatz. Schreiben sie die Wörter aus und verwenden sie keine Abkürzungen.

Wir tauchen im tiefsten
 See der Schweiz

Long Menu (Numerische Antwort)

Question 14 of 15 (2 Points)
Not answered

Lösen Sie die folgenden Gleichungen und tragen Sie das Ergebnis in Ziffernform in das jeweilige Feld ein.

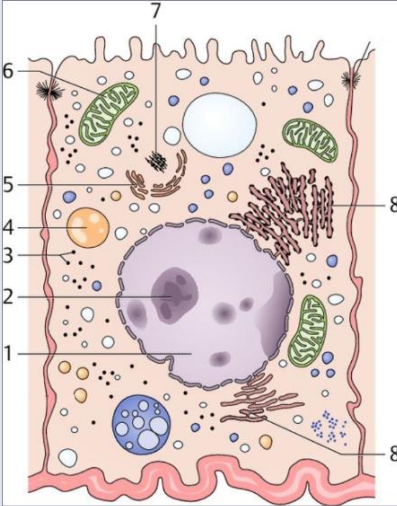
1+2=

6-4=

Long Menu Frage (Textfeld & Grafik)

Question 10 of 15 (9 Points)
Not answered (editing)

Beschriften Sie in den jeweiligen Textfeldern die Abbildung einer Zelle. Schreiben sie die Wörter aus und verwenden sie keine Abkürzungen.



1 Zell

2 Zellkern

3

4

5

6

7

8a

8b

3.3 Answering questions: e. Long Menu - Select

With this question type, you select the appropriate answer(s) from one or more **1** drop-down menu(s).

Long Menu Frage (Dropdown)

Question 11 of 15 (3 Points)
Not answered ☆ Actions ▾

Bei der Aufnahme eines 34-jährigen Patienten in der Inneren Medizin mit Schmerzen im rechten Oberbauch entdecken Sie bei der Auskultation zufällig einen braunen Fleck am Rücken über dem Schulterblatt. Der Patient kann über die Bestandsdauer nichts sagen, es bestehen keine Symptome.

Bitte nennen Sie drei Differenzialdiagnose für diesen klinischen Befund:

-- please select --

- ✓ -- please select --
- Akute Appendizitis
- Alterswarze
- Blepharitis** ← **1**
- Candida-Sepsis
- Compound Nävus

Long Menu (Hotspot Dropdown)

Question 12 of 15 (1 Point)
Not answered (editing) ☆ Actions ▾

Hagebuche (*Carpinus betulus*)

Finden Sie auf dem Raster des Bildes **eine** Region, in der die Hagebuche **typischerweise häufig** vorkommt und wählen Sie im Dropdown Menü eine entsprechende Buchstaben-Zahlenkombination.

Buchstaben-Zahlenkombination: C1 ← **1**

	A	B	C	D	E	
						1
						2
						3
						4
						5

3.3 Answering questions: g. Essay Question

With this question type you write your answer to the question in the text field. The text can be formatted with the menu bar above the text field.

Your answer will be saved as soon as you click the «Save», «Next» or «Previous» button or navigate to another question via the list of questions. To be safe, your answers will be cached automatically every 30 seconds.

 It is advisable to save your answer regularly by clicking the «Save» button in the menu bar, especially for longer texts.

Freitext

Question 5 of 15 (2 Points)

Not answered

 Actions ▾

Beschreiben Sie kurz die Spielregeln im Basketball.

 **B** *I* ↶ ↷  ▾ U

P

3.3 Answering questions: h. File Upload

With this question type you upload a file by clicking **1** «Datei auswählen» and then uploading the selected file by clicking **2** «Upload». Be aware of the allowed maximum upload size (depends on the lecturer's settings).

The uploaded file will appear in the **3** table.

By checking the **4** checkbox to the left of the file name and clicking **5** «Delete» uploaded files can be deleted.

The screenshot shows a 'Datei upload' interface. At the top, it says 'Question 6 of 15 (2 Points)' and 'Not answered (editing)'. Below this, there is a section for 'Submitted Files' with a 'Delete' button. A table lists the file 'test file upload.docx' with a date of '08. Jul 2022, 11:30'. Below the table is a 'Select All' checkbox and another 'Delete' button. At the bottom, there is an 'Upload File' section with a 'Datei auswählen' button, an 'Upload' button, and a note 'Maximum upload size: 3000.0 MB'. Red callouts with numbers 1-5 point to these elements: 1 points to 'Datei auswählen', 2 points to 'Upload', 3 points to the 'Submitted Files' table, 4 points to the 'Select All' checkbox, and 5 points to the 'Delete' button below the table.

Datei upload

Question 6 of 15 (2 Points)
Not answered (editing) ☆ Actions ▾

Laden Sie hier ihre Datei mit ihren Herleitungen/Skizzen hoch.

Submitted Files
(1 - 1 of 1)

File Name	Date
<input type="checkbox"/> test file upload.docx	08. Jul 2022, 11:30

Select All Delete

(1 - 1 of 1)

Upload File

1 Datei auswählen Keine ausgewählt

2 Upload

Maximum upload size: 3000.0 MB

3 Delete

4 Select All

5 Delete



3

Taking the exam

3.4 Submit the exam

3.4 Taking the exam: Submit the exam

To submit your exam, click **1** «Finish the Test».

In the mock exam, you will be taken directly to the **2** confirmation of submission. If you see this or a similar confirmation of submission in your exam, your exam has been submitted successfully. You can close the browser and turn off your computer.

In an actual exam, you will first need to **3** confirm that you want to finish the exam. Note that in exams you only get one attempt. Once you finish the exam, you will not be able to continue working on it.

The screenshot shows the exam submission process. At the top, there are three buttons: "Hide List of Questions", "Dashboard", and "Finish the Test". A red arrow with the number "1" points to the "Finish the Test" button. Below this is the university logo "u^b UNIVERSITÄT BERN". A red arrow with the number "2" points down to the "Eingangsbestätigung" section. This section contains the text: "Sie sind am Ende der Prüfung angekommen. Ihre Antworten wurden übermittelt. Falls Sie den Prüfungsraum vor Ablauf der Prüfungszeit verlassen möchten, zeigen Sie diese Bestätigung einer Prüfungsaufsicht, bevor Sie Ihren Browser schliessen." Below this text is a "Continue" button. At the bottom, there is a yellow warning box with the text: "You are going to finish this test and reach the maximum number of allowed test passes. You won't be able to enter this test again to change your answers. Do you really want to finish the test?". Below the warning box are two buttons: "Yes, I want to finish the test" and "No, go back to the previous question". A red arrow with the number "3" points up to the "Yes, I want to finish the test" button.



4 Who to ask

4 Who to ask



Content-related questions

Your lecturer



Technical issues with iliasEXAM

iLUB
exam.ilub@unibe.ch



Issues with Eduroam

Instructions
https://serviceportal.unibe.ch/sp?id=kb_article&sysparm_article=KB0010048

Helpdesk
wireless@id.unibe.ch



**Good luck with your
iliasEXAM exam!**