

# Tutorial on Exam Usage



## I. Function Introduction

The exam function is used in the scenario of detecting the learning effects of trainees during training and learning, helping trainees consolidate course knowledge. Operators can set post - course exams and quizzes for courses. Exams can consist of various types of questions, including single - choice, multiple - choice, indefinite - choice, fill - in - the - blank, Q&A, and material - based questions.

## II. Purpose of Use

It is a learning tool for operators to detect users' learning effects. Operators can get feedback on learning effects through exam results and optimize subsequent courses based on the feedback.

## III. Use Scenarios

A certain online store has created many courses, but after they were launched, there was no way to know whether users truly mastered the course content, and there was a lack of direction for subsequent course optimization. After using the exam function, users can take in - class exams while learning courses to consolidate knowledge. Based on their exam scores, users will study the courses more purposefully, truly improving learning effects.

## IV. Operation Path

Merchant side: Desktop management console → Courses → Interaction Management → Exams  
→ Create a new exam → Assemble a test paper → Publish → Grade

Trainee side (H5): Personal Center → Learning Tools → Exam List → Start the exam → Submit the test paper

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## V. Usage Tutorial

### Step 1: Create a new exam (Management background)

On the management console, go to [Learning Assistance Tools] - [Exams] to enter the exam list management page;

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Create a new exam and set the basic exam information;  
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Explanation of relevant settings:

1. Name: The name of the exam, such as the \*\* Intermediate Exam in 2020;
2. Cover image: The cover image of the exam;
3. Details: Write a concise introduction for your exam;
4. Associated courses: After associating courses, trainees can view the exam in the details of the associated courses. If no courses are associated, operators can click the share button in the list to get the relevant link and QR code to promote the exam to trainees;
5. Information collection: Trainees' information can be collected. Trainees need to fill in the information required by the merchant before they can take the exam;
6. Exam settings: The exam time, duration, number of retakes, and intervals can be set;
7. Question scores: Whether to display the scores of questions can be set
8. Result settings: Whether to display the exam scores, questions, and answers, and when to display them can be set

## **Step 2: Assemble a test paper (Management background)**

Add a test paper. It supports creating a new test paper and selecting an existing one from the test paper library([Click to view the test paper operation tutorial](#))

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### **Step 3: Publish (Management background)**

After configuring the test paper, the publication time and service account notifications can be set. Click [Complete] to publish the exam;

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### **Step 4: Grade (Management background)**

① Grading of objective questions: The system will automatically grade multiple - choice, fill - in - the - blank, and true - false questions. Q&A questions need to be graded manually. (If the exam consists entirely of multiple - choice questions, the system will directly grade the exam, and users can know their scores without waiting for the operator to grade.)

② Grading of Q&A questions: Through the exam list, click the [Grading List] button to enter the grading list page. Find the trainee to be graded and click the [Grade] button to start grading. You can give scores to questions and enter corresponding comments

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Trainee side (H5)

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Trainee - side operations

## **Method 1: Exam List (e - exam Mini Program)**

### 1. Test paper answering

Step 1: Trainees can enter the exam through the Mini Program code of the e - exam, the sharing link, the H5 floating window, or the WeChat Mini Program list. Click the [Start the exam] button to start answering the exam;

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Step 2: Click on the exam to enter the details page. Click the [Start the exam] button to start answering the exam. After answering, click the [Submit the test paper] button to complete

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## **Method 2: Exam List (H5 store)**

### **1. Test paper answering**

Step 1: Trainees can enter the exam through the sharing link of the exam or the entrance in the course details page. Click the [Start the exam] button to start answering the exam;

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Step 2: Click on the exam to enter the details page. Click the [Start the exam] button to start answering the exam. After answering, click the [Submit the test paper] button to complete the exam.

Answering instructions: Trainees answer objective questions by clicking on options and answer subjective questions in text form.

## 2. Score viewing

Users can view their scores through [My] - [My Exams] in the store.

## **VI. Notes**

1. Can one exam be associated with multiple courses?

One exam can be associated with multiple courses.

2. If a user exits the exam page before finishing answering the questions, will the exam time be restarted?

No, the timing starts when the user first enters the answering page.

3. If a user exits the exam page before finishing answering the questions, will the previous answering progress be retained?

The previous answering progress will be retained, and there is no need to answer the questions again.

4. After the operator grades the test paper, will the user be notified by a service account message?

There is currently no service account message notification. Users can view their scores through [My] - [My Exams] in the store.



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