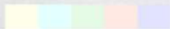




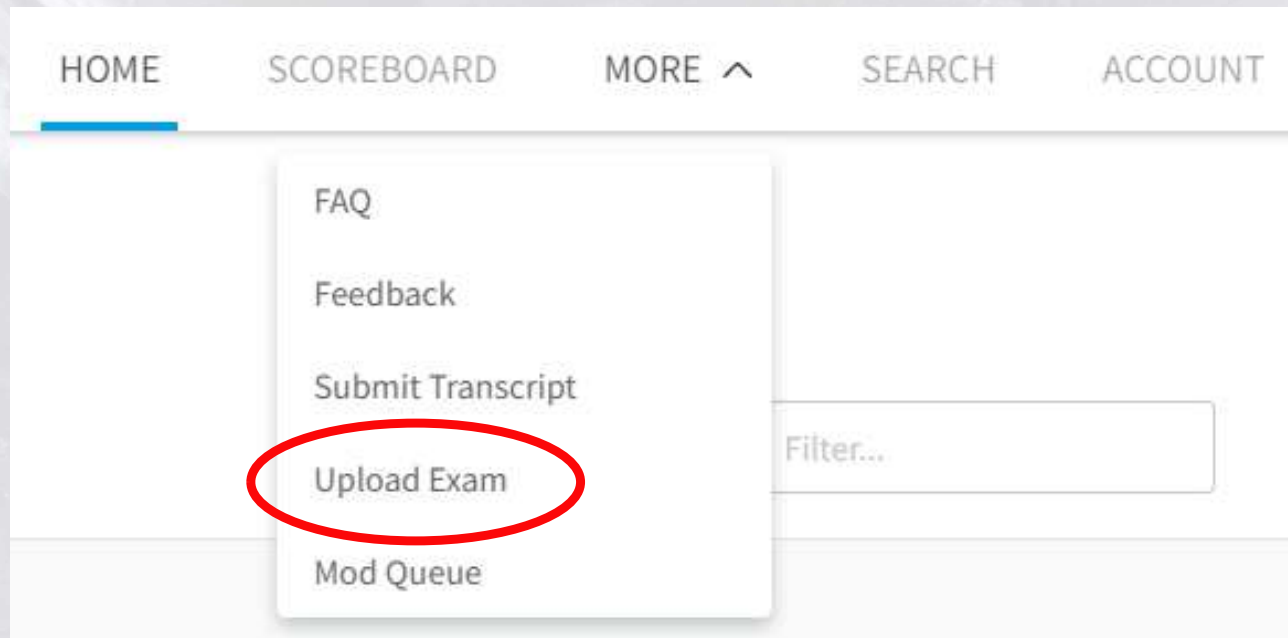
How to upload exams «Exams»

Exam Collection AIV: Community Solutions - <https://exams.aiv.ethz.ch/>





1. Under the tab "More" click on "Upload Exam".



Only admins (AIV/GESO Board) can upload exams. If an exam from a subject is missing or you want to upload one yourself, send it to your student association.



2a. Naming guidelines

- **Normal designation:** "Year Semester" e.g.: "2021 FS".
- **Multiple exams:** If there are several versions (type 1, type 2) of an exam or if several exams have taken place in the same semester (e.g., mechanics exams), always add the Latin number of the version after the name. For example, the 2nd mechanics exam in autumn 2020 would be called "2020 HS-II". In this way, a sensible sequence can be maintained. Adding Arabic numerals confuses the website.
- **Official solution:** If only the official solution of an examination is available, it should be named as follows: "Year Semester-ML" e.g.: "2021 FS-ML".



2b. Click on "Choose File" and select the exam. Name it according to the naming guidelines and select the corresponding course under "Category". Finally, click on "Submit". Only PDF files can be uploaded.

Upload PDF

FILE

CHOOSE FILE

NAME

Name

CATEGORY

Select...

SUBMIT



3. Internal editing: Adding cuts

- Select the blue arrow at the bottom right of the page and select "Add Cuts". You should then be able to edit the document.
- Suitable positions for a cut are marked in blue, but it may well be necessary to manually select a position marked in orange.
- Always add cuts after each sub-question so that there is not too much information on one answer.
- Once you are done, click on the blue X to exit editing.

Cuts should generally be present in all exams in case there is an error in the solution and so that students can also compare and debate answers. Priority should be given to exams that do not have solutions.

The screenshot shows the 'Analysis I/II' exam interface. The title 'Analysis I/II' and '2021 HS' are at the top. Below is a 'Pages' section with a grid of page numbers 1 through 8, where page 1 is selected. A 'Size' section has a horizontal slider. An 'Actions' section contains three icons: a magnifying glass, an upward arrow, and a double-headed vertical arrow. Below this is the 'Edit Mode' section, which is circled in red and contains a button labeled '+ ADD CUTS'. Underneath is the 'Display Options' section with four checkboxes: 'Display hidden PDF sections', 'Display hidden answer sections', 'Display Hide / Show buttons', and 'Display empty cut labels'. At the bottom right, there is a blue button with a white left-pointing arrow, also circled in red. The footer text reads 'All answers are licensed as CC BY-NC-SA 4.0.'



4a. Exam Types

1. **Session exams:** All official past examinations (session or end-of-semester examinations).
2. **Sample exams:** All official mock and sample exams. Similar to session exams but have never taken place in an exam period.
3. **Exam transcripts:** All student transcripts and exam reconstructions.
4. **Subject-specific:** All midterm exams, quizzes and special performance assessments from a subject. Name: "4th name of performance assessment" (midterm exams, written exams, quizzes, etc.).



4b. Metadata editing

- Click on the editing tool

2021 HS



- **Display Name:** Edit only if necessary according to "Examination Guidelines"
- **Resolve Alias:** Do not edit
- **Category:** Only edit again if wrong event is assigned.
- **Exam Type:** Assign Exam Type according to "Exam Type". If the Exam Type is not available in the drop-down menu, overwrite the Exam Type with a new one (make sure the spelling is correct!).

Metadata

DISPLAY NAME	RESOLVE ALIAS
<input type="text" value="2021 HS"/>	<input type="text" value="2022_Winter_Aufg.pdf"/>
CATEGORY	EXAM TYPE
<input type="text" value="Analysis I/II"/>	<input type="text" value="1. Sessionsprüfungen"/>



4c. Metadata editing II

- **Public:** Select as soon as all remaining steps have been completed according to the "How to upload" so that the examination is visible to all users.
- **Needs Payment: Do not select**
- **Finished Cuts:** Select when the necessary cuts have been completed according to "Cuts".
- **Finished Wiki Transfer:** Select as soon as the exam has been added to the inventory list.

Public
 Finished Cuts

Needs Payment
 Finished Wiki Transfer





4c. Metadata editing II

- **Legacy Solution Textbox:** Do not edit
- **Master Solution Textbox:** Do not rename anything, the sample solution is automatically called "Official Solution".
- **Print Only File:** Do not edit
- **Master Solution:** The official solution can be uploaded here.

LEGACY SOLUTION

MASTER SOLUTION (EXTERN)

PRINT ONLY FILE

CHOOSE FILE

MASTER SOLUTION

CURRENT FILE





4d. Metadata editing III

REMARK

Akveld

Attachments

CHOOSE FILE

Display name

ADD

× CANCEL

 SAVE

- **Remark:** Add lecturers and important information (e.g. student's solution process with name, if no sample solution is available).
- **Attachments:** Here you can upload additional files, such as permitted aids, students' solution suggestions etc. Name the document accordingly and click on "Add".

Finally, click on "Save" to save your changes. Thank you for adding to the exam collection!