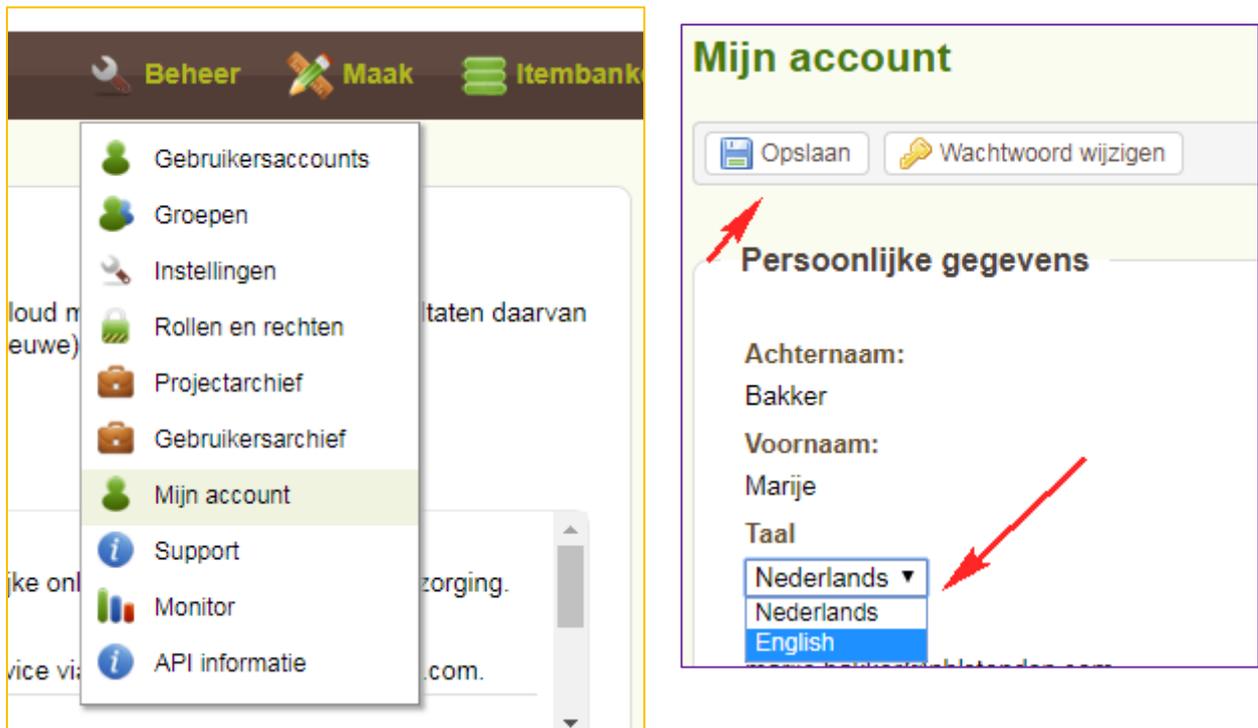


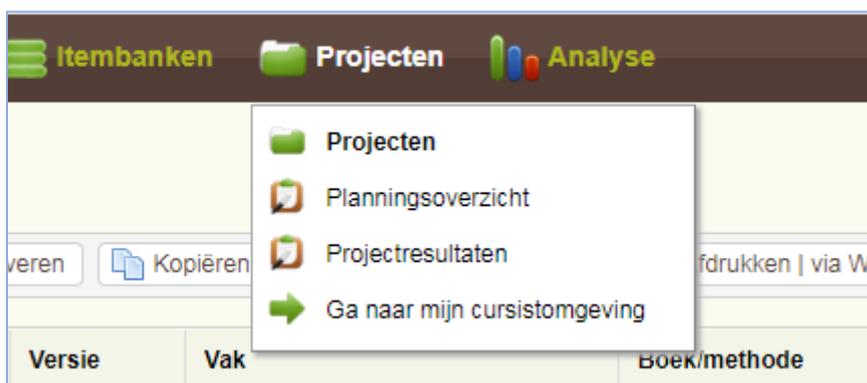
Checking your test in Quayn

You can now check your test in Quayn and make some small modifications if necessary:

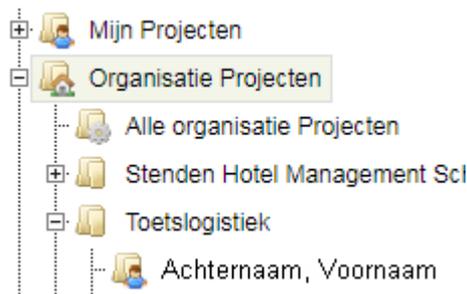
1. Go to Quayn: <https://nhl.quayn.eu> (Use Chrome browser)
2. Log in with your NHL Stenden username and password
3. You can change the interface language to English under Menu -> Beheer -> Mijn account. Click the dropdown underneath 'Taal', choose 'English' and click 'Opslaan'.



4. Go to the top menu bar to Projecten (Projects) -> Projecten



5. Click on  for 'Organisatieprojecten' on the left of your screen
6. Then click on  for 'Toetslogistiek' also on the left of your screen
7. Click on the folder with your name



8. Select (tick) (one of) the test(s) ready for you and choose “**Previewen**” in the menu bar



9. The password for your test can be found in the email invitation you received.

10. It is possible to go through the questions with the display bar, the buttons or by using the PageUp – PageDown keys on your keyboard.

11. You do not have to answer all the questions! You can close the test by using the “**Terug naar Projectoverzicht**” (back to project overview) button, but you can also decide to submit the test. Click **OK** if you get the warning that not all questions have been answered yet. This is important, especially if you want to check what students see when they have finished.

What to pay attention to?

Next to checking the questions, we would also like you to pay attention to the following:

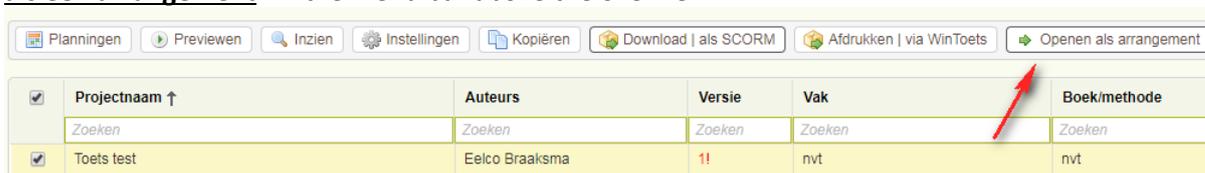
- Do I need to enter a password?
- Is the information on the cover sheet correct?
- Can I scroll back?
- Have the answers been mixed up? (for examiners)
- Do I see everything I want to see when I close the test? Percentages yes/no, marks, etc. (also see nr. 10)

Please contact us if one of the settings mentioned above is not correct.

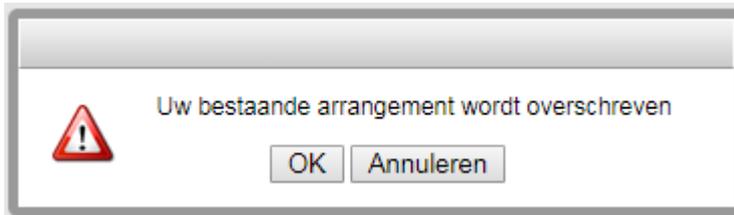
Is there a possibility to modify?

You can make small modifications yourself, e.g. correct spelling or stylistic errors:

1. Close the test after having checked it, again select (tick) the project and choose option “**Openen als een arrangement**” in the menu bar above the overview:



2. Click **OK** if this message appears:



- The arrangement (collection of test questions) will now be opened.
- Go to the column **Item** and click on *de tekst van de vraag* (text of question) to edit it.

⚙️ Instellingen ▶️ Previewen 📁 Project maken 🖨️ Afdrukken				
		🔒	Nummer	Item
⊖	🔍		1	<u>Dit is vraag 1.</u>
⊖	🔍		2	<u>Dit is vraag 2.</u>
⊖	🔍		3	<u>Dit is vraag 3.</u>
⊖	🔍		4	<u>Dit is vraag 4.</u>
⊖	🔍		5	Dit is vraag 5

- Adapt the question and click the “**Opslaan**” (save) button in the top right corner of the window. Then close the window by clicking the **X** (also top right corner)
- If you do not want to modify your question, then close the window by clicking the **X** (also top right corner) and by clicking “**OK**” when the warning appears.
- Repeat this for all the questions that you want to modify.
- Ready? Click the “**Project vernieuwen**” (project update) button above the overview

⚙️ Instellingen ▶️ Previewen 📁 Project vernieuwen 🖨️ Afdrukken via WinToets				
		🔒	Nummer	Item
⊖	🔍		7	<u>Voor hier je antwoord in max 250 woorden</u>
⊖	🔍		8	<u>Open vraag, max 250 woorden</u>
⊖	🔍		9	<u>Is deze PDF zichtbaar?</u>

- Click the “**Terug naar Projectoverzicht**” (back to project overview) button
- You will see that a new line has appeared with an increased version number. You can recognize the “old” version by the number in red and the exclamation mark.

Test Eelco	Eelco Braaksma	2!	
Test Eelco	Eelco Braaksma	3	
Test Eelco	Eelco Braaksma	1	

- You should now be able to preview your test (choose the latest version) or you can close Quayn.

Finally

We have tried to “copy” the settings as carefully as possible and furthermore tried to depict the images and attachments as clearly as possible. If you think that certain questions could be unclear for students because of, for example, an incorrect displayed image or a non-visible image, please contact us as quickly as possible.