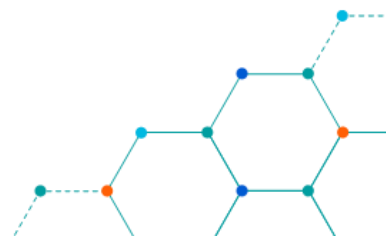


Completing and submitting a KEATS quiz as a student

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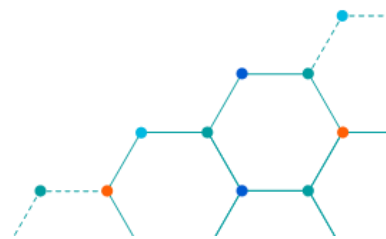
INTRODUCTION

This is one of a series of guides available from the [Teaching & Learning with Technology series](#).

This guide looks at the steps of completing and submitting a KEATS quiz as a **STUDENT**.

Important information

Quizzes may be one of the tools used to carry out assessments via KEATS. This guide will show you what to expect from a quiz layout in terms of appearance and structure. It will also show you how to submit your quiz once you've completed it.



GUIDE

Completing and submitting a KEATS quiz as a student

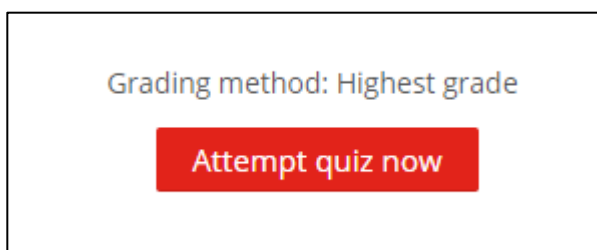
1. Sign into KEATS (<https://keats.kcl.ac.uk>) and navigate to the course
2. Quizzes are identified by the following icon:



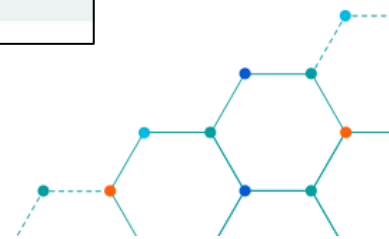
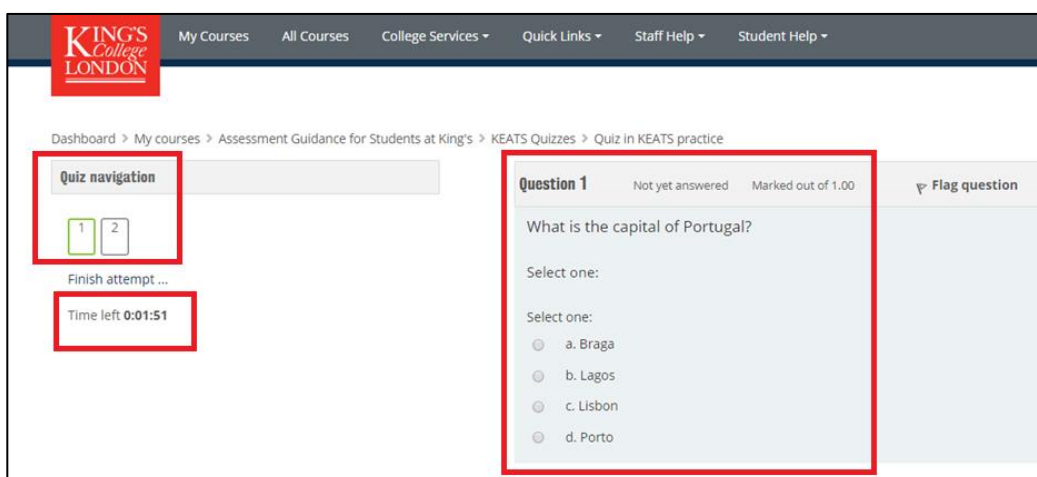
3. The quiz will also likely have a name and may appear like so:



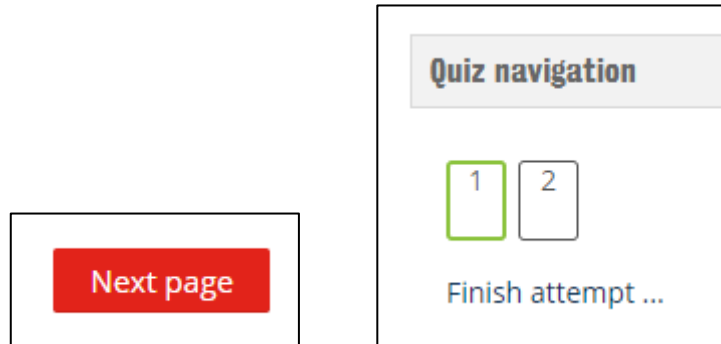
4. To start the quiz, click on the quiz icon.
5. You will then be taken to the holding screen. When you are ready to start the quiz, select the 'Attempt quiz now' button.



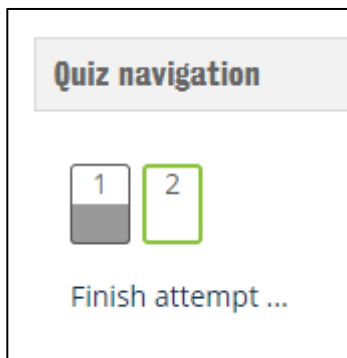
6. This will then take you into the quiz. Depending on how the quiz has been setup by your tutor you may see some or all of the following features:
 - a. A password request to unlock the quiz. If required, you will be supplied with a password just before your quiz takes place. Passwords are used for security reasons and using passwords also means all students start the quiz at the same time.
 - b. Timer / time left, which will tell you how long you have left to complete the quiz.
 - c. Quiz navigation.
 - d. And finally, quiz questions.



7. It is likely that your quiz will be a multiple choice quiz. This means that you will be presented with numerous answers to the question being posed.
8. To answer a question, select the answer you think is correct and then select the 'Next page' icon.
9. If you wish to move on to another question instead you can select a question from the Quiz navigation area. In this demonstration quiz there are only 2 questions.

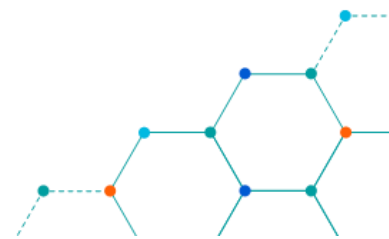


Once you have answered a question you will notice that the Quiz navigation changes appearance to show that your answer has been saved.



You can go back to any questions you have already answered by clicking on them. You can use this to check the answers you have already given and you may also change answers if you wish.

10. Some questions may have multiple correct answers. This means selecting the correct answers now becomes a checkbox and may appear as the example below.



Question 2 Not yet answered Marked out of 1.00 [Flag question](#)

Which of the following are European cities?

Select one or more:

- a. New York
- b. Cairo
- c. Paris
- d. Sydney
- e. Copenhagen

11. You can also select 'Flag question' if you want to move on for the moment and answer a particular question later. If you flag a question you will notice that the Quiz navigation changes appearance showing a red mark in the top righthand corner of the flagged question.

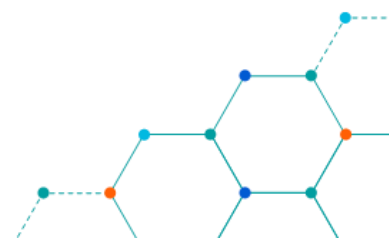
Quiz navigation

1 2

[Finish attempt ...](#)

12. Once you are ready to submit your quiz, click on the 'Finish attempt ...' button.

[Finish attempt ...](#)



13. Time permitting, you will be given the chance to look over your quiz and check it to see if you are happy with all the answers you have given by selecting 'Return to attempt'. Otherwise, select 'Submit all and finish' then you will see the 'Confirmation' box, select the option required and your quiz will be submitted

Quiz in KEATS practice

Summary of attempt

Question	Status
1	Answer saved
2 	Answer saved

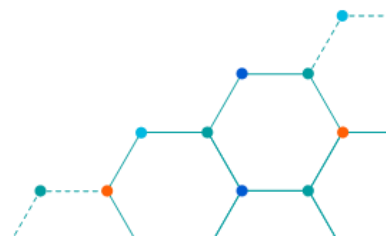
[Return to attempt](#)

[Submit all and finish](#)

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

[Submit all and finish](#) [Cancel](#)



14. Depending on how your tutor set the quiz up you may / may not receive feedback immediately on your quiz. Below is an example of an answer that has been marked as correct.
- You can see the date you started and completed the quiz.
 - Time taken indicates how long you spent doing the quiz.
 - Again, your marks and/or grades may or may not be shown but in the example below you can see that this student scored 2 marks out of a possible 2 marks and this has given a grade of 100%.

Started on	Monday, 20 April 2020, 12:33 PM
State	Finished
Completed on	Monday, 20 April 2020, 3:21 PM
Time taken	2 hours 48 mins
Marks	2.00/2.00
Grade	100.00 out of 100.00

Question 1 Correct Mark 1.00 out of 1.00 [Flag question](#)

What is the capital of Portugal?

Select one:

Select one:

a. Lagos

b. Porto

c. Braga

d. Lisbon ✓

Your answer is correct.

The correct answer is: Lisbon

15. The Quiz navigation also identifies which answers were correct and which you flagged. Once you have finished reviewing the quiz select 'Finish review'. You can return to the main KEATS page by clicking 'Back to the course'.

Quiz navigation

1 ✓ 2 ✓

Show one page at a time

Finish review

No more attempts are allowed

[Back to the course](#)

