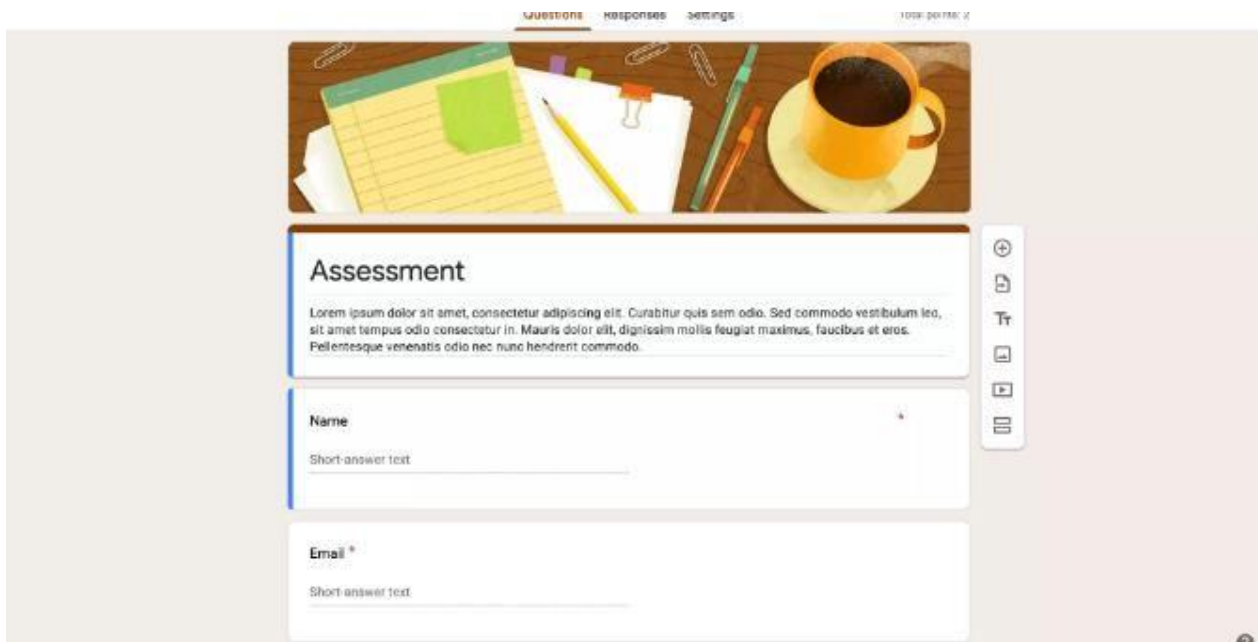# HOW TO CONDUCT EXAMS ON GOOGLE FORM

CONDUCTED BY :
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1. Set Up Google Forms for Test

If you don't have a Google account, sign up for free. Go directlyto [Google Forms](#) or head over through Google Drive > Forms.

You can either select the 'Blank Form/Quiz' or choose from pre-built templates. Scroll down to the **Education** section and you can choosefrom any one of the given.

If you want to make your Google form platform into an online test quiz (so that you can easily assign point values and feedback) then instead of selecting **'blank form'** choose **'blank quiz.'** Or you can change the form into a quiz from the '**Settings**' and enable the **'make this quiz'** option. Tadaa!

Make this a quiz
Assign point values, set answers and automatically provide feedback

RELEASE MARKS

⦿ Immediately after each submission

○ Later, after manual review
Turns on responses → collect email addresses

RESPONDENT SETTINGS

Missed questions
Respondents can see which questions were answered incorrectly

Correct answers
Respondents can see correct answers after grades are released

Point values
Respondents can see total points and points received for each question

GLOBAL QUIZ DEFAULTS

Default question point value
Point values for every new question   0   points

In 'Settings' you'll see various other options to customize like – the 'Responses' Settings,' 'Presentation' tab, and Defaults settings. You can collect email addresses, limit per response, show a progress bar, enable default questions, etc.

Now moving to the main part of creating a Google form test i.e, Q&A. Beforehand, give a title and description to your form. Below that, you'll see an email question, if you've enabled email addresses in the settings.
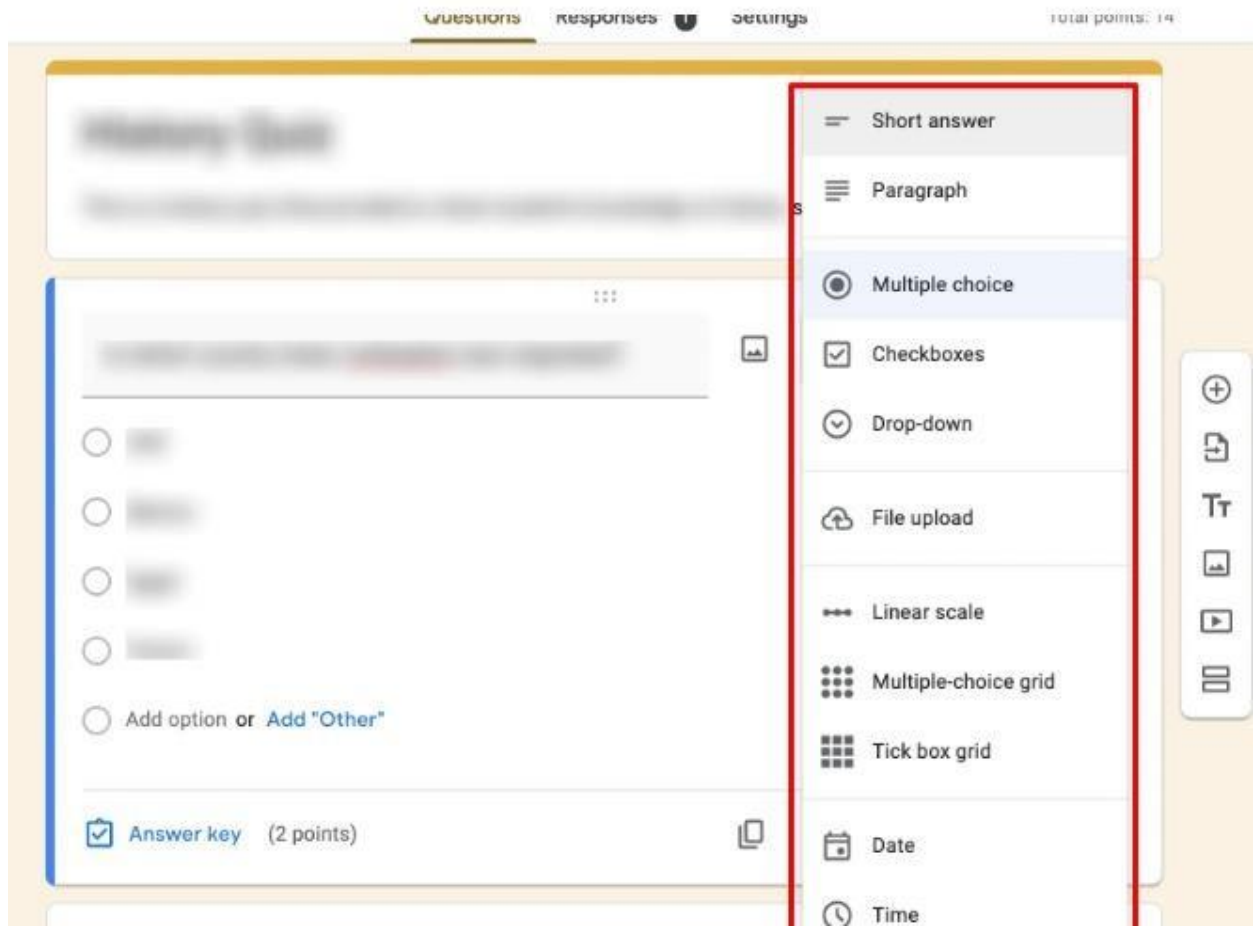
With the Q&A format, the tool offers various question options, including multiple-choice, dropdown, and linear scale. Besides, you can also add videos, and images, and can import questions. Further, you can add sections to make it organized.
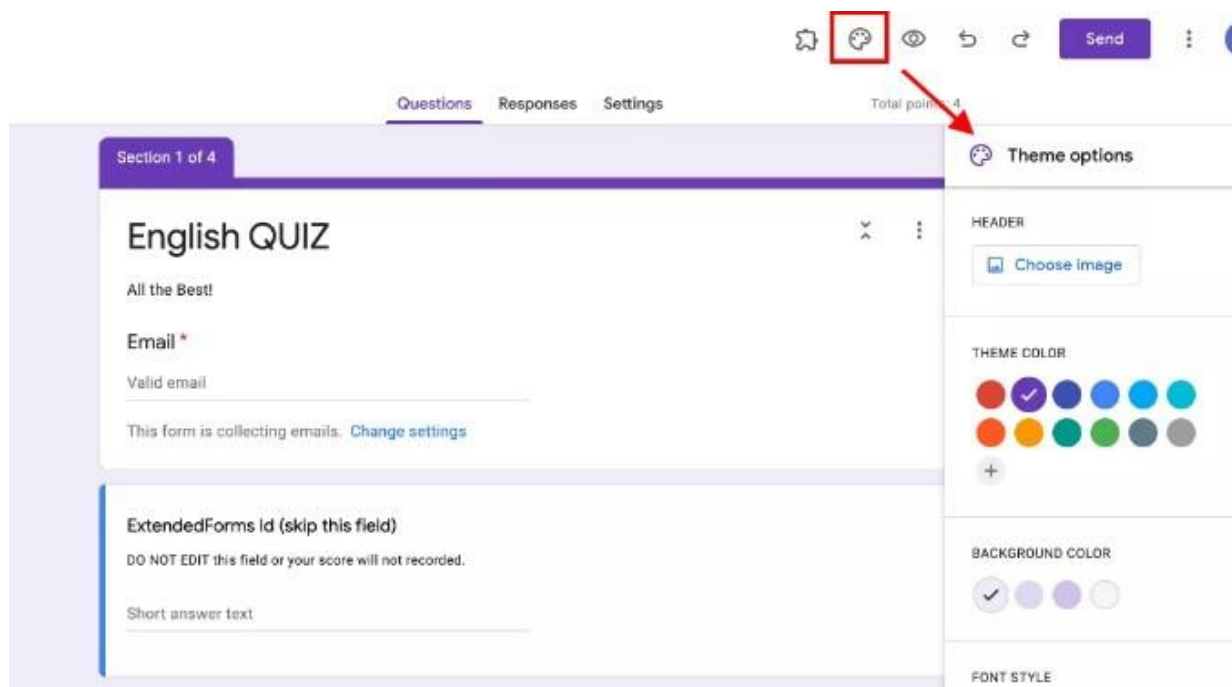
Further, if you want to change the basic look of Google Forms, then navigate to 'Customize Theme' on the top navigation bar. You will see a dialog box with 'Theme options', from there you can change the background color, font style, and add the header image, and theme color.

Apart from this, if you want to collaborate (e.g.: editors, teachers) with whom you want to share the online test then you can do so by navigating to ":,"
> **'Add Collaborators**' and add another person's email-id or copy the link and make it accessible to all.
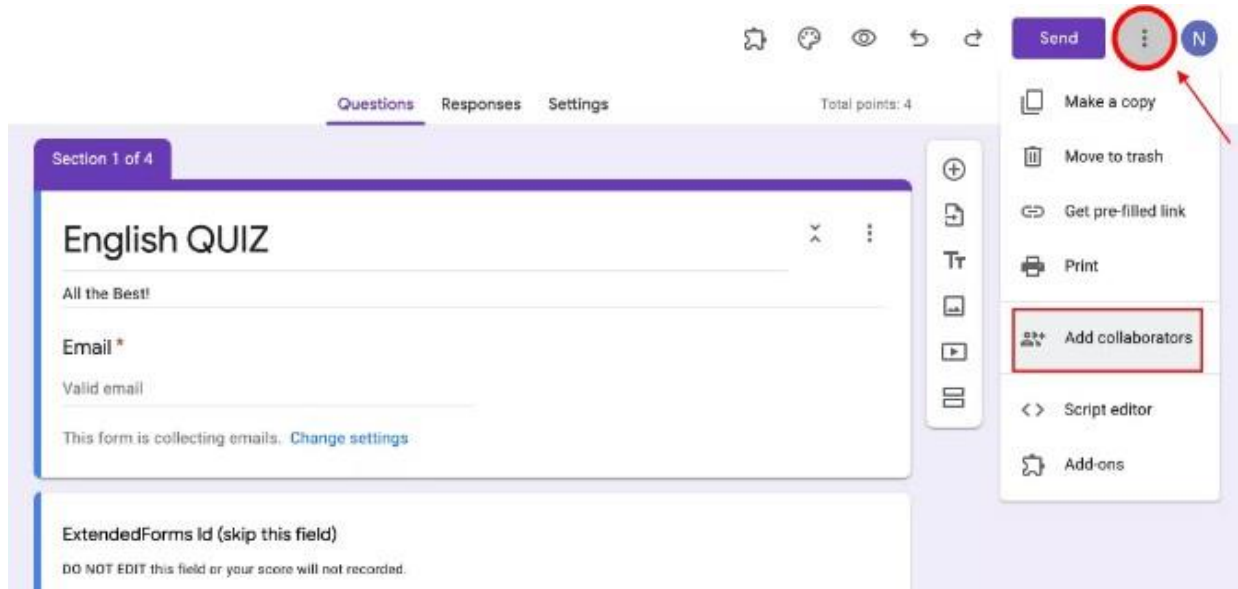
Moreover, if you want to collect responses in one place, then go to 'Responses' and click on the 'Link with Sheet' icon. A Google sheet will be formed and the form will be linked to it.

Apart from that, you can choose to link the form with previously created sheets by tapping on the 'select response destination' in the ':' menu option in 'Responses'.
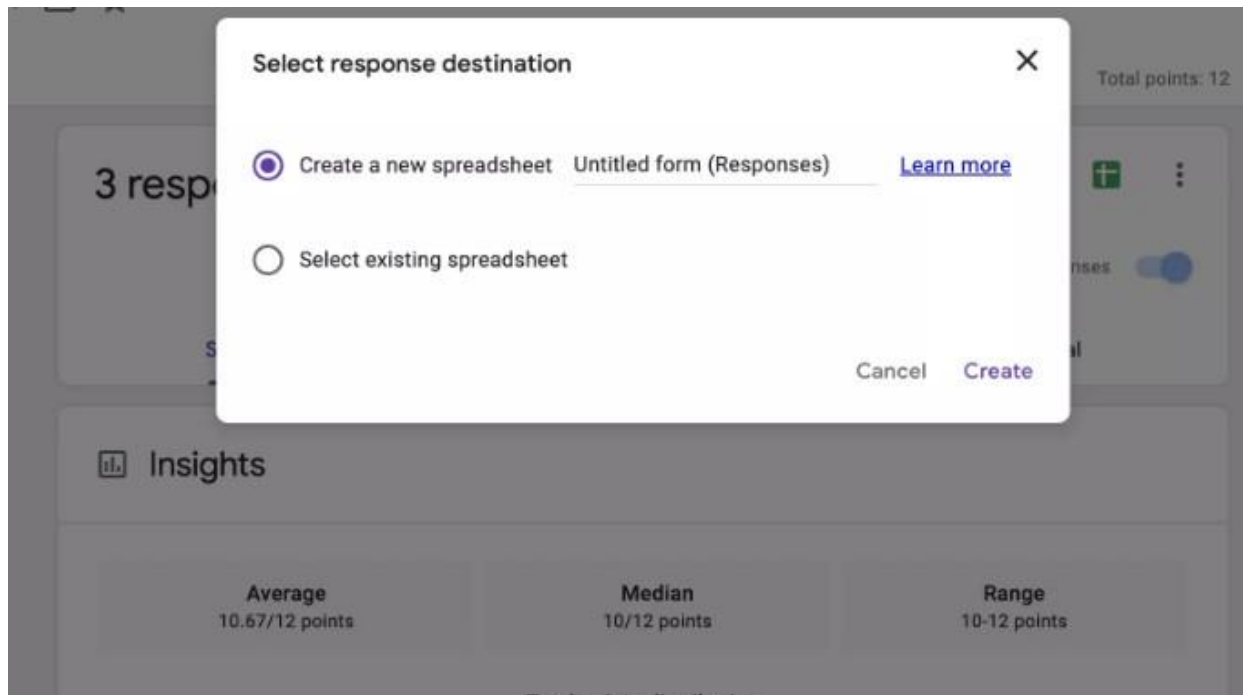
3. Add & Configure Timer Add-on – ExtendedForms

So, this step is to add and configure the Google timer add-on. ExtendedForms can turn your Google forms into quizzes and timer tests with an integrated one-click countdown timer. You can not only add just timer to your quiz but can add a proctor for real-time invigilation and track responses along with submission time.

Moreover, it has a classroom integration feature through which it's easy to link your class works with ExtendedForms easily. Apart from this, it has the feature of exporting CSV files, and customizing welcome and invitation messages (these are part of pro plans).

Now to start with, we have to first download the online exam addon.

- Go to 'Add-ons' through the ':' More option,
- Then search for ExtendedForms and install the extension.
- Once installed, you'll see a puzzle-shaped icon on the top bar of the page (if you can't see it, then refresh the page once).

- Click on **ExtendedForms** > **Configure** and a dialogue box will open on the right of the page. (If you can't see the configure option, I suggest you refresh the page again and try).

Note: Make sure there are no warnings if you see any, then click on "Fix Settings"

In the settings, you'll see, the '**Share Form'** dropdown box, you can choose from different options to share a form with respondents. Further, from here you can add the countdown timer. Then, in **"Restrict Attempts**, you can limit the responses (especially if you don't want students to fill in multiple times).
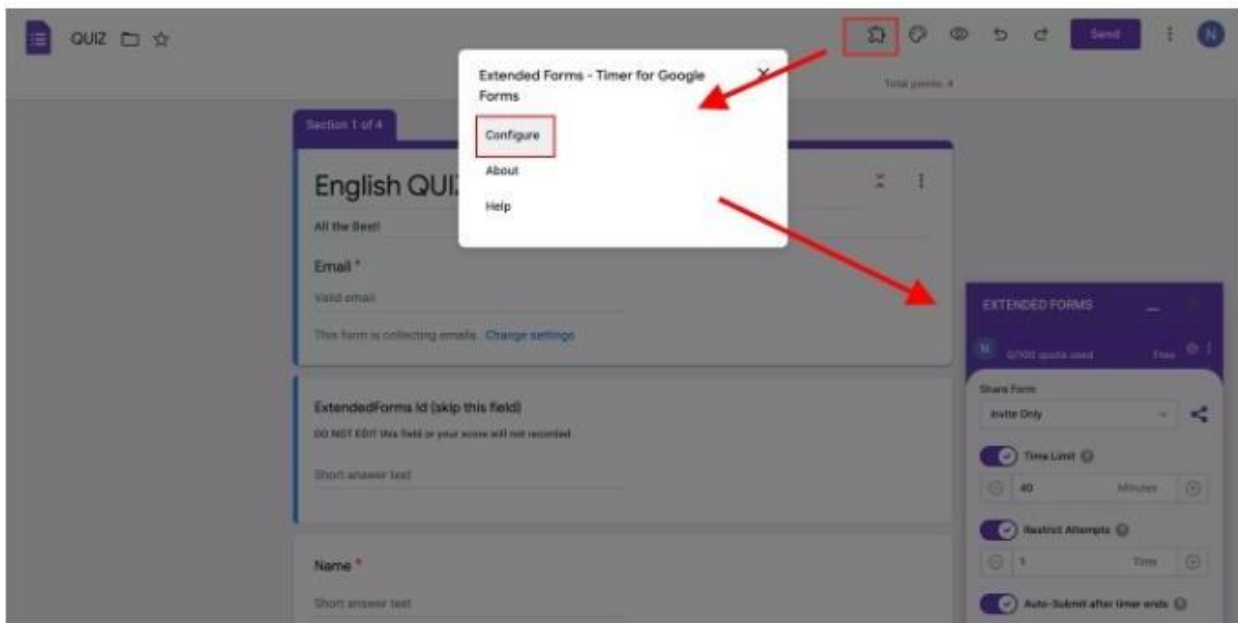
  You can also enable or disable 'Auto-Submit after time ends as per your requirement, in an online test it's best to enable this option. Don't forget to hit the "**Save**" button to save the settings.

Besides, you can through the 'Responses" option go to ExtendedForms main settings page, and under the 'Form' section see all the responses and pending invitations. To enable the 'Proctor' feature, click on the ':' > Form Settings > Proctor, then enable all the tracking options and update.
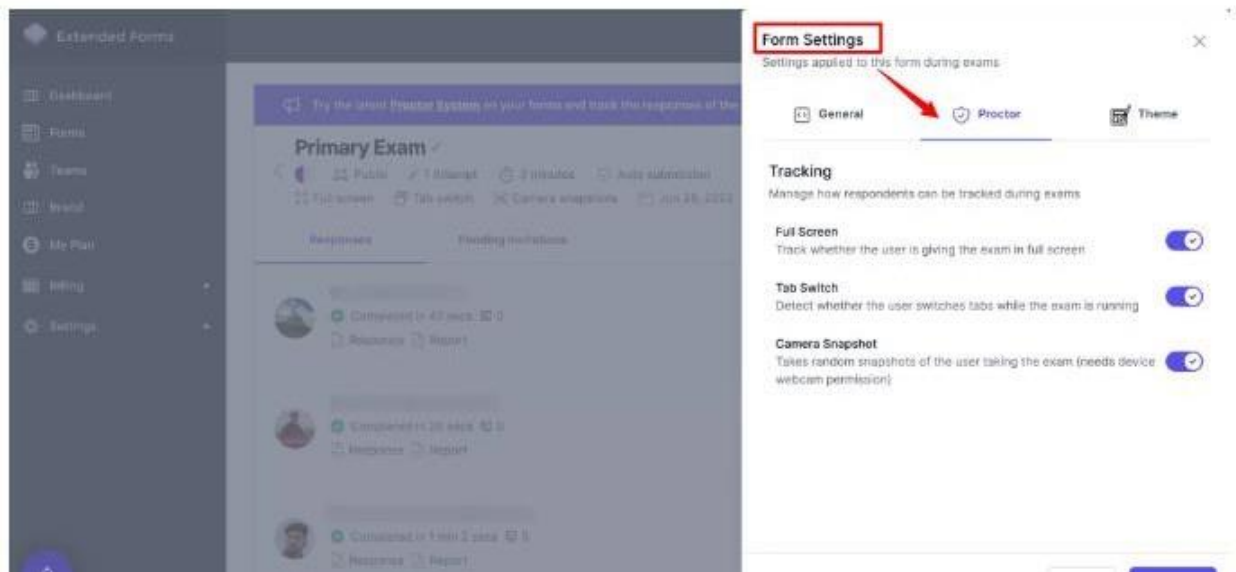
 Apart from that, you can invite people through the 'Invite' option in the ExtendedForms dialogue box, it directs you to the ExtendedForms settings page where a pop-up box will appear to send invitations.

4. Preview & Share with your students

Once everything is done, it's time to share it with your audience. To see the Google Forms timer quiz, you have to preview it through ExtendedForms settings. Click the 'Preview' button on the ExtendedForms settings box to see your Google Forms test.
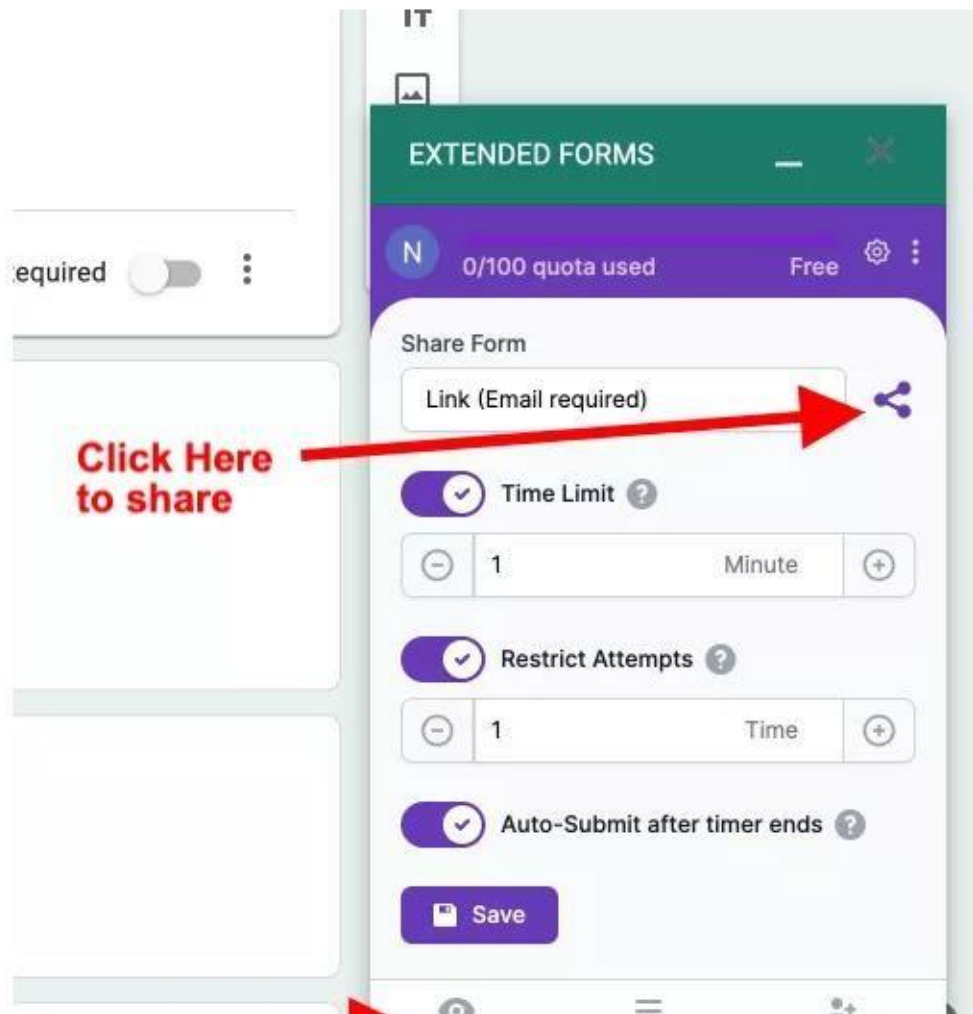
Then share it by clicking on the share form link and the link will be copied. You can through the 'Invite' option also share it with people, you've to add all the email ids. Voilà! You have added a Google Forms timer and created a test to share.