

---

I-TA'LEEM SERIES

# HOW TO UPLOAD MODIFIED OSPE IN I-TA'LEEM?

KULLIYAH OF MEDICINE EXPERIENCE

---



DR. NOUR EL HUDA ABD RAHIM

DEPT. OF BASIC MEDICAL SCIENCES, KULLIYAH OF MEDICINE  
& CENTRE FOR PROFESSIONAL DEVELOPMENT  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

# ABOUT THE AUTHORS

Dr Nour El Huda Abd Rahim teaches Pharmacology in Kulliyah of Medicine, International Islamic University Malaysia since 2019. She is also a pioneering member of the Remote Teaching and Learning Exam Unit in the Department of Basic Medical Sciences, which was established since the start of the Covid-19 pandemic.

The Centre for Professional Development (CPD) is IIUM's academic service unit that promotes and supports teaching and learning excellence in direct support of the University's mission and vision. To assist the academic community in designing the teaching that would best facilitate students learning.

# DISCLAIMER

This e-book is the original work of Dr Nour El Huda Abd Rahim. All rights reserved. Reproduction of any part of this writing is not permitted in any form and any manner, whether electronic, photocopying, recording or other forms, without the author's permission. Reselling or modification of this book without the author's permission is not allowed. The author is not responsible for the suitability of the contents to all readers.

COPYRIGHT © 2021



# ACKNOWLEDGEMENT

All praise to Allah SWT, the Most Gracious and Most Merciful.

We would like to extend my sincerest thank you to Prof. Dr Imad Ad-Deen-our beloved Head of Department, Dr Soraya-the then-chief of the ERTL Exam Unit-, and members of the department for the opportunity to be part of the team. Special appreciation to Assoc. Prof. Dr Mira Kartiwi and their team in the Centre of Professional Development for always helping us out when we are in need. The content of this book comes from our experience gained over the one year plus of conducting online integrated assessment in Kulliyah of Medicine. It serves as guidance to all lecturers on how to upload Modified OSPE (M-OSPE) or data picture questions in the iTa'LeEM effectively.



---

# TABLE OF CONTENTS

---

## INTRODUCTION

06-07

Login into iTa'LeEM

## CHAPTER 01

08-21

Creating the Quiz

## CHAPTER 02

22-29

Creating the question bank

## CHAPTER 03

30-37

Adding in the M-OSPE questions

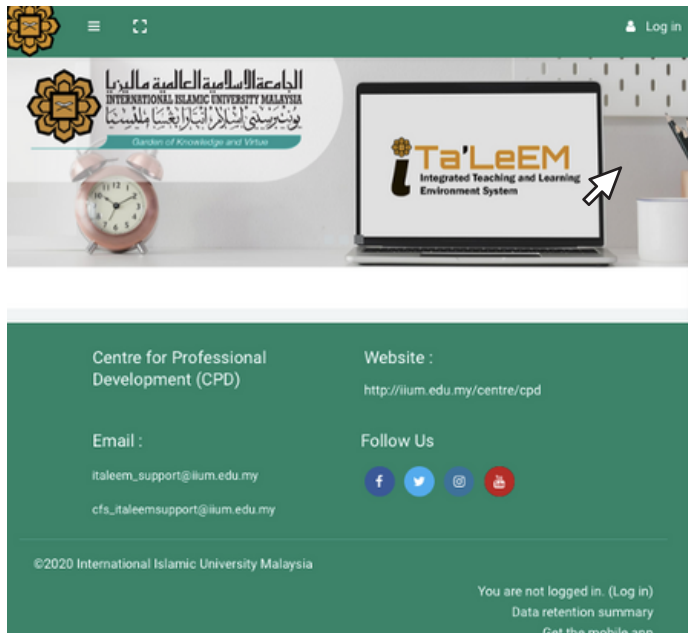
## CONCLUSION

38

## REFERENCES

39

# LOGIN INTO ITA'LEEM



The first step is to log in to your account in iTa'LeEM .

1. Open the website <https://italeemc.iium.edu.my>

# LOGIN INTO I-TA'LEEM



## Sign In

 Remember username[Forgot Password?](#)

2. Key-in your username and password and click “Log in”.

# CHAPTER 01

## Creating the Quiz





# CREATING THE QUIZ

1. At the landing page, scroll left or right in the "Course overview" section


The screenshot displays two sections of a course overview. The top section, titled "Recently accessed courses", shows two course cards. The left card has a blue header and an orange footer, with the text "MEDICINE SEM1 MBBS 1210 NORMAL RESP...". A mouse cursor is pointing at this card. The right card has a grey header and a red footer, with the text "MEDICINE SEM2 MBBS 1410 STRUCTURE & ...". The bottom section, titled "Course overview", features a filter dropdown set to "All (except removed from view)", sorting options for "Course name" and "Card", and two course cards. The left card has a grey header and an orange footer, with the text "MEDICINE SEM1 MBBS 1109 NORMAL STRU...". The right card has a blue header and a red footer, with the text "MEDICINE SEM1 MBBS 1210 NORMAL RESP...". A "Show All" dropdown is located at the bottom left of the "Course overview" section.

# CREATING THE QUIZ

2. Select the Course of interest. For example, "MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE".



SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE


[Dashboard](#) / [My courses](#) / [MBBS 1210 SEM1](#)




<b>154</b> ENROLLED STUDENTS	<b>0</b> STUDENTS COMPLETED
<b>2</b> IN PROGRESS	<b>152</b> YET TO START

General

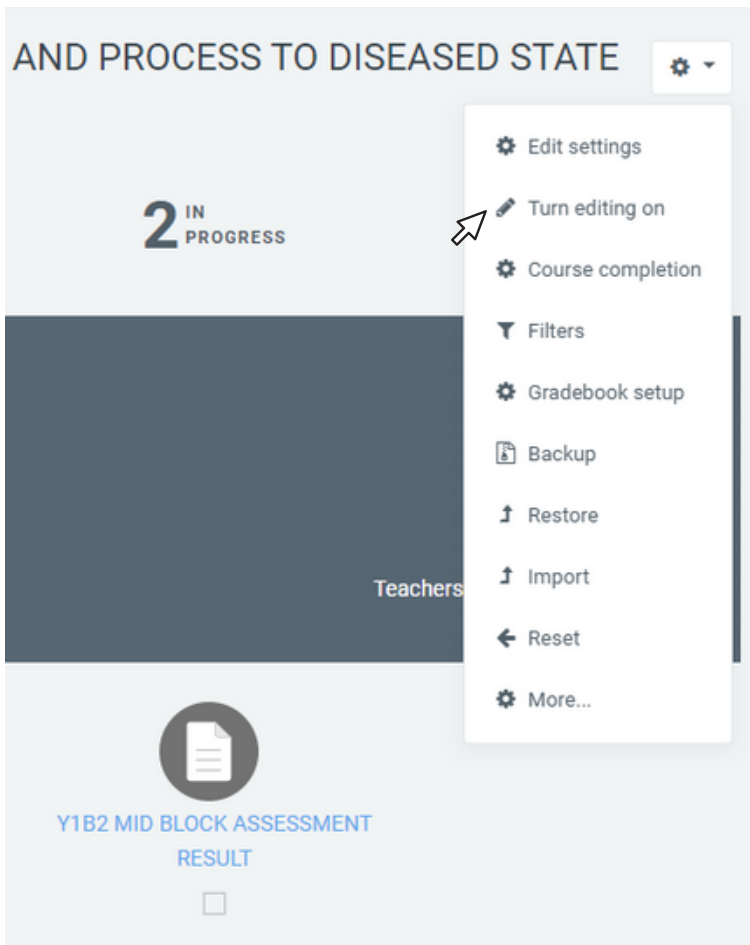
Teachers  

 Announcements

 Y1B2 MID BLOCK ASSESSMENT RESULT

# CREATING THE QUIZ

3. Click on the setting icon and select Turn editing on.



The screenshot shows a Moodle quiz interface. At the top, the quiz title is "AND PROCESS TO DISEASED STATE" with a settings gear icon to its right. Below the title, a progress indicator shows "2 IN PROGRESS". A dark blue horizontal bar contains the text "Teachers". At the bottom, there is a document icon and the text "Y1B2 MID BLOCK ASSESSMENT RESULT" with a small square checkbox below it. A settings menu is open, listing the following options: "Edit settings", "Turn editing on" (highlighted with a mouse cursor), "Course completion", "Filters", "Gradebook setup", "Backup", "Restore", "Import", "Reset", and "More...".

# CREATING THE QUIZ

4. Click on Add Section and name the section

The screenshot displays a course management interface with two main sections:

- BIOCHEMISTRY**: This section is expanded and contains three sub-sections:
  - Free Radicals
  - Antioxidants and Oxidative Stress
  - Molecular Genetics 2021Each sub-section has an 'Edit' button and a checkbox. A green button labeled '+ Add an activity or resource' is located below the sub-sections. The text '3 Files' is visible in the top right corner of this section.
- MBBS 1210 OSPE**: This section is currently empty and has a green button labeled '+ Add an activity or resource' at the bottom.

At the bottom of the interface, there is a large grey bar with a plus sign and the text 'Add sections'. A mouse cursor is pointing at this plus sign.

# CREATING THE QUIZ

## 5. Add an activity in the new section

The screenshot displays a course management interface with two sections:

- BIOCHEMISTRY**: Contains three items: "Free Radicals", "Antioxidants and Oxidative Stress", and "Molecular Genetics 2021". Each item has an "Edit" dropdown menu and a checkbox. A green button labeled "+ Add an activity or resource" is located at the bottom right of this section.
- MBBS 1210 OSPE**: A new section with a green button labeled "+ Add an activity or resource" at the bottom right. A mouse cursor is pointing to this button.

At the bottom of the interface, there is a large grey bar with a plus sign and the text "Add sections".

# CREATING THE QUIZ

4. Select the activity as "Quiz" and click "Add".

### Add an activity or resource ×

- Forum
- Glossary
- Group self-selection
- HotPot
- Interactive Content
- Lesson
- Questionnaire
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

#### RESOURCES

- Book
- File
- Folder

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

# CREATING THE QUIZ

5. Name the "Quiz" and the description of the paper

## SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE

[Dashboard](#) / [My courses](#) / [MBBS 1210 SEM1](#) / [MBBS 1210 OSPE](#)

/ Adding a new Quiz to MBBS 1210 OSPE

### ● Adding a new Quiz to MBBS 1210 OSPE ●

▶ [Expand all](#)

▼ **General**

Name !

Description

↕ A B I ↕ ☰ ☷ 🔗 🔁

🖼️ 📄 🎤 🎥 📄

**Instruction**

- This is a **SINGLE ATTEMPT QUIZ**
- This quiz has **20 questions**.
- You **MUST** answer all questions.
- Time allocated is **40 minutes**.
- You **CANNOT 'Back'** or change your answers once you have moved to the next answer.

If you click the question you **CANNOT REATTEMPT** !


Display description on course page [?](#)

# CREATING THE QUIZ


6. Fill in the timing as per schedule.

▼ **Timing**

Open the quiz ?

20 ▾ July ▾ 2021 ▾ 09 ▾ 00 ▾   Enable

Close the quiz

20 ▾ July ▾ 2021 ▾ 10 ▾ 06 ▾   Enable

Time limit ?

0  minutes ▾  Enable

When time expires ?

There is a grace period when open attempts can be submitted, but no more que ▾

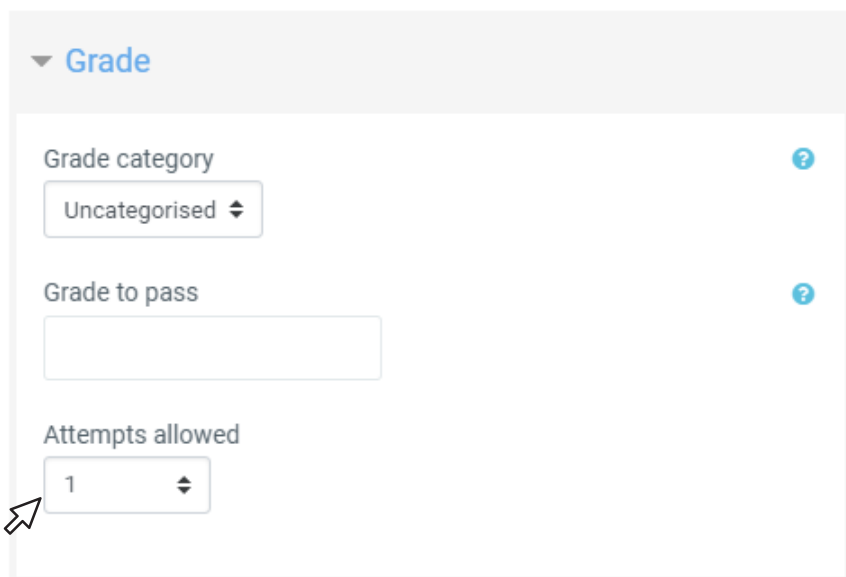
Submission grace period ?

10  minutes ▾  Enable



# CREATING THE QUIZ

7. Be sure to select Attempts allowed as 1.



▼ Grade

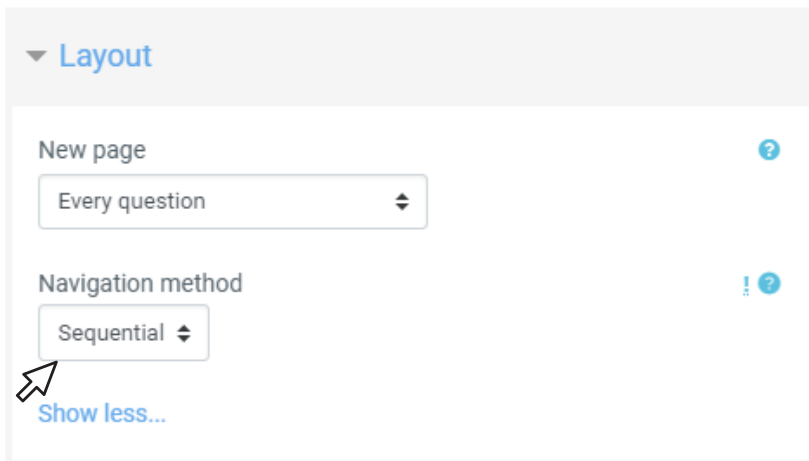
Grade category ?  
Uncategorised

Grade to pass ?

Attempts allowed  
1

# CREATING THE QUIZ

8. For the Layout, select “Sequential” for Navigation Method to make the question no turning back.



# CREATING THE QUIZ

9. For the question behaviour, select “Yes” to shuffle within questions.

▼ Question behaviour

Shuffle within questions ?

Yes ▾

How questions behave ?

Deferred feedback ▾

[Show more...](#)

# CREATING THE QUIZ

10. For the review options, untick all options.

▼ Review options ?

<p>During the attempt</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> The attempt ?</li><li><input checked="" type="checkbox"/> Whether correct ?</li><li><input checked="" type="checkbox"/> Marks ?</li><li><input checked="" type="checkbox"/> Specific feedback ?</li><li><input checked="" type="checkbox"/> General feedback ?</li><li><input checked="" type="checkbox"/> Right answer ?</li><li><input type="checkbox"/> Overall feedback ?</li></ul>	<p>Immediately after the attempt</p> <ul style="list-style-type: none"><li><input type="checkbox"/> The attempt</li><li><input checked="" type="checkbox"/> Whether correct</li><li><input type="checkbox"/> Marks</li><li><input checked="" type="checkbox"/> Specific feedback</li><li><input checked="" type="checkbox"/> General feedback</li><li><input checked="" type="checkbox"/> Right answer</li><li><input type="checkbox"/> Overall feedback</li></ul>
<p>Later, while the quiz is still open</p> <ul style="list-style-type: none"><li><input type="checkbox"/> The attempt</li><li><input checked="" type="checkbox"/> Whether correct</li><li><input type="checkbox"/> Marks</li><li><input checked="" type="checkbox"/> Specific feedback</li><li><input checked="" type="checkbox"/> General feedback</li><li><input checked="" type="checkbox"/> Right answer</li><li><input type="checkbox"/> Overall feedback</li></ul>	<p>After the quiz is closed</p> <ul style="list-style-type: none"><li><input type="checkbox"/> The attempt</li><li><input checked="" type="checkbox"/> Whether correct</li><li><input type="checkbox"/> Marks</li><li><input checked="" type="checkbox"/> Specific feedback</li><li><input checked="" type="checkbox"/> General feedback</li><li><input checked="" type="checkbox"/> Right answer</li><li><input type="checkbox"/> Overall feedback</li></ul>

# CREATING THE QUIZ

11. For the common module settings, select the availability as "Hide from students". The quiz can be shown on the quiz is completed. Click on "Save and display".

▼ **Common module settings**

Availability ?  
Hide from students

ID number ?

Group mode ?  
No groups

Add group/grouping access restriction

► **Restrict access**

► **Activity completion**

► **Tags**

► **Competencies**


Save and return to course Save and display Cancel

# CHAPTER 02

## Creating Question Bank



# CREATING THE QUESTION BANK

1. No questions added yet. Go to the Question Bank by click on the  (setting) icon and select "Categories".

## OSPE PAPER 1

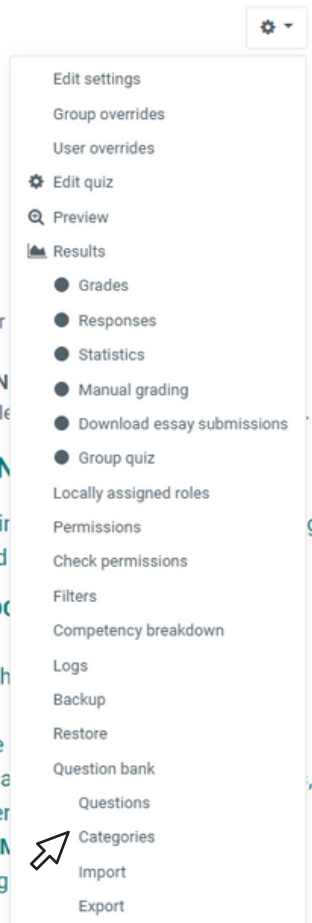
### Instruction

- This is a **SINGLE ATTEMPT QUIZ**
- This quiz has **20 questions**.
- You **MUST** answer all questions.
- Time allocated is **40 minutes**.
- You **CANNOT 'Back'** or change your the next answer.
- If you 'Flag' the question, you **CANN**
- When you have finished the quiz, ple





### INTEGRITY DECLARATION

As a student of Kulliyah of Medicir  
this synchronized online Integrated

1. I have **READ AND UNDERSTOC**  
the examiners.
2. I am only allowed to answer th  
**allocated time**.
3. **I WILL NOT CHEAT** during the  
use any other gadgets, applica  
or open other internet browser
4. **I WILL NOT CONTACT OR COM**  
**STUDENTS** or **ANYONE** during  
look for answers.



Settings menu for OSPE PAPER 1:

- Edit settings
- Group overrides
- User overrides
-  Edit quiz
-  Preview
-  Results
  - Grades
  - Responses
  - Statistics
  - Manual grading
  - Download essay submissions
  - Group quiz
- Locally assigned roles
- Permissions
  - Check permissions
- Filters
- Competency breakdown
- Logs
- Backup
- Restore
- Question bank
  - Questions
  -  Categories
  - Import
  - Export

# CREATING THE QUESTION BANK

2. Select the Parent Category and name the Category.  
Click "Add category".

▼ Add category

Parent category ?  
Default for MBBS 1210 SEM1 (62)

Name !  
OSPE PAPER 1

Category info

↴ A B I ↵ ☰ ☷ 🔗 🔁 🖼️

ID number ?

Add category



# CREATING THE QUESTION BANK

3. "Create a new question" in the Question Bank.


SEM1 MBBS 1210 NORMAL RESPONSE AND  
PROCESS TO DISEASED STATE

[Dashboard](#) / [My courses](#) / [MBBS 1210 SEM1](#) / [MBBS 1210 OSPE](#) / [OSPE PAPER 1](#)  
/ [Question bank](#) / [Questions](#)


[Questions](#) [Categories](#) [Import](#) [Export](#)

## Question bank


Select a category:

OSPE PAPER 1 (10) 

No tag filters applied

Filter by tags... 

Show question text in the question list

[Search options](#) 

Also show questions from subcategories

Also show old questions

[Create a new question ...](#)












<input type="checkbox"/>	<a href="#">T</a> <a href="#">Question</a>	<a href="#">Actions</a>	<a href="#">Created by</a>	<a href="#">Last modified by</a>
<input type="checkbox"/>	<a href="#">Question name / ID number</a>		<a href="#">First name / Surname / Date</a>	<a href="#">First name / Surname / Date</a>

# CREATING THE QUESTION BANK

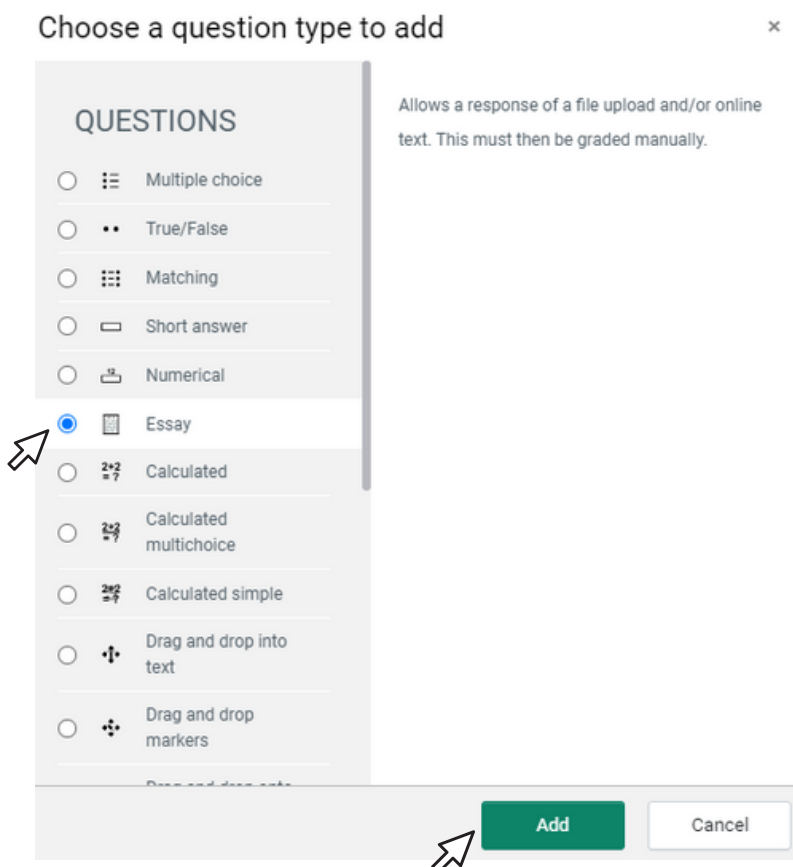
4. Select "Essay" as the question type.

Choose a question type to add ×

### QUESTIONS

-  Multiple choice
-  True/False
-  Matching
-  Short answer
-  Numerical
-  Essay
-  Calculated
-  Calculated multichoice
-  Calculated simple
-  Drag and drop into text
-  Drag and drop markers

Allows a response of a file upload and/or online text. This must then be graded manually.





# CREATING THE QUESTION BANK


5. Write the Unit and the name of the lecturer for the "Question name". Copy and paste the question from the MS word to i-Ta'LeEMc and edit in the "Question text" accordingly.










## Adding an Essay question [Expand all](#)






▼ General


Category  
OSPE PAPER 1 (10) 

Question name 

Question text 

  **A**  **B**  *I*     



# CREATING THE QUESTION BANK

6. For the Response Options, edit the "Input box size" to 15 lines up 40 lines according to suitability.

▼ **Response Options**

Response format  
HTML editor

Require text  
Require the student to enter text

Input box size  
15 lines

Allow attachments  
No

Require attachments ?  
Attachments are optional

Accepted file types ?  
**Accepted file types**  
Accepted file types   No selection

# CREATING THE QUESTION BANK

7. Copy and paste the question from the MS word to i-Ta'LeEMc and edit in the "Information for graders".  
Click "Save changes".

The screenshot displays the 'Grader Information' section of the i-Ta'LeEMc interface. It features a text editor titled 'Information for graders' with a rich text toolbar containing icons for undo, font color, bold, italic, text color, bulleted list, numbered list, link, and unlink. Below the toolbar are icons for image, document, microphone, video, and link. A mouse cursor is positioned over the empty text area. At the bottom of the interface, there are three buttons: a green 'Save changes and continue editing' button, a green 'Save changes' button, and a white 'Cancel' button. A mouse cursor is also pointing at the 'Save changes' button.

# CHAPTER 03

Add in the M-OSPE questions



# ADD IN THE M-OSPE QUESTION

1. To add questions to the quiz from the question bank, go back to OSPE Paper 1. Click "Edit Quiz" on the settings icon.

**OSPE PAPER 1**

**Instruction**

- This is a **SINGLE ATTEMPT QUIZ**.
- This quiz has **20 questions**.
- You **MUST** answer all questions.
- Time allocated is **40 minutes**.
- You **CANNOT 'Back'** or change your the next answer.
- If you 'Flag' the question, you **CANN**
- When you have finished the quiz, ple

**INTEGRITY DECLARATION**

As a student of Kulliyyah of Medicin this synchronized online Integrated

1. I have **READ AND UNDERSTOC** the examiners.
2. I am only allowed to answer th **allocated time**.
3. **I WILL NOT CHEAT** during the use any other gadgets, applica or open other internet browser
4. **I WILL NOT CONTACT OR COM STUDENTS** or **ANYONE** during look for answers.

Settings menu:

- Edit settings
- Group overrides
- User overrides
- Edit quiz**
- Preview
- Results
  - Grades
  - Responses
  - Statistics
  - Manual grading
  - Download essay submissions
  - Group quiz
- Locally assigned roles
- Permissions
  - Check permissions
- Filters
- Competency breakdown
- Logs
- Backup
- Restore
- Question bank
  - Questions
  - Categories
  - Import
  - Export

# ADD IN THE M-OSPE QUESTION

2. Select Add on the top right and select "from question bank".

## Editing quiz: OSPE PAPER 1

Questions: 0 | Quiz closed (opens 20/07/21, 09:00)

Maximum grade

10.00

Save

Repaginate

Select multiple items

Total of marks: 0.00



Shuffle 

Add 

- + a new question
- + from question bank
- + a random question



# ADD IN THE M-OSPE QUESTION

3. Select the category and tick all the questions from the question bank.

Add from the question bank at the end x

Select a category:

OSPE PAPER 1 (10) ▾

No tag filters applied

Filter by tags... ▾

Search options ▾

Also show questions from subcategories

Also show old questions

T ^ Question



- BIO DR [REDACTED] OF Q
- BIO DR [REDACTED] PL Q
- MIC DR [REDACTED] A! Q
- PARA DR S [REDACTED] SU Q
- PAT PROF [REDACTED] P Q
- PHA DR [REDACTED] Q
- PHA DR [REDACTED] Q
- PHA DR [REDACTED] Q
- PHY DR [REDACTED] Q
- PROF [REDACTED] Q

Add selected questions to the quiz

# ADD IN THE M-OSPE QUESTION



4. Edit the marks (5.00) for each question and press "Enter".

## Editing quiz: OSPE PAPER 1






Questions: 10 | Quiz closed (opens 20/07/21, 09:00)

Maximum grade






Total of marks: 50.00

 Shuffle 






Page 1

+1BIO DR5.00

Page 2

+2BIO DR5.00

Page 3

+3MIC DR5.00

Page 4

# ADDING IN M-OSPE QUESTION

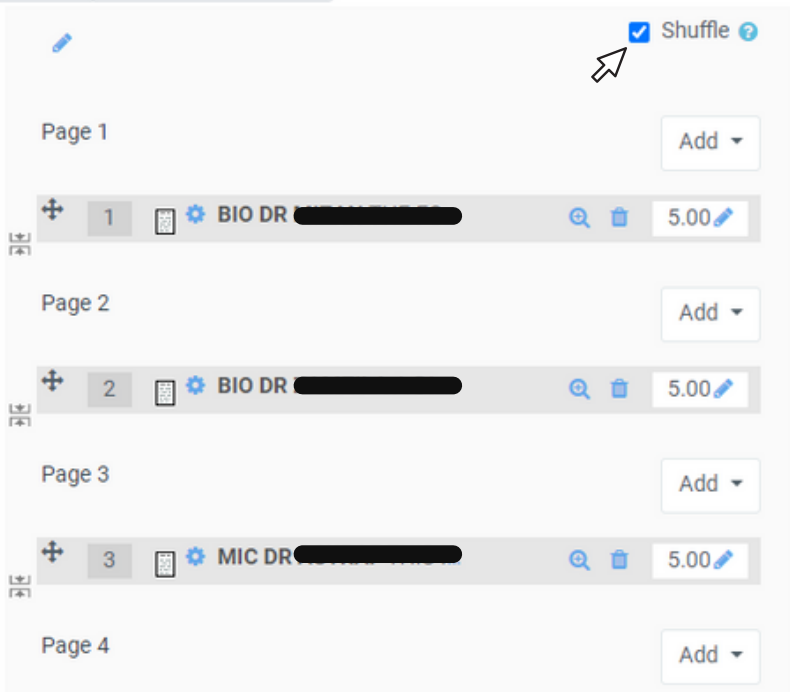
5. Edit Quiz: Tick Shuffle on the top right.

## Editing quiz: OSPE PAPER 1

Questions: 10 | Quiz closed (opens 20/07/21, 09:00)

Maximum grade

Total of marks: 50.00



The screenshot shows the quiz editing interface. At the top right, the 'Shuffle' checkbox is checked, and a mouse cursor is pointing at it. Below this, the quiz is organized into four pages. Each page has an 'Add' button. The first three pages contain questions:

- Page 1: Question 1, BIO DR, 5.00 marks.
- Page 2: Question 2, BIO DR, 5.00 marks.
- Page 3: Question 3, MIC DR, 5.00 marks.

Each question entry includes a plus sign, a question number, a document icon, a gear icon, the question text, a search icon, a trash icon, and the mark value with an edit icon.

# ADD IN THE M-OSPE QUESTION

6. Click on "Preview quiz now" to preview OSPE Paper 1 with all the questions.

## OSPE PAPER 1

### Instruction

- This is a **SINGLE ATTEMPT QUIZ**
- This quiz has **20 questions**.
- You **MUST** answer all questions.
- Time allocated is **40 minutes**.
- You **CANNOT 'Back'** or change your answers once you have moved to the next answer.
- If you 'Flag' the question, you **CANNOT REATTEMPT** the question.
- When you have finished the quiz, please click on '**Submit all and finish**'.

### INTEGRITY DECLARATION

As a student of Kuliyah of Medicine IIUM, I understand that during this synchronized online Integrated Assessment:

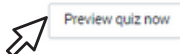
1. I have **READ AND UNDERSTOOD** the instructions provided by the examiners.
2. I am only allowed to answer the questions according to the **allocated time**.
3. **I WILL NOT CHEAT** during the assessment session. I will not use any other gadgets, applications, books, reading materials, or open other internet browsers to look for answers.
4. **I WILL NOT CONTACT OR COMMUNICATE** with OTHER STUDENTS or ANYONE during the assessment session to look for answers.

**I hereby declare that this assessment is purely my effort.**

Attempts allowed: 1

The quiz will not be available until Tuesday, 20 July 2021, 9:00 AM

This quiz will close on Tuesday, 20 July 2021, 10:06 AM.



# MANUAL GRADING



For the manual grading of the M-OSPE  
questions, refer to:  
**ITA'LEEM SERIES: MANUAL GRADING  
FEATURES IN ITA'LEEM**

# CONCLUSION



## AUTOMATED

The Quiz feature in iTa'LeEM offers an automated analysis of quality of questions.

## FEASIBLE

Analysing the quality and power of questions in iTa'LeEM quiz is fairly easy and straightforward.



## USER-FRIENDLY

It is highly recommended to use this feature for future assessment.

Centre for Professional Development (CPD)

Website : <http://iium.edu.my/centre/cpd>

Email :

[italeem\\_support@iium.edu.my](mailto:italeem_support@iium.edu.my)

[cfs\\_italeemsupport@iium.edu.my](mailto:cfs_italeemsupport@iium.edu.my)

Follow Us

©2020 International Islamic University Malaysia

You are not logged in. (Log in)

[Data retention summary](#)

[Get the mobile app](#)

## REFERENCES

Moodle.org (2010). Essay question type. Moodle.  
[https://docs.moodle.org/39/en/Essay\\_question\\_type](https://docs.moodle.org/39/en/Essay_question_type)



## ITA'LEEM QUIZ SERIES: HOW TO UPLOAD MODIFIED OSPE IN ITA'LEEM?

iTa'LeEM Quiz Series is a series of the e-book to guide and encourage IIUM academic staff to utilise the quiz function in iTa'LeEM. From constructing the quiz, conducting the assessment, to marking and analysing the results, iTa'LeEM quiz proves as a comprehensive e-learning platform that extends beyond teaching and learning to assessment.