
ESAM

eSAM - Setting up a secure exam

Learn how to set up a secure exam using eSAM by enabling restrictions, allowing specific apps, and configuring invigilation settings. Ensure a smooth exam day by testing the setup in advance and advising students on necessary preparations.

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Two steps: turn eSAM on for the quiz, then set the exam up on its own page. The first takes a moment; the second is where the decisions are.

1. Turn eSAM on for the quiz

1. Open the quiz and go to its settings.
2. Find **Extra restrictions on attempts**.
3. Tick **Require eSAM**.
4. Choose a **profile**. A profile is a ready-made set of restrictions. Four ship with eSAM, and your college may have added its own; each one says what it is for underneath its name. See *Exam profiles*.
5. Save the quiz.

From now on, students can only attempt this quiz through eSAM. On the quiz page they see *This quiz must be taken in eSAM* and a **Start secure exam** button.

If the quiz already requires Safe Exam Browser, Moodle will not let you tick this as well. Turn Safe Exam Browser off first.

2. Open the eSAM exam settings page

After saving, an **eSAM** entry appears in the quiz's menu. It has seven tabs:

Restrictions

What is locked down: the screen mode, keyboard shortcuts, clipboard, printing, monitors and so on. Starts from your profile; you can change individual settings for this exam. If you may manage profiles, **Manage exam profiles** at the top of this tab takes

you to them.

Apps

Which programs a student may open. See *Allowing apps in an exam*.

Documents

Reading material students can open during the exam. See *Giving students documents*.

Invigilation

The Teams meeting link, if you invigilate remotely, and how eSAM behaves when a student moves away from the exam.

Alerts

How much of each kind of behaviour is worth telling the invigilator about.

Student adjustments

Extra time, a screen reader, extra apps or a different screen mode for one student. See *Adjustments for individual students*.

Monitor

Opens the live dashboard while the exam is running.

What happens when you save

Every save sends the exam to the eSAM service, so the settings are waiting when your students arrive. The page shows the status while that is happening.

If it says the exam has not reached the service, save again and then tell your IT team — it usually means the connection between Moodle and eSAM needs attention, which is not something you can fix from this page.

A sensible order to work in

1. **Restrictions** first: decide the shape of the exam.
2. **Apps** next, because a calculator or a screen reader may change the screen mode you need.
3. **Documents**, if students need reading material.

4. **Invigilation** and **Alerts**, which depend on how you are watching.
5. **Student adjustments** last, once the exam everyone else gets is settled.

Before the exam day

- Run through the exam yourself on a Windows PC with eSAM installed. Ten minutes now is worth an hour of exam-day firefighting.
- Check the adjustments list matches the access arrangements you have been given.
- Tell students to install eSAM in advance and to bring a charger.