Best Practices for Online Quizzes and Exams

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Agenda

- Strategies for ensuring academic integrity
- How to create a quiz or test in Blackboard
- Questions and brainstorming
Strategies for ensuring academic integrity
Ensuring academic integrity of online tests

- Prefer other forms of high-stakes assessment
  - Assume that all online tests and quizzes are open book
  - Key question: What were the learning goals of the test?
  - For recall and explanation, consider replacing high-stakes tests with low-stakes quizzes
  - For application, analysis, evaluation, and creation, consider replacing high-stakes tests with projects, papers, or other assessments

- Create a large pool of questions, so that each student will get a unique question set
- Randomize the presentation of questions and answers

- Set a timer
- Include open-response questions
Strategies for writing good multiple-choice questions

- **Avoid straightforward identification questions**
  - Students should not be able to use Google to quickly discover the answer

- **Have students apply their learning to examples not covered by the textbook or lectures**
  - Respond to a scenario
  - Analyze a case study

- **All of the answer choices should be plausible**

- **For each answer choice, include a rationale or justification**

- **Rather than having one correct answer, ask students to select all of the correct answers**
  - Award partial credit
How to create a quiz or test in Blackboard
Build a test

1. Navigate to your course in Blackboard
2. In the left-hand navigation menu, select Course Tools
3. Select Tests, Surveys, and Pools
4. Select Tests
5. Select Build Test
Add test information

**Description**

- By default, appears with the link where students access the test
- How would you introduce the test in class?
- Should answer the following questions
  - What content does the test cover?
  - What types of questions are on the test?
  - Is the test timed? If so, how much time will students have to complete it?
  - When is the test due? (e.g., by Friday, March 20, by 11:59PM EST)

**Instructions**

- By default, appear when a student begins the test
- What would you include as the instructions on an in-class test?
- Should include any instructions students need to know to complete the test

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Create questions

1. Select **Create Question**

2. Select a type of question
   - Many question types are graded automatically
   - For fill-in-the-blank questions, students’ responses must exactly match your answer key
   - For calculated questions, students’ responses must fall within a range that you specify

3. Enter the question, point values, and other information as prompted
Set up question options

- For many question types that are graded automatically, you can allow partial credit.
- When possible, consider showing answers in random order.
- Exception: questions that include “all of the above” or “none of the above” as possible answers.
Deploy a test

- Students will not be able to access a test until it is deployed in your course.

1. In the left-hand navigation menu, select the content area where students will access the test.
2. Select Assessments.
3. Select Test.
4. Select the test from the list of existing tests.
5. Select Submit.
Set up test availability options

- Students will *not* be able to access the test until you make it available to them
  - Note that this is *not* the default setting for tests

- You can allow multiple attempts
  - If you do, you will need to specify how to score the test (e.g., using the highest score, the most recent attempt, an average of all attempts)

- Force completion means that a student can only access the test one time
  - This is generally a *bad* idea. If a student leaves the test for any reason—including a temporary interruption in Internet connection—they will need to ask you to set up another attempt
Set up test availability options (continued)

- You can set up a timer
  - The elapsed time will display during the test
  - Warnings will display at several time intervals
  - The timer will continue even if a student leaves the test

- If auto-submit is turned on, a student’s test will automatically save and submit when the time expires
  - If auto-submit is turned off, a student can continue working after time expires. The Grade Center will indicate students who used more time
  - Auto-submit only applies to timed tests

- “Display after” and “display until” dates limit students’ access to the test
  - Be careful about setting a narrow window
Set up test availability options (continued)

- **Use availability exceptions to change availability settings for specific students**
  - Students who are provided with additional time on tests as an accommodation
  - Students in other time zones

- **You can specify a due date and time**
  - You can also decide whether to allow students to start the test after the due date
  - If you allow late submissions, the Grade Center will indicate them
Set up test result and feedback options

- You can provide additional information
  - All of the answers for each question
  - Correct answers
  - Student's submitted answers
  - Instructor-generated feedback for each question
  - Incorrect questions (if you allow multiple attempts, this can help students focus their study efforts)

- You can specify the timing of feedback
  - After submission
  - After due date
  - After all attempts are graded
  - One-time view
  - Et cetera

By default, a student will see the overall score and scores for each question

Each student will be able to access this information after submitting the test
Set up test presentation options

- By default, all of the questions will display at once
- You can display the questions one at a time
  - This helps preserve the integrity of the test
  - However, students with unreliable Internet access may experience time lag when they try to advance to the next question
- You can also randomize the presentation of questions
Test-drive the test

- Enter student preview mode to see your course as students see it
- Will students be able to access the test?
- Is the student experience what you expected?
Questions?

Visit https://sites.suffolk.edu/ctse/ for continuity of learning resources and events