HEFi Guidance Frequently Asked Questions – New Quizzes

Can you extend the exam time limit once the exam is in progress?

No.

Can you add individual Reasonable Adjustment Plan (RAP) time extensions once the exam is in progress?

RAP time extensions cannot be applied to an exam in new quizzes once the exam is in progress. Individual time extensions will need to be applied prior to the exam running.

How do you add time extensions before the exam?

Additional time can be applied to individual students in new quizzes prior to the exam commencing. Students need to be assigned to a separate availability window under "assign to" in the quiz set up that covers the additional time. Then go into the quiz and go to 'Moderate' to provide the additional time to the individual student(s). Please see the full guidance below.
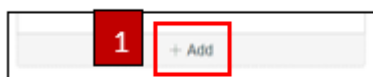
To assign students additional time, you will need to click on quizzes and click onto the three dots at the end (1)
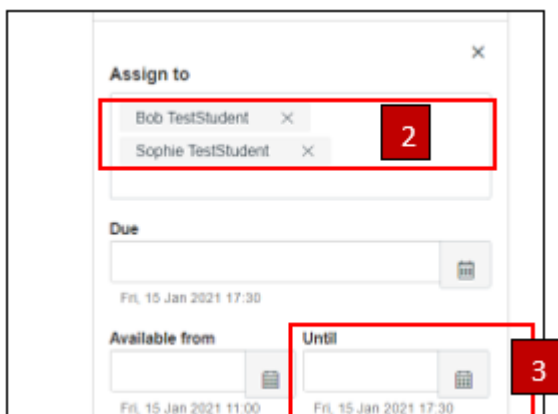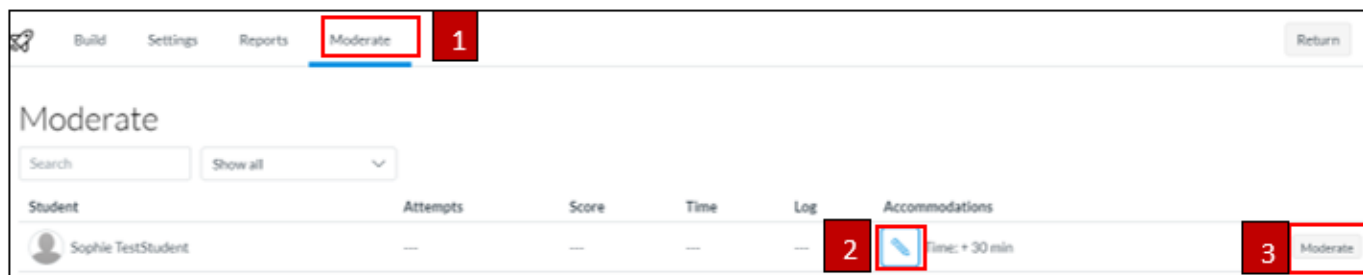

Then click on Edit (2).

Click on the 'Add' button below the 'assign to everyone' group to add a new grouping (1).

Assign the students who need additional time (2). **Please note:** You can only group students together if they have the same time adjustment. Students with separate time requirements will need to be added to a separate grouping, by repeating step 1. Assign the 'available from' date and time and then add the additional time to the 'available until' time and click Save (3).

After assigning additional time you will then need to go into the Quiz and click on 'Moderate' from the top menu (1). Find the student(s) who need time adjustments, click on either the pencil icon under Accommodations or the additional time (2) or the 'moderate' button on the far right (3). Either of these options will apply the time adjustment.

Can you reopen the exam for individual students?

Yes. However, students will be given the full-time allocation on the repeat attempt.

Are quizzes supported on all common browsers? (For both staff and students)

All quiz features work on all common browsers except Internet Explorer. The University recommends Chrome and Firefox (Safari can also be used however users have experienced issues with viewing images).

Where are images stored if user wants to reuse in other questions?

You have to upload images into individual questions from your own device for each question. They do not sit inside the quiz file. Images will not be stored in the files section of the canvas course.

Can the reports of results be downloaded?

Yes, the final results can be downloaded from Canvas Admin (tel.bham.ac.uk).

You can download an excel spreadsheet of your Online Exam marks from Canvas Admin. This is useful if you do not want to change your Grade Posting Policy but require marks for BIRMS.

1. Login to Canvas Admin via https://tel.bham.ac.uk/canvasadmin/ and authorise.

2. Search for your module in the dropdown menu.

3. Under Assignments on the bottom left, click 'Assignment Submissions (Rubric)'.

4. Select the Assignment from the drop-down list. You will see an overall score and breakdown per question.

5. You can export this to an excel spreadsheet.

Is anonymous marking available in new quizzes?

Yes - this can be turned on in the quiz set up page. University guidance is to follow anonymous grading, to adhere to this tick graders cannot view student names.

Can exams created in new quizzes be marked in Speedgrader?

Yes. Most questions are marked automatically such as MCQs, however essay and file upload questions need to be marked manually in Speedgrader. Accessing Speedgrader for New Quizzes is via Grades (Gradebook).

Can two different markers mark the same student responses at the same time?

Two markers cannot mark the same individual script at the same time. If two markers mark the same student's responses at the same time there is a risk of overwriting marks when you 'Update Scores'. The advice would be to stagger marking to avoid this issue. Where there are a large amount of markers allocated to an exam, the markers should be allocated to different sets of questions to mark independently to avoid overwriting of marks being saved.

Can you use a marking rubric in new quizzes?

Yes please refer to the guidance video on how to add a rubric in new quizzes.

Can I see scores for a part-mark question?

Using a rubric for part mark question is advisable, as part-marks can then be accessed via Canvas Admin. See the question above called "Can the reports of results be downloaded?" For guidance.

Is it possible to bulk download files submitted to file upload questions?

No

Is it possible to bulk re-upload files submitted to file upload questions after marking?

No

Can I migrate content from Classic Quizzes to New Quizzes?

Yes you can migrate quizzes, please see full guidance. Please note, there are issues migrating quizzes which use Question Banks.

Can you give feedback to individual choices of questions, so you can tailor feedback?

This is only possible for MCQ question types.

Is it possible to track how long student / students spend on a question?

There is a log for each attempt a student takes and this shows the details, but it is not downloadable.