

GoCAT Online Exams

Introduction

Online exams are completed using a desktop, laptop or tablet device which is connected to the internet. There is a flexible start time, usually within a 24-hour window, and the time limit for completion is typically 1-3 hours.

HEFi recommends using **Classic Quizzes** for the January 2021 examination period.

There is pedagogical information about setting online exams in the [Remote Teaching Resource](#).

Considerations

Some things to consider when deciding whether or not to run an Online Exam assessment.

Pros

- Students who require extra time due to Reasonable Adjustment Plans (RAP) can be accommodated
- Automatic grading and SpeedGrader are supported (not for file upload questions)
- Grades can be manually posted (or not posted at all)

Cons

- Essay Questions have no Turnitin integration
- Automatic anonymous marking is not supported
- Word count and word limit cannot be set.

Process Overview

The exact format for running exams is specific to individual Schools, and you should always check your local processes.

This guidance covers how to set up, run, and mark an online exam.

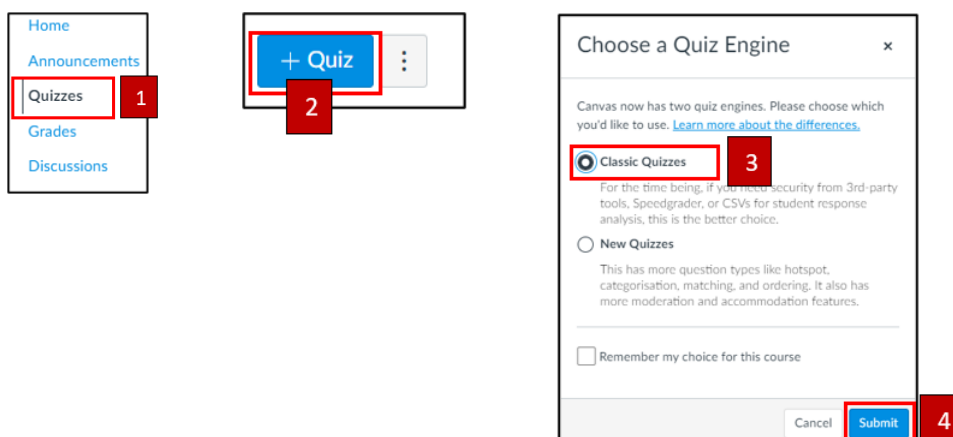
Checklist

Use this checklist to help run your online exam. Instructions and further guidance for each step are below.

STEP	ACTION
1	Change the title from 'Unnamed Quiz'
2	Set as 'Graded Quiz'
3	Set time limit
4	If relevant, check 'Show one question at a time'
5	Uncheck 'Required to view quiz results'
6	Set 'Availability' and 'Until' Dates
7	Select required Sections if using (must be created in advance)
8	Check settings to accommodate RAP students
9	Check questions have been added to a Question Bank if using
10	OR add individual questions
11	Click 'update question' after adding each individual question
12	Click 'save' or 'save and publish'
13	Use Quiz Moderation to add extra time for RAP students
14	Set Grade Posting Policy to 'Manual' within the Gradebook
15	Mark essay and file upload questions using Speedgrader
16	Mark Sections using Speedgrader
17	Use Canvas Admin to download detailed quiz responses

How to set-up your Online Exam using Quizzes

- Navigate to your course/module and click the Quizzes tab (1) on the left side of your browser. Within quizzes click + Quiz (2).
- Select Classic Quizzes (3) and click the Submit button (4).



- On the Settings page for your Online Exam, add a Title (1) for the Exam, followed by clear instructions for the students (2).

- Set the quiz type to be a graded quiz (1), and set as an assignment (2). Time limit (3) needs to be set for the duration agreed by the programme. Show one question at a time (4) is preferred for short answer questions.

- Assign the Exam to all students (1) within the module, or you can add Sections (this is where large cohorts add students to sections and then add a marker to that section). For further information on how to create sections, please use the HEFi [guide](#).

Note, if using sections these need to be created in advance, prior to setting the quiz. Sections cannot be created after the quiz is taken.

- Set the 'Available from' date (2) with the start time of the Exam and 'Until date' (3) for the end of the exam.
- The + Add tab (4) enables you to add RAP (Reasonable Adjustment Plans) students, for further information on RAP read [further guidance](#). See guidance below on adding extra time for RAP students within quiz moderation.

- Click Save (2) or Save & publish (1) if you have finalised your settings.

Creating Quiz Questions (Essay Questions and MCQs)

This guidance covers how to set up Essay Questions (SAQs) and Multiple-Choice Questions (MCQs) using Canvas quizzes. Additional question types are available, please see the guidance on the HEFi gateway on [quiz question types](#).

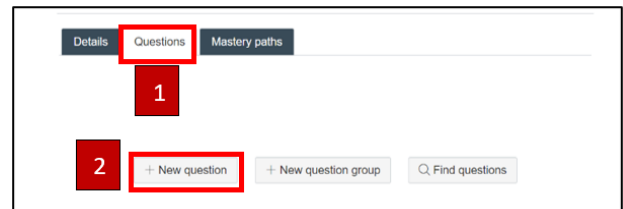
Question Banks

Question banks in quizzes are recommended as they allow randomisation of the questions during exams. Please follow the guidance on [setting up a question bank](#) prior to setting up the quiz, and the guidance on [how to use the question banks](#) to create a quiz.

Individual questions can be created within the quiz, but please note you will not be able to randomise the questions.

Adding individual questions

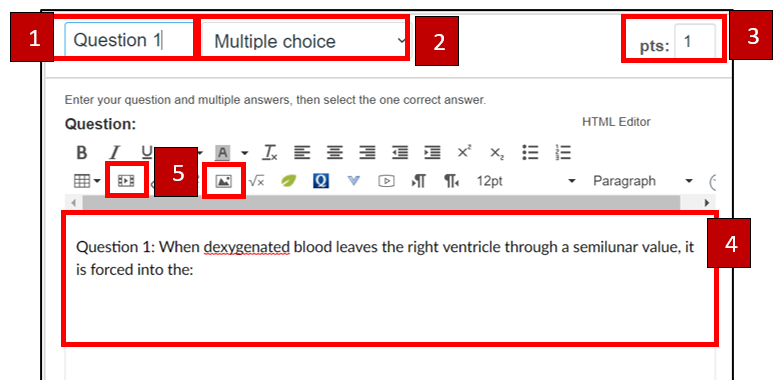
- To add individual questions, click on the 'Questions tab' (1) after setting up the quiz details page.
- Select '+ New question' (2).



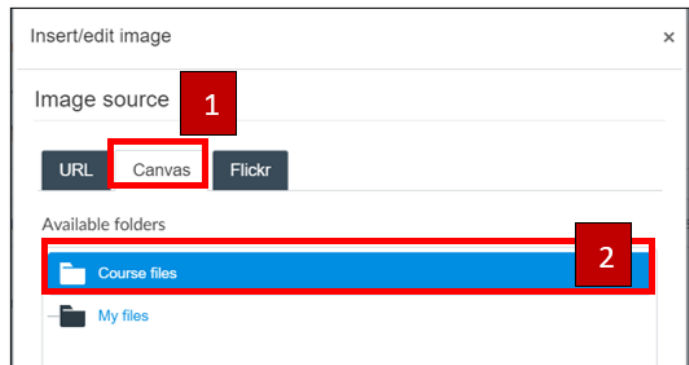
Multiple-Choice Question (MCQ)

In an MCQ, only one answer can be selected as correct. Each option is presented with a circular 'radio button', which forces the student to make only one choice.

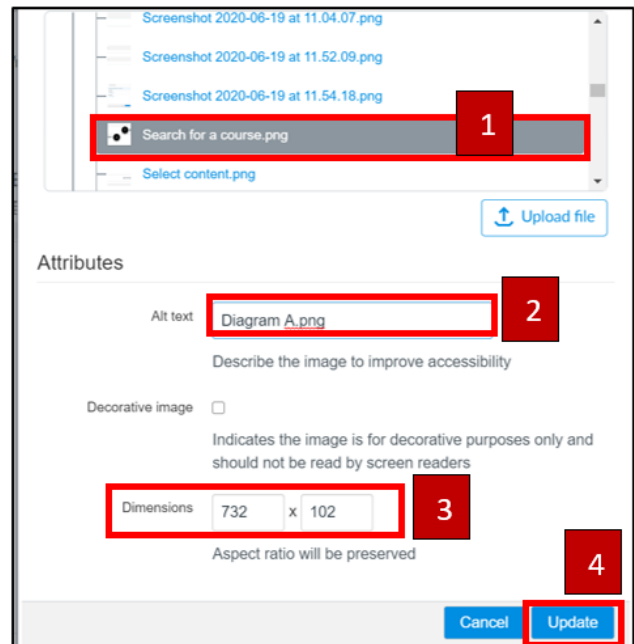
- Type in the Question Name (1).
- Select the question type as 'Multiple Choice' (2).
- Enter the number of points the question is worth (3) (quiz totals are calculated based on combined total of questions).
- Enter the quiz question text (4), or embed media using the rich content editor (5).



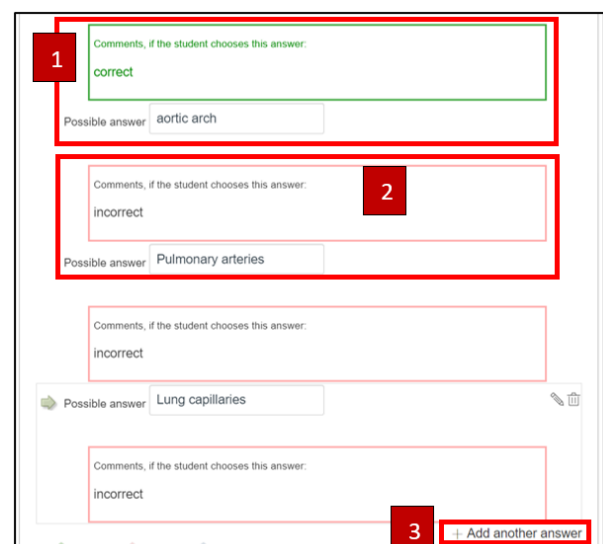
- To add images, click on the image embed button and select 'Canvas' (1).
- Then select 'Course files' (2).



- Select the image you want to embed (1)
- Give your image alternative text (2),
- Set the dimensions of the image (3),
- Click on 'Update' (4).



- Indicate the correct answer by selecting the green arrow next to the correct answer. (1) Incorrect answers appear as red.
- Enter answer comments for a correct or incorrect answer (2) You can add detailed feedback for correct and incorrect answer(s).
- To add another answer option select '+ Add another answer' (3)



Remember to click 'Update question' at the bottom of the question set-up page. You must click this after creating each question, prior to adding another question.



Creating Essay (SAQs) Questions

Essay questions can be used for questions that require longer answers. These question types require manual grading.

- Add a question name (1)
- Select the question type as 'Essay Question' (2).
- Enter the number of points the question is worth (3).
- Enter the question text and any instructions for the student on how to answer the question. (4)
You can also specify the word count here for example "Maximum 500 words".
- The (5) Rich content editor can also be used to add media. Please see the MCQ guidance above on how to embed an image to the question.

- You can add detailed general answer comments below the question (1).

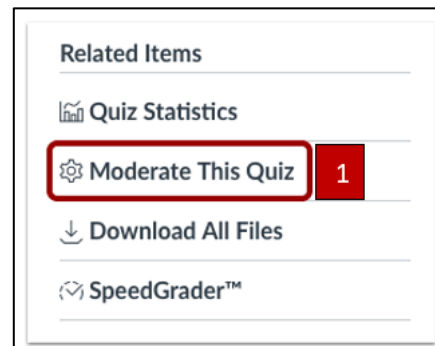
- Once you have created your questions, click the 'Save' (1) button or 'Save & Publish (2) if you have finalised the quiz.

- To Preview the quiz click on the Preview button (1).
- Ensure the quiz is 'published' prior to the exam (2).
Once the quiz is published this will highlight green.

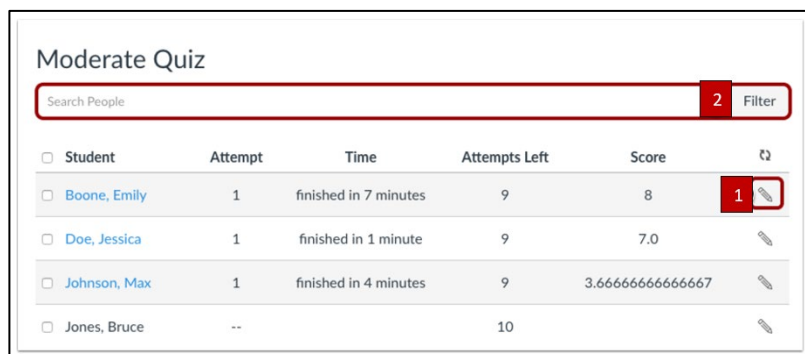
Use Quiz Moderation for RAP students

Once the exam is published, use quiz moderation to give RAP students extra attempts or extra time.

- Go to the quiz, and click 'Moderate This Quiz' in the right menu (1)

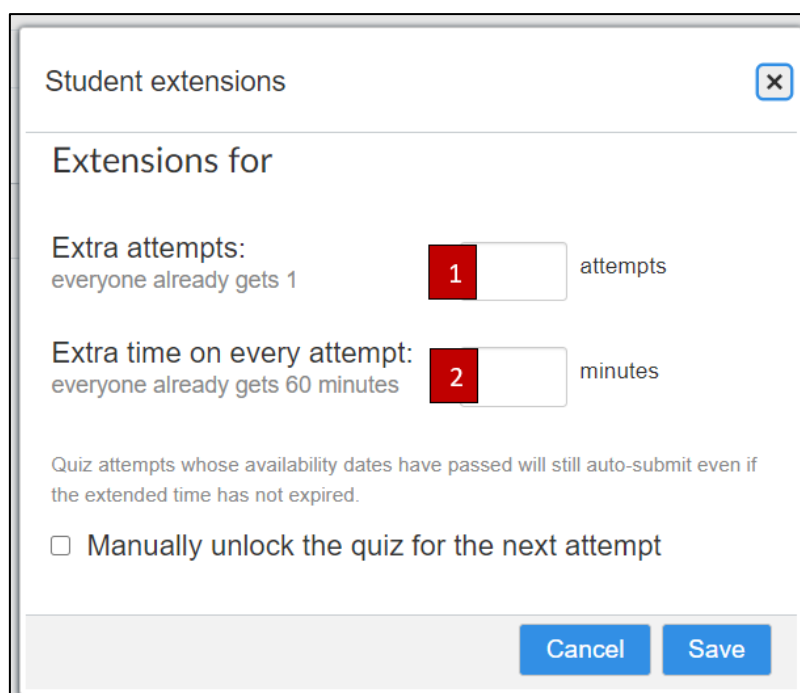


- Click the 'edit' icon next to the student (1), or search for a name via the search filter (2).



- A box will pop up. Add extra time, or extra minutes, for the student.

For additional guidance on quiz moderation, including moderating multiple students, and adding extra time during a quiz, please see [further guidance](#).



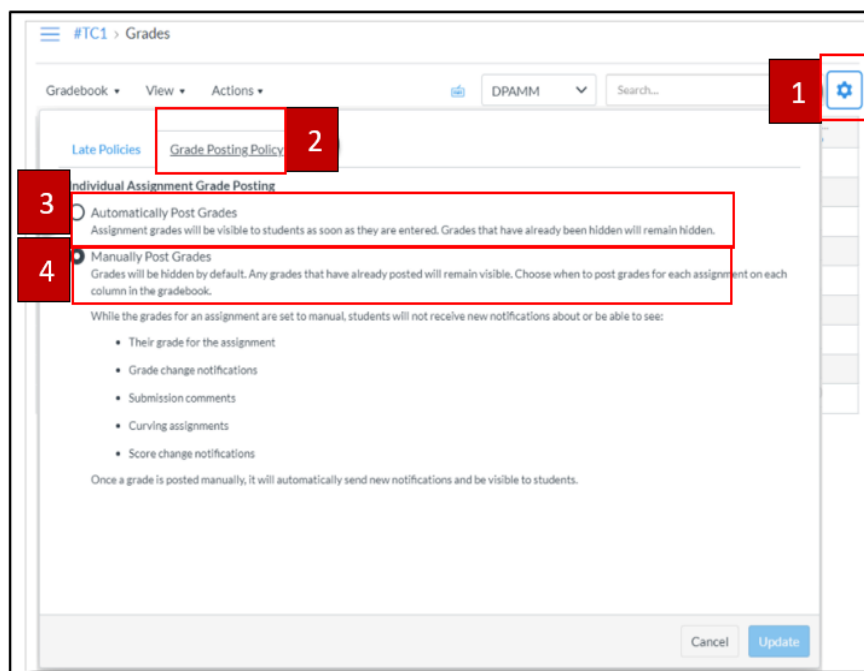
How to Mark your Online Exam

Marks should not be automatically released to students. Schools/Programmes will determine when and how students are given access to their exam results. Prior to the exam, it's important to communicate this to students who may be accustomed to receiving marks and feedback via Canvas.

Set Grade Posting Policy to 'Manual' within the Gradebook

Once you've created your exam, you need to ensure that the Grade Posting Policy is set to 'Manual'. This is accessed from 'Grades' in the Course Navigation menu.

- From the Grades select the 'Settings Cog' (1)
- A new window will open, select the 'Grade Posting Policy' tab (2) to view the options.
- 'Automatically Post Grades' (3) means students will see grades as soon as they are posted. This **should not** be used for an online exam.
- 'Manually Post Grades' (4) requires the grades to be posted before students can see them.

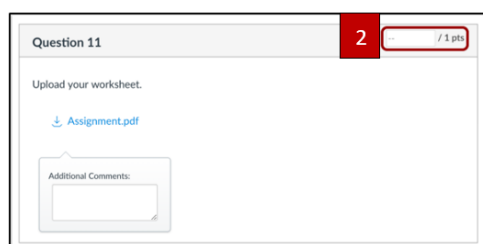
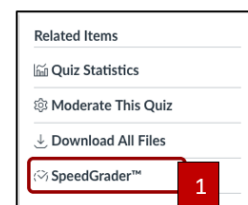


Grades should not be posted for an online exam until determined by your School/Programme.

[Gateway Resource setting a Grade Posting Policy](#)

How to use Speedgrader to Mark Essay (SAQs) or File Upload Questions

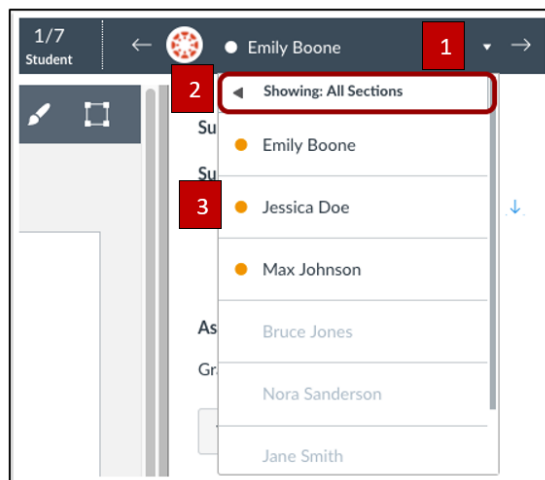
- Open the quiz and select 'Speedgrader' from the right menu (1)
- Find the question which needs to be manually marked, and enter the score for the question (2). You can also add feedback to individual MCQs and SAQs.
- Scroll to the bottom and click 'update scores' (3)



How to mark using Sections in Speedgrader

If you're using Sections to mark a large cohort of students, you may want to adjust Speedgrader to see only one section at a time.

- Open Speedgrader, and open the dropdown student list (1)
- Click the arrow (2) and from the list of Sections, choose which Section to view.
- The orange dot will be replaced with a green tick once the submission has been marked (3)
- Alternatively, if the view within GradeBook is filtered to show only one Section, then SpeedGrader will automatically default to that view as well.



[Gateway Resource for using GradeBook](#)