

# Online Exams using New Quizzes

## Introduction

This document gives the following information:

- How to use Canvas New Quizzes
- How to set up both a summative and formative exam.
- A guide on the marking of Short Answer Questions (SAQs) within SpeedGrader
- Approaches on how multiple markers can mark the same exam.

## Considerations

Some things to consider when deciding whether to use New Quizzes for an online exam.

### Pros

- Anonymous marking possible
- Part-mark questions possible
- Greater variety of question types than Classic Quizzes
- Clear layout of questions with large amounts of text/images (using Stimulus)

### Cons

- Cannot use annotations when marking file upload questions in Speedgrader
- File upload answers cannot be bulk downloaded or re-uploaded
- Essay questions have no Turnitin integration
- Unable to export a CSV with a breakdown of the quiz answers and results
- Item banks belong to the individual who has created the quiz

## Setting up the exam

This guidance will cover how to set up an online exam using Canvas New quizzes and will cover the set-up of short answer (SAQs) and multiple-choice questions (MCQs).

1. To start with, click on + Quiz (1) in the Quizzes area accessed from the left-hand navigation menu. In the Choose a Quiz Engine box, select 'New Quizzes' (2) and 'Submit'.

The image shows a screenshot of the Canvas interface. On the left, a navigation menu contains a blue button labeled '+ Quiz' with a small black circle containing the number '1' next to it. To the right, a modal dialog titled 'Choose a Quiz Engine' is open. The dialog has a close button (an 'x') in the top right corner. Inside the dialog, it says: 'Canvas now has two quiz engines. Please choose which you'd like to use. [Learn more about the differences.](#)' There are two radio button options: 'Classic Quizzes' and 'New Quizzes'. The 'New Quizzes' option is selected and is highlighted with a red rectangular box, with a circled '2' next to it. Below the radio buttons, there is a checkbox labeled 'Remember my choice for this course'. At the bottom of the dialog are two buttons: 'Cancel' and 'Submit'.

2. Once you click submit, the system takes you to the settings page. Add the Quiz Exam Title (3), the total number of marks/points available (4) and display grade as percentage or points (5). The Submission type will be automatically populated, and anonymous grading can be activated by checking 'Graders cannot view student names' (6).

**N.B** – Submissions Attempts must be set within the Quiz itself rather than in this Settings page, so this can be left as 'Unlimited'.

Details

Mastery paths

Assignment name **3**

Points **4** 25

Assignment group Assignments

Display grade as **5** Points

☐ Do not count this assignment towards the final grade

Submission type

External tool

**External Tool Options**  
**Enter or find an external tool URL**

Submission Attempts

**Allowed attempts**  
Limited

**Number of Attempts**  
1

Anonymous grading **6**

☐ Graders cannot view student names

3. By default, the quiz will be assigned to all students within the module, but you can allocate to specific Sections (7). For large cohorts of students, we recommend allocating students in sections to allow multiple markers to mark a set number of students. You will need to set up sections before setting up the quiz. Please follow the [sections set up process guidance](#) before setting up your quiz.
- You can also set a due date (8) and an availability window (9) for the Quiz.
- The + Add tab (10) enables you to add RAPs (Reasonable Adjustment Plans) for students, and allocate extensions for specific students/sections. For further information on RAPs and allocating extra time in New Quizzes, please refer to the HEFi Guide on [Adding Time adjustments in New Quizzes e.g \(Reasonable Adjustment Plans\)](#).

4. Once you have finished setting up the quiz you can click on either **Save** (11) or **Build** (12) at the bottom of the page. The Save button saves the content in the existing page and returns you to the area where the quiz was accessed. The Build button saves the existing page and launches the New Quiz editor.

5. You also have the option to add a marking rubric to the quiz at the bottom of the quiz set up page. You can either attach existing rubric (1) or create a new one (2).

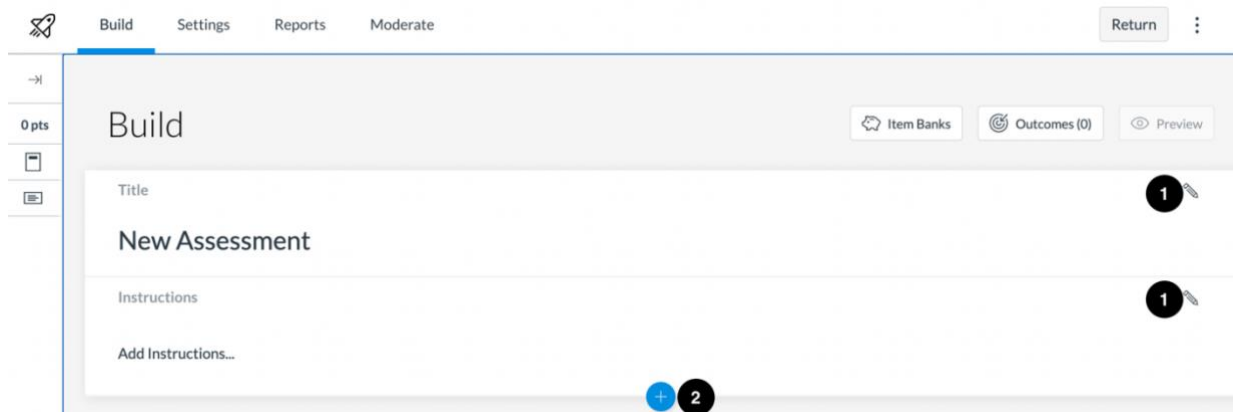
#### Rubric

Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	5 Pts Full marks + 0 Pts No marks	5 pts

**Please Note:** When adding a rubric to an exam this will be visible to students once the quiz is published. If you would like to hide the rubric from students until the start date and time of the exam you can do this by adding the quiz to the modules section with a lock until date assigned. For full instructions on how to do this please refer to the following [HEFi Gateway guide](#)

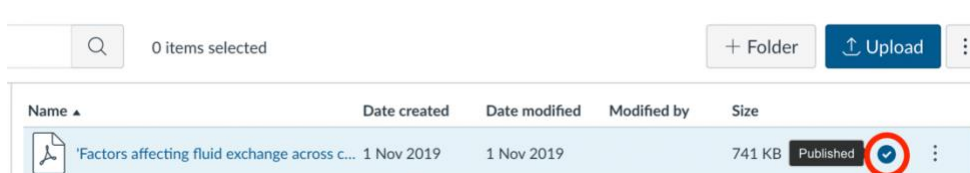
## Building a Quiz and adding Instructions

1. On the Build page you can edit the title and description of your quiz by clicking on the pencil symbol (1). Provide clear instructions to the students. To add content to your assessment, click the + Add button (2).

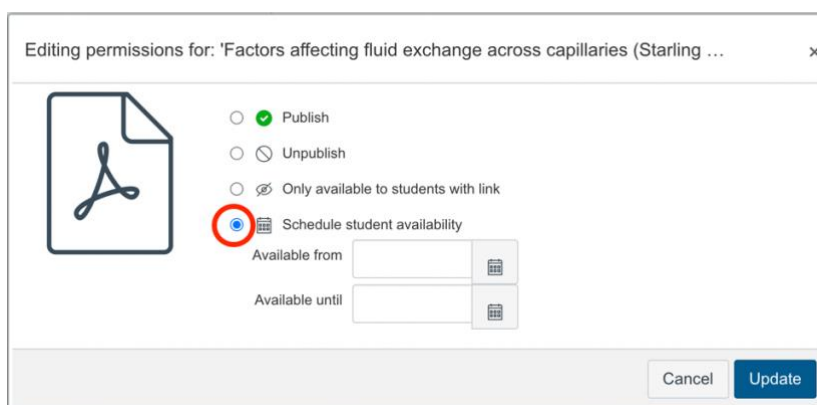


**Please note:** If you attach any exam paper files (including images) to the exam instructions section or to a question, it is recommended availability dates are set on the file to ensure these are not visible to the student prior to the exam start date. See the instructions below on how to do this.

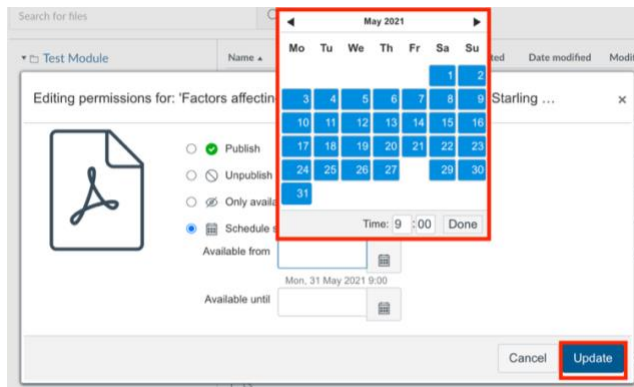
1. Click the files link in the module course menu. If the file link is missing from the course menu add /files at the end of the course address (for example; **canvas.bham.ac.uk/courses/5929** would become **canvas.bham.ac.uk/courses/5929/files**)
2. Locate the Exam paper file in the **Canvas course files** area and click on the **Green publish icon** to select other sharing options.



3. Select **Schedule student availability**

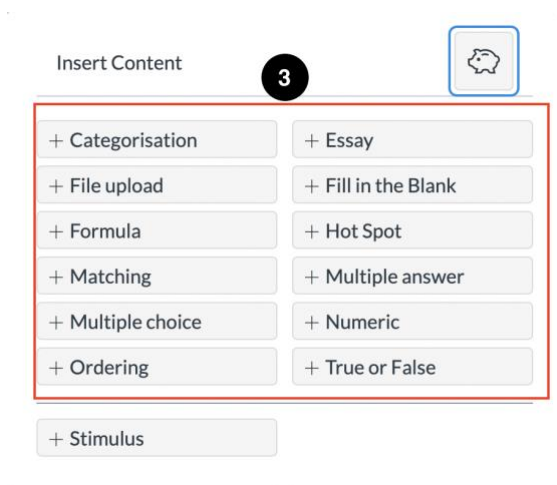


4. Input the **same date and time** that the assignment is due to start in the **Available From** field (select the first time that the paper is needed) and click **Update**.



## Setting up a Quiz Question

1. To create a new question, click the button for the desired question type (3).



The following question types are available in New Quizzes:

- [Categorization](#)
- [Essay](#)
- [File Upload](#)
- [Fill in the Blank](#)
- [Formula](#)
- [Hot Spot](#)
- [Matching](#)
- [Multiple Answer](#)
- [Multiple Choice](#)
- [Numeric](#)
- [Ordering](#)
- [True or False](#)

## Building Multiple Choice Questions (MCQs)

1. For each question, you can enter a question title (4) and a question stem (5) and answers (6). You can add feedback for each individual answer (7) or general student feedback for the whole question (8) using the Feedback icon. In the Points field (9), adjust the point value for the question by entering a number or clicking the arrow buttons.

The screenshot shows the 'Multiple choice' question builder interface. It includes a 'Question title' field (4), a 'Add question stem...' field (5), and a list of answer options (6). Each answer option has a radio button and a 'Type an answer' text field. To the right of each answer field is a feedback icon (7) and a trash icon. Below the answer options is a '+ Answer' button. Underneath is an 'Options' dropdown box containing three checkboxes: 'Show on-screen calculator', 'Vary points by answer', and 'Shuffle Choices'. Below the options are two expandable sections: 'Align to Outcomes (0)' and 'Item Banking'. At the bottom, there is a 'Points' field (9) with up and down arrow buttons, a 'Feedback' icon (8), and 'Cancel' and 'Done' buttons.

2. Under the 'Options' dropdown box, you can choose to 'Show on-screen calculator', 'Vary Points by Answer' and 'Shuffle Choices'
  - a. Vary Points by Answer will allow you set specific point totals for each answer option.
  - b. Shuffle Choices will shuffle the answer choices for each student. You will also have the option to lock an answer in its location by clicking the Lock icon next to an answer.
3. To save the question, click the Done button.

## Building Short Answer Questions (SAQs)

1. To build an SAQ, choose the 'Essay' type question.
2. Add the topic to the Essay Title (1) and add the question under 'Enter Question/Prompt' (2). Under the 'Options' dropdown, you can choose to 'Show Word Count' which can be useful for students to view the number of words (3). You can also set a Word Limit. In the Points field (4), adjust the point value for the question by entering a number or clicking the arrow buttons, and general question feedback can be added for the question via the Feedback icon (5).

The screenshot shows the 'Essay' question type configuration interface. It includes a 'Question title' field (1), an 'Enter Question/Prompt...' field (2), and an 'Options' section with checkboxes for 'Show on-screen calculator', 'Rich Content Editor' (checked), 'Spell-check', 'Show Word Count' (3), and 'Set Word Limit'. Below these are expandable sections for 'Grading Notes', 'Align to Outcomes (0)', and 'Item Banking'. At the bottom, there is a 'Points' field with a spinner (4) and a 'Feedback' icon (5). 'Cancel' and 'Done' buttons are at the bottom right.

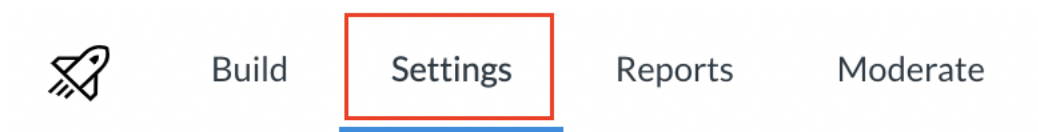
3. To add an image, click the 'Upload Media' icon (6), and select the file to embed by dragging your image or browsing to the file location, followed by 'Import'.

The top part of the image shows a rich text editor toolbar with the 'Upload Media' icon (6) highlighted. Below it is a text input field containing the prompt 'Identify Section A on this diagram (2 points)'. The bottom part of the image shows the 'Import content' dialog box. It has tabs for 'Image', 'Audio', and 'Video'. Under the 'Image' tab, it says 'Select a file to embed.' and provides a dashed box for dragging a file or a 'browse' button. There is also an 'alt text (optional)' input field. At the bottom are 'Cancel' and 'Import' buttons.

4. When complete, click 'Done' to save the question.

## Quiz Settings

1. The settings for New Quizzes are found in the Settings tab within the Quiz.



2. Within Settings, there are a number of settings to adjust the way assessment is delivered to students. Questions and Answers for the whole quiz can be shuffled (1) so that questions and/or answers are presented to students in a different order. 'One question at a time' is especially useful for SAQs so that questions are not presented all at once (2). Allowing backtracking will allow students to go back to previous questions and change their answer before submitting. To add a time limit, check the 'Time limit' option and stipulate the duration of the exam (3) – this will end the exam for students after the stated time has elapsed.

### Settings

A screenshot of the Quiz Settings panel. It contains several toggle switches and input fields. 1. 'Shuffle questions' is a toggle switch with an 'x' icon, currently turned off. 2. 'Shuffle answers' is a toggle switch with an 'x' icon, currently turned off. 3. 'One question at a time' is a toggle switch with a green checkmark icon, currently turned on. Below it, 'Allow Backtracking' is a toggle switch with a green checkmark icon, currently turned on. 4. 'Require a student access code' is a toggle switch with an 'x' icon, currently turned off. 5. 'Time limit' is a toggle switch with a green checkmark icon, currently turned on. Below it are input fields for 'Hours' and 'Minutes', both set to 0. 6. 'Filter IP addresses' is a toggle switch with an 'x' icon, currently turned off. 7. 'Allow calculator' is a toggle switch with an 'x' icon, currently turned off. The settings are numbered 1 through 7 in black circles.

3. By default, New Quizzes will be limited to 1 attempt. Check the 'Allow Multiple Attempts' option (4) to add extra attempts. You can choose how many attempts are allowed (5), which score to keep (6), and whether a time period must elapse before students can complete another attempt (7).

A screenshot of the Quiz Settings panel, specifically the 'Allow multiple attempts' section. 4. 'Allow multiple attempts' is a toggle switch with a green checkmark icon, currently turned on. 5. 'Score to keep' is a dropdown menu with 'Highest' selected. 6. 'Allowed attempts' is a dropdown menu with 'Unlimited' selected. 7. 'Waiting period' is a toggle switch with a green checkmark icon, currently turned on. Below it are input fields for 'Days', 'Hours', and 'Minutes', all set to 0. The settings are numbered 4 through 7 in black circles.

The Score to keep option allows you to choose which score is kept as the final grade, if there are multiple attempts on the quiz.

The options are:

- Highest – The highest score is kept as the final grade.
- Average – The average score is kept as the final grade.
- Latest – The latest attempt is kept as the final grade.
- First – The first attempt is kept as the final grade even if the quiz is retaken at a later date.

A screenshot of the 'Score to keep' dropdown menu. The menu is open, showing four options: 'Highest', 'Average', 'Latest', and 'First'. The 'Highest' option is highlighted with a red rectangular box. The dropdown is part of a larger settings panel that includes a toggle for 'Allow multiple attempts' and a toggle for 'Require time between attempts'.



4. By default, students can view all results for their assessment attempts. To hide assessment results from students, click the 'Restrict student result view' button. When this option is enabled, instructors can manage what is displayed to students in their assessment results page. This includes answer choices, feedback, and scores.

**N.B** – If you want Students to only see their assessment grades in the Gradebook, do not check any of the boxes when the 'Restrict student result view' option is enabled. To hide grades from students in the Gradebook, you will need to enable the Manual Grade Posting policy in the Gradebook (see below).

5. To display the points awarded for the overall assessment and individual questions in the assessment results page, click the 'Show points awarded' checkbox. To display the points possible for the overall assessment and individual questions in the assessment results page, click the 'Show points possible' checkbox.

To display assessment items and questions in the assessment results page, click the 'Show items and questions' checkbox. If the Show items and questions option is enabled, you can also manage the option to display student responses and item feedback:

- a. To display student responses in the assessment results page, click the 'Show student response' checkbox. To display item feedback in the assessment results page, click the 'Show item feedback' checkbox.
- b. To display to students if their response was correct or incorrect, click the 'Indicate response as correct/incorrect' checkbox.
- c. If the Indicate response as correct/incorrect option is enabled, you can indicate correct answers when incorrect responses were selected by clicking the 'Show correct answer with incorrect response' checkbox.




#### Restrict student result view

 Uncheck all to hide result view and show submission confirmation only.

- ☐ Show points awarded (overall and per question)
- ☐ Show points possible (overall and per question)
- ☐ Show items and questions
  - ☐ Show student response
  - ☐ Indicate response as correct/incorrect
  - ☐ Show correct answer with incorrect response
  - ☐ Show item feedback

## Editing a quiz

If you want to go back and edit your quiz questions or the settings, click on the quiz title (1) and then scroll down and click 'Build' at the bottom of the page (2).

 **Test Quiz March 2021** 1  
Closed | Due 31 Mar at 12:00 | 100 pts

Save

Build

## 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

Late Policies

Grade Posting Policy 2

Individual Assignment Grade Posting

☐ Automatically Post Grades  
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden. 3

☒ Manually Post Grades  
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook. 4  
While the grades for an assignment are set to manual, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Once a grade is posted manually, it will automatically send new notifications and be visible to students.

Cancel

Update

Search...

1

#Test Anonymous ...  
ANONYMOUS

test anonymous ...  
ANONYMOUS

## Marking an Online Exam using New Quizzes (SAQs)

### Simultaneous marking with two or more markers

Within SpeedGrader two or more markers cannot actively mark the same exam script at the same time. This is because SpeedGrader only saves the comments/grades of one marker.

Below are two possible solutions. We also recommend a separate spreadsheet to record marks in case they are not entered due to multiple markers being active on the same exam.

#### **Solution 1**

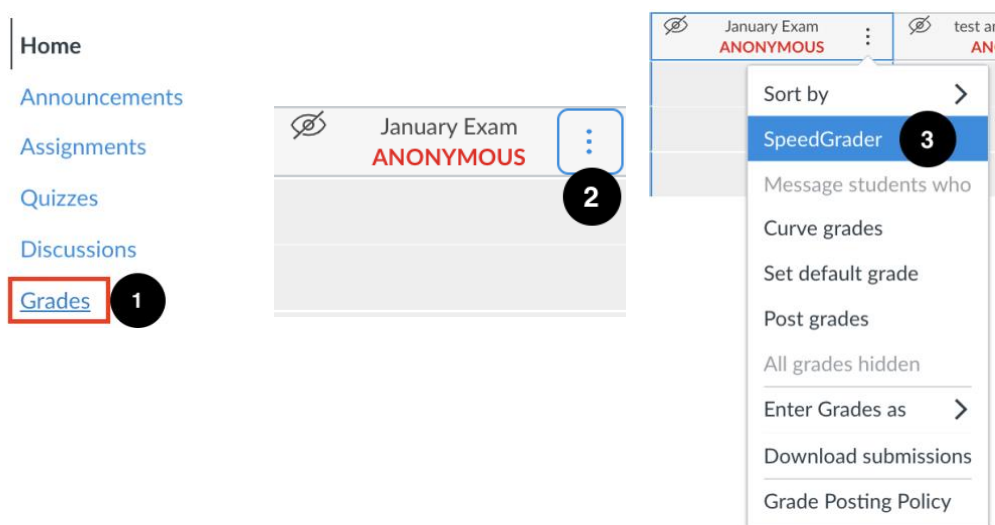
- Academics will arrange amongst themselves a time where only they will go in and do the marking. They will mark all of their questions during this period.

#### **Solution 2**

- Academics will arrange amongst themselves to mark a block of students starting at different points.
- After this set of marking is finished, they will need to communicate with each other and arrange when to mark the next section.
- Finally, after the second set of marking is completed, the academics should arrange to mark the final section.

### Marking in SpeedGrader

- Go to Grades (1) within the Global Navigation. Once in Grades search for the column with the Exam Title, hover over the title and click the three dots icon (2). In the menu, choose the SpeedGrader (3) option to open the quiz submissions in SpeedGrader.



- Students will be listed in the drop-down box at the top right-hand side of the page. If the exam is set to anonymous, students are listed as Student 1, Student 2 etc. If you are using sections to mark you will need to click the drop down and select the relevant section you are marking.

3. You will see the selected student's quiz responses on the left-hand side of SpeedGrader (4). You can either mark questions within the quiz (5) or using a rubric by clicking 'View rubric' (6).

**N.B** - If you are using a Rubric for the exam, it is recommended to only use the Rubric to mark.

**Results**

**100%**  
Score

**1**  
Out of 1 point

**00:37**  
Time for this attempt

**1** 1 / 1 point

Please give a description of ....

✓ **1** Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Graded

✓ ✕ 1 / 1 point

**View rubric**

Assignment comments  
Add a comment

4. If you are using a Rubric, whilst marking you will see the exam questions and the student responses on the left hand-side and the Rubric on the right-hand-side. This will have been set-up prior to marking.

Mark your relevant questions by adding the points within the Rubric (7). Once you have added your points to your rubric, for your individual question Click 'Save' (8).

Test rubric (1)			
Criteria	Ratings		Points
SAD 2020 SAQ4_D	1 pts Full marks	0 pts No marks	<b>1</b> / 1 pts
SAD 2020 SAQ4_E	2 pts Full marks	0 pts No marks	1 / 2 pts
SAD 2020 SAQ5_A	10 pts Full marks	0 pts No marks	5 / 10 pts
SAD 2020 SAQ6_B	2 pts Full marks	0 pts No marks	1 / 2 pts
SAD 2020 SAQ6_C	5 pts Full marks	0 pts No marks	3 / 5 pts
			Total points: 11 out of 20
<b>Save</b> <b>Cancel</b>			

5. Each time you save after marking a question, you will see the mark reflected within the grey box (9) (this is faint, and automatically applied by Canvas). To access the next student, click onto the Drop-down arrow (10).

The screenshot displays the Canvas LMS interface for a student's assessment. At the top, a dark blue header bar contains the following information: '1/3 Graded', '15 / 100 (15%) Average', and '3/3'. To the right of this bar is a navigation area with a left arrow, a dropdown menu showing '✓ Student 3', a right arrow, and a large black circle with the number '10' inside. Below the header, the text 'Submitted: 11 Feb at 15:48' is visible. Further down, the 'Assessment' section shows 'Grade (15 / 100)'. Below this, there is a red 'HIDDEN' label. At the bottom of the assessment section, there is a grey box containing '15%' and a large black circle with the number '9' inside, which is highlighted by a red circle.

## Canvas Admin

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.

Please see the full instructions on the [Online Administrator Training Canvas course](#).