

Take-Home Exam Guidance

Introduction

- A take-home exam is an open book exam where students have a period of time (e.g. 24/48/72 hours) to download an exam paper, answer the questions, and then submit their answers online.
- The recommended tool for a take-home exam in Canvas is Canvas Assignments.
- There is pedagogical information about setting take-home exams in the [Remote Teaching Resource](#).

Things to Consider

Pros

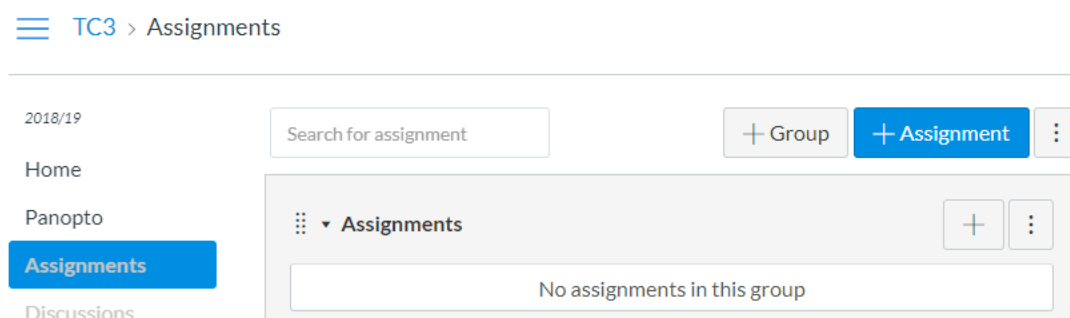
- Can be marked in SpeedGrader
- Release and due date/time can be set (e.g. 10/01/21 10:00 - 11/01/21 10:00)
- Supports automatic anonymity
- Can use Turnitin
- Supports Rubrics
- Supports grading schemes
- Accepts document/file uploads from students
- Can be downloaded in bulk for external marking

Cons

- Cannot set restricted time limit for completion (such as 2 hours) within availability window
- Cannot support the setting or submission of individual questions.

Assignment Setup

1. Open the Assignments page from the course menu and select +Assignment to create a new assignment.



2. A blank assignment will now open for you to populate. Add an Assignment Name (1) and details of the assignment (2) in the large free text area. You may want to include a link to the exam question document within the Assignment instructions.

Take-home exam **1**

HTML Editor

B *I* U A **A** *I*_x x^2 x_2

12pt Paragraph

Add Instructions here **2**

3. Set the number of Points (3) this assignment is worth, which is likely to correspond to the total number of marks available. You can pull up custom Assignment groups and select them from here (4). [Assignment Groups](#) allow you to organise the assignments in your course and apply percentage weightings to these groups. 'Display Grade as' (5) lets you select the method you want to use for grading. You can grade your assignment by percentage, complete/incomplete, points, letter grade, GPA scale, or not grade the assignment.

Points 100 **3**

Assignment group Assignment 1: Essay - 3,000 **4**

Display Grade as **5**

- Percentage
- Percentage
- Complete/Incomplete
- Points
- Letter grade
- GPA Scale
- Not graded

4. Select the submission type as 'Online' for students to submit their exam using Canvas and then select 'File Uploads' to allow students to upload and submit their answers in a number of file formats. It is often a good idea to 'Restrict upload file types' (such as pdf, doc and docx for word processed submissions) so that submissions are consistent when marking, especially if you are using the online marking tool SpeedGrader.

Online Entry Options

- ☐ Text entry
- ☐ Website URL
- ☐ Media Recordings
- ☒ File Uploads
- ☒ Restrict upload file types

Submission Type: **Online**

pdf,doc,docx

Enter a list of accepted extensions, for example: doc,xls,bxt

5. By default, assignments are set with unlimited attempts, but you can limit the number of allowed attempts (6). [Turnitin](#) can be activated via the Plagiarism Review option (7).

Submission Attempts

Allowed attempts

Unlimited

6

Plagiarism Review

None

7

Show report to students

Immediately

6. 'Anonymous grading' (8) hides the name of the student from the marker automatically in Speedgrader and Turnitin reports, allowing for anonymous marking. Student names will be hidden from the marker. Students receive an ID number that is randomly assigned and will be different in each assignment but will be consistent to each marker viewing the same assignment. e.g. Student 1 in Assignment 1 will be the same student for all markers. If you are not using automatic anonymity, you can also [hide student names in the SpeedGrader](#) which will hide the student names but will not affect others markers' view of the assignment.

Anonymous grading

☐ Graders cannot view student names

8

7. By default, Canvas will 'assign' everyone in your course to the assignment, however you can assign the assignment to a specific student or Section by deleting 'Everyone' and assigning to a specific student/Section (9). You can also set a due date (10) and an availability window (11) for the assignment. By clicking '+Add' (12), you can assign the assignment to multiple sections/students with differing due dates or availability windows – this is particularly useful for students who require extra time (for example those with RAPs) or accounting for students in different time zones. More information on [setting up Sections](#) is available via the HEFi Gateway.

Assign

9

Assign to

10

Due

11

Available from **Until**

12

+ Add

8. Ensure you click Save or Save & publish (if you are ready for this to be a 'live' assignment). A published or 'live' assignment will be visible to students, but the content will not be available to students until the availability window is open (including the assignment instructions if they contain the exam questions for example).
9. On the Assignment page, you will see a summary of all the information (such as title, instructions, total points available, and due dates and availability windows for all Sections set). Using the +Rubric button at the bottom (13), you can also [add a Rubric](#) to be used when marking.

Take-home exam Publish Edit ⋮

Add Instructions here

Points 100
Submitting a file upload

Due	For	Available from	Until
17 Dec	Test	7 Dec at 0:00	21 Dec at 23:59
18 Dec	Everyone else	1 Dec at 0:00	21 Dec at 23:59

13

+ Rubric

Running the Exam

- [Student Submission View](#)
- Student facing guidance for [scanning handwritten work and submitting to Canvas assignments](#)

Marking and Moderation

- Ensure that the Grade Posting Policy (previously known as Mute/Unmute) is set as **Manually Post Grades** for the assignment or the whole course
 - This will prevent marks/feedback being released before they are ready and allows you to choose when/if to release them to students
- It is recommended that student submissions are marked online using [SpeedGrader](#).
 - Rubrics can be used within SpeedGrader to [provide marks and feedback](#).
 - If you are using multiple markers and/or second markers for a large cohort – consider organising your students into [marking Sections](#)
 - [Turnitin reports](#) can be also be accessed and viewed from within SpeedGrader.
- You can also mark offline by [downloading the submissions](#) for a particular assignment and then [re-uploading the marked submissions](#)
 - NB – Names of the submission files must be unchanged to re-upload, and marks will need to be uploaded/entered separately to the re-upload.
- We **do not** recommend the Canvas Moderated Marking for exam moderation – please follow local guidance for moderation processes.