Notes about online test options

When making tests "visible" (that is, *available*) to students, there are LOTS of options you must select. Which selections are best depends on a variety of factors including the type of test and the instructor's preferences. The following detailed information is provided to help you determine which options are best for your situation.

> *For background information, see the handout "Creating Online Assessments" and "Making Online Tests Available to Students"* at http://courses.durhamtech.edu/handouts/

Allow multiple attempts

- This option should be checked ONLY for "practice" or "self-study" type tests, when the student's grade on the test is not important.

- If this option is checked, a student can take the test as many times as he wants, and the instructor will see only info on the student's LATEST attempt. There are no records or any indication of prior attempts.

Force completion

- Placing a check by this option forces the student to complete the test "in one sitting" WITHOUT leaving the test screen. If the student leaves the test screen before finishing (i.e. before submitting it), he will not be able to re-enter the test to complete it.

- If you select this option, then if a student leaves the test screen before submitting it (on purpose or due to a technical problem), the student will not be able to get back in. The instructor will have to "clear attempt" for student to re-enter and re-take the test. (See p. 8 of "Creating Online Assessments" handout)

- If you do not select the "Force completion" option, then students may go in and look at the test one day and return hours or even days later to actually take the test.

- We do NOT recommend using force completion because of the likelihood of technical problems. As a deterrent to cheating, we recommend setting a time limit and monitoring the time students spend on the test.

Set time limit

- Instructors may choose to specify a time limit for the test. When taking the test, students see a clock running in the lower left area of their screen.

- A warning appears to the student when there is one minute remaining.

- When the time limit is reached, the student may continue working---he is NOT booted out of the test or forced to submit it. However, the student's total time on the test is recorded. Some instructors deduct points for each minute that a student runs over the test limit.

> ### *Suggested test options*
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> ❑ Allow multiple attempts
>
> ❑ Force completion
>
> ☑ Set time limit

- To view the total time a student spent on a test, click on the student's score in the gradebook and then click on "View". The total time is displayed near the top of the test. This reflects the time elapsed from the moment the student first clicked the test link until the time he submitted the test (as recorded by the server).
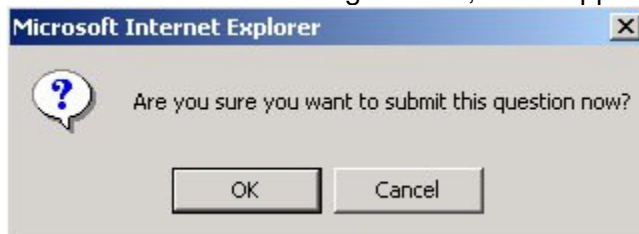
Notes about presentation options

All at once

- If you choose this option, students see all questions presented on one screen. Students scroll down to see additional questions (and may scroll up to review and change answers to any questions).
- At the bottom of the test is a SAVE button as well as a SUBMIT button. <u>Encourage your students to click the SAVE button often while taking the test.</u>
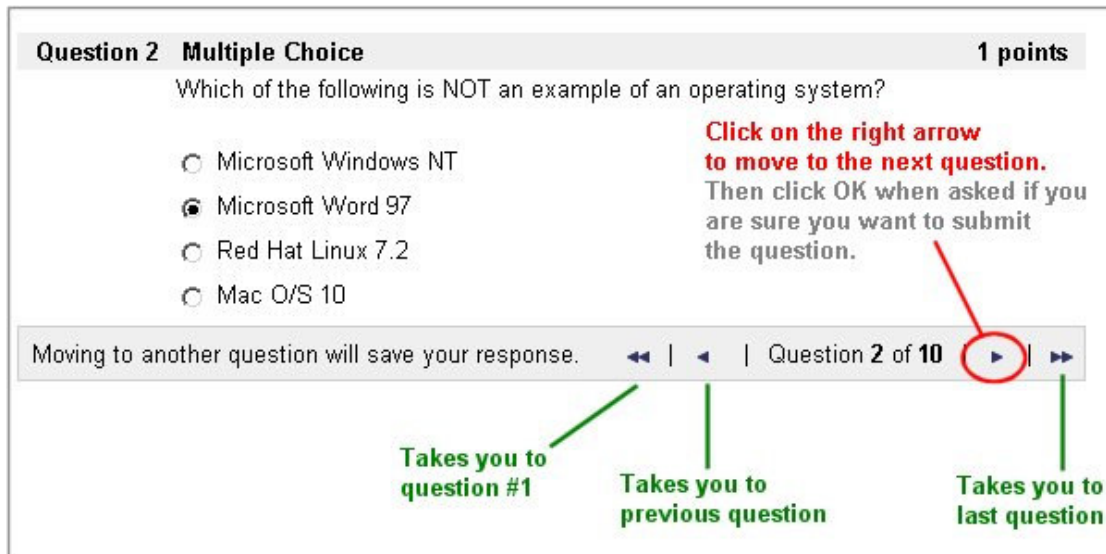
Question (one question at a time)

- Presents each question on a separate screen
- Student must click right arrow to move to next question.
- Each time student clicks right arrow, a box appears with this message:

Student should click OK. This will save the answer and move to next question.

- If "prohibit backtracking" is NOT checked (that is, backtracking is allowed), then the student will see several arrows that allow him to move around within the test:

- If "prohibit backtracking" IS selected, then student must move through test in order and cannot go backwards. (The student does not see back arrows.)
- On the last question, student sees a SUBMIT button instead of forward arrow(s). Student must click SUBMIT to finish the test.