About Creating and Editing Tests

Tips & Best Practices

- Distinguish between a quiz (ungraded) and an exam (graded).
  - Exams are generally graded components of a course.
  - Quizzes are generally used for student self-study and practice.
- Instructors can view detailed results of students' attempts.
- Provide very detailed instructions for test taking.
- Quizzes can be useful for review and practice.
- Providing an explanation for correct answers is a good way to reinforce learning or offer extra help.
- Online exams should be constructed as open-book, open-note assessments.
- Exams should not be the only assessment method for an online course.
- Questions can be randomly selected from a larger set making each test unique.

Test Properties and Options

**This is a:** (required) Select Exam or Ungraded Quiz.

**Name of the Exam/Ungraded Quiz:** (required) Enter a name for the test.

**Due on session:** (required) Link to the selected session.

**Include in the gradebook:** (required) Select Yes or No to display test and score in the gradebook.

**Takes place on date:** (optional) Enter a due date in mm/dd/yyyy (optional: hh:mm am/pm) format.

**Activation date:** (optional) Enter a start date in mm/dd/yyyy (optional: hh:mm am/pm) format. Be especially careful when using midnight as a start time.

**Expiration date:** (optional) Enter an end date in mm/dd/yyyy (optional: hh:mm am/pm) format. Be especially careful when using midnight as an end time.

**Display feedback page:** (required) Select Yes or No to display question-by-question results to students. Correct answers are not shown.

**List under what category:**
or
**..or create a new category:** (required) Select or create a category.

**New category description:** (optional) Enter a description of the test category.

**Test or quiz instructions and description:** (optional) Enter instructions for students taking the test.

**If exam, maximum number of times it can be taken by a single student:** (required) Select the number of time a student can take the test.

**Grading System:** (required) Select the appropriate grading system.
Default Points (for new questions): (required) Enter the point value for questions. Questions must be worth at least 1 point each.

# of questions selected for the student from each category of questions (0=all): (required)
Select the number of questions to randomly select from each question category.

Max. Time for Exam: (required) Enter a time limit for the test. The test will not close at the expiration; however, questions answered after the time limit will be identified.

**Question Properties and Options**

**Question Category:** (required) Select or create an appropriate category.

**Question Type:** (required) Select the desired question type.
- **True/False** – question has one correct answer (auto-graded)
- **Multiple choices** – question can have several correct answers among options [note: all correct response must be selected for points to be awarded] (auto-graded)
- **Exact text match** – fill-in-the-blank [note: up to five correct options can be entered] (auto-graded)
- **Short answer** – essay question (instructor-graded)

**Points for this Question:** (required) maximum point value for question

**Question Text:** (required) question for students to answer

**Correct Answers or Options:** (required) correct response
- **True/False & Multiple Choices** – enter options with correct option indicated by an asterisk (*). A space must be left between the asterisk and text
- **Exact text match** – enter up to five acceptable responses, each separated by a hard return (hit enter key)

**Optional explanation of the correct answer:** (optional) information to assist student after test has been scored

**Files to accompany the question:** (optional) files such as text passages, media clips, or graphics to be displayed with question during exam. Several files can be uploaded; they will display in the order they were added. All will be identified as "Linked File".