conneX Online Testing Guidelines – Tips For Instructors

Online testing has more variables than the traditional classroom setting, and thinking about them before test time is helpful for instructors and students. We recommend instructors follow the following guidelines to ensure students can successfully complete tests and quizzes in conneX.

Share the golden rule: "One window, One browser" per person.

If the quiz is open by an individual student in multiple tabs, browsers, or computers at the same time, answers may be submitted incorrectly and the test timer may be incorrect. conneX might also temporarily close an exam and display a 'data discrepancy' warning—forcing students to reopen the exam in only one window and browser. Revisiting old exams while taking an exam might also trigger these warnings and/or result in lost answers.

Be sure to explain the test setup to the students.

Inform students about the dates of availability and time limits before starting the test. Explain that timed assessments are submitted automatically when the timer expires, so students need to save their work periodically and be aware of the clock.

Set each question to appear on a separate web page (or at least create several parts for the test).

These strategies will force students to save their work frequently. If all the questions open in a single window, students are likely to lose work if they forget to save occasionally or their internet connection fails.

Set the feedback release date to a point after ALL students will have taken the exam.

If you choose to show feedback to students and don't create a release date, students can view the correct answers before all students have completed the exam.

Assignments Tool / Tests & Quizzes Tool - Best Practices

Assignments Tool:
- **Use Assignments tool for writing-intensive tests, tests with source code submission or long exams.**

Tests & Quizzes Tool:
- The embedded text editor in the Tests & Quizzes tool has limited ability to do any structured formatting. **Do Not use the Test & Quizzes tool** if your questions display source code in it, or if you are expecting the student's answer to include source code in their submission. If you need to display source code in a question, use embedded images.

Create a dummy exam for testing.

A no-credit exam with similar settings will allow the students to test their browser and computer before the real exam.

Have a backup plan ready.

Online testing can introduce several complications: the power could go out, the student may lose wireless/internet connectivity, or a student's laptop may crash. In most instances, students can usually log back in and complete testing – but having a backup plan for students who experience too many technical issues is always recommended. Consider offering an alternate test on paper for students.

Tell students how to report problems.

Decide who students should contact when there are problems. (ie. will a TA or instructor be available in lab, over email or on campus during the testing window)?