

## Best Practices for Online Test & Quiz Creation

*Instructors are often concerned about offering exams online for fear of cheating. Following these best practices can make cheating in online exams significantly less likely.*

*Clemson Online also suggests project-based assessments as an effective alternative to online exams.*

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### Online Test & Quiz Design Recommendations

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

- Test Design
  - Use the Question Banks feature in Canvas. Learn more about [Question Banks](#).
    - **Pull subsets of questions.** For example, write 20 questions for a specific part of an exam, but have Canvas pull 10 questions randomly on each student's exam.
    - **Shuffle/randomize the order of answers** (for multiple choice questions). Note that you should adjust any answers like "All of the above" to account for shuffled answers.
    - **Shuffle/randomize the order of questions.** Learn more about [this](#).
    - **Update** your Question Banks periodically.
  - **Set a time limit** for an assessment.
    - Extra time can easily be given in Canvas to individual students with documented disabilities if needed.
  - Consider the option in Canvas to **allow students to only see one question at a time** and **don't allow students to see their quiz responses** after finishing the exam. This makes it much harder to save or print the exam for other/future students.
  - Explain the academic integrity policy and motivation. Clearly communicate what is considered cheating.
    - Potential penalties for cheating include failure, suspension, and dismissal. Source: [Clemson Academic Integrity Policy](#)
- Question Type
  - Mix various question types. Learn more about [Question Types](#) in Canvas.
  - **Use some free-response questions** to require an open written response.
    - Note that free-response questions require manual grading.
- Question Content
  - Make graded questions more challenging by **asking questions that require critical thinking**.
    - Critical thinking questions can be of any question type. For example, a scenario-based question can still have multiple-choice answers to pick from.
    - A quick rule of thumb for online exam questions: *Could an answer to this question be found easily by Googling?* If so, consider reworking to require more critical thinking.

## Quiz Settings in Canvas

The following are options available to you upon creating a quiz in Canvas.

- Quiz Options

Options

- Shuffle Answers
- Time Limit  Minutes
- Allow Multiple Attempts
- Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)
  - Only Once After Each Attempt
  - Let Students See The Correct Answers
  - Show Correct Answers at  
  - Hide Correct Answers at  
- Show one question at a time
  - Lock questions after answering

- Shuffles answers for each question
- Limits the amount of time students have to complete the quiz (in minutes)
- Allow students to take the quiz more than once
- Allow students to see their responses after submitting the quiz. This will display answers that students got incorrect, but will not show the correct answer choice. Also, you can limit the frequency of viewing responses and give the students the ability to see correct answers.
- Only display one question at a time. You can also lock the question after answering.

- Quiz Restrictions

Quiz Restrictions

- Require an access code
- Filter IP Addresses
- Require Respondus LockDown Browser

- Require students to input an access code, or password, to take the quiz
- Restricts students to an IP address or range. Only suggested for exams that take place in a dedicated lab environment. **Not recommended for online courses.**
- Requires a student to use Respondus Lockdown Browser – Learn more about [Respondus Lockdown Browser](#).


- Assigning your Quiz

Assign



**1** Assign to

Everyone ×

**2** Due



**3** Available from      Until

+ Add

1. By default, your quiz is assigned to everyone enrolled in the class. You can modify this, but please pay attention to any notifications given by Canvas as you modify. Learn more about assigning a quiz [here](#).
2. Create a due date for your quiz. This does not stop students from taking a quiz, but quizzes submitted after the Due date will be marked as late in Speedgrader and in the Gradebook.
3. Give you the ability to set a range of dates that the quiz is available for students. This will open a testing window, and students will not be able to take the quiz before or after these dates. Please note the time associated with this option as well.

## Additional Information

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- [Canvas Suggestions for Quiz Security](#)
- Learn more about Clemson's Assessment Tools
  - [Remote Proctor](#)
  - [Respondus](#)
  - [Respondus Lockdown Browser](#)
  - [TurnItIn](#)
  - [iClicker](#)
  - [iClicker Cloud](#)