Creating an Online Exam

Online exams are created by

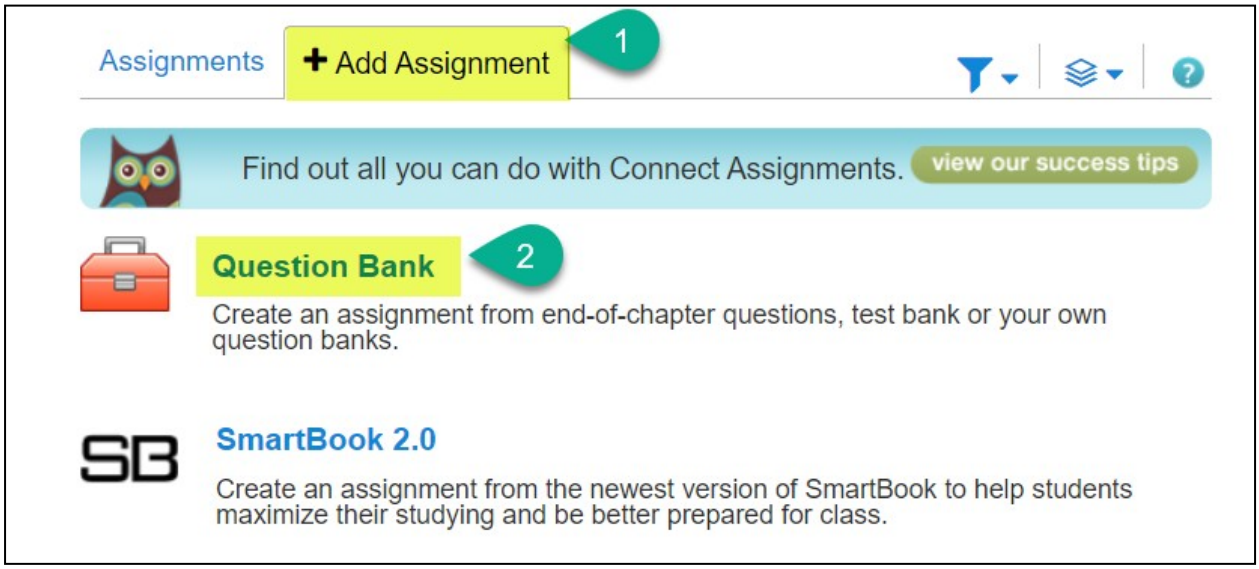
1. Selecting Exam Content
2. Adding Selections to Exam
3. Setting Policies
4. Assigning and Deploying the Exam

1. Select Test Content
   - 1.1. Begin Test Creation
   - 1.2. Select Chapter
   - 1.3. Select Question Source
     - o Test Bank
     - o End-of-Chapter Algorithmic Content
   - 1.4. Refine Selected Content using Filters
     - By Learning Objective/Topic
     - By Question Type
   - 1.5. Review and Select Questions
     - By Question Title (List View)
     - By Question Detail (Individually)
2. Add Selected Questions to Exam
   - 2.1. Add as Individual Questions
   - 2.2. Add to a Pool
3. Set Policies
   - 3.1. Late Submission Policies
   - 3.2. Review Default Settings/ (Edit) Advanced Settings
   - 3.3. Basic Exam Settings
   - 3.4. Attempts Settings
   - 3.5. Resources Settings
   - 3.6. Feedback Settings
   - 3.7. Save Personal Default Settings

1. Select Test Content

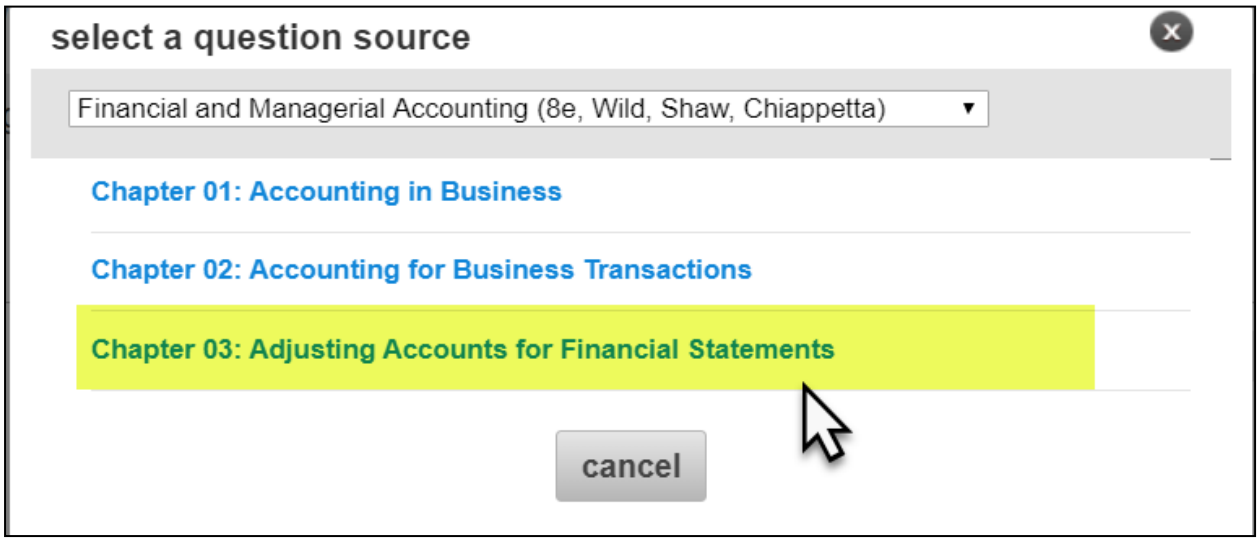
1.1. Begin Test Creation

From the Connect home screen, click on *Add Assignment,* then *Question Bank.*

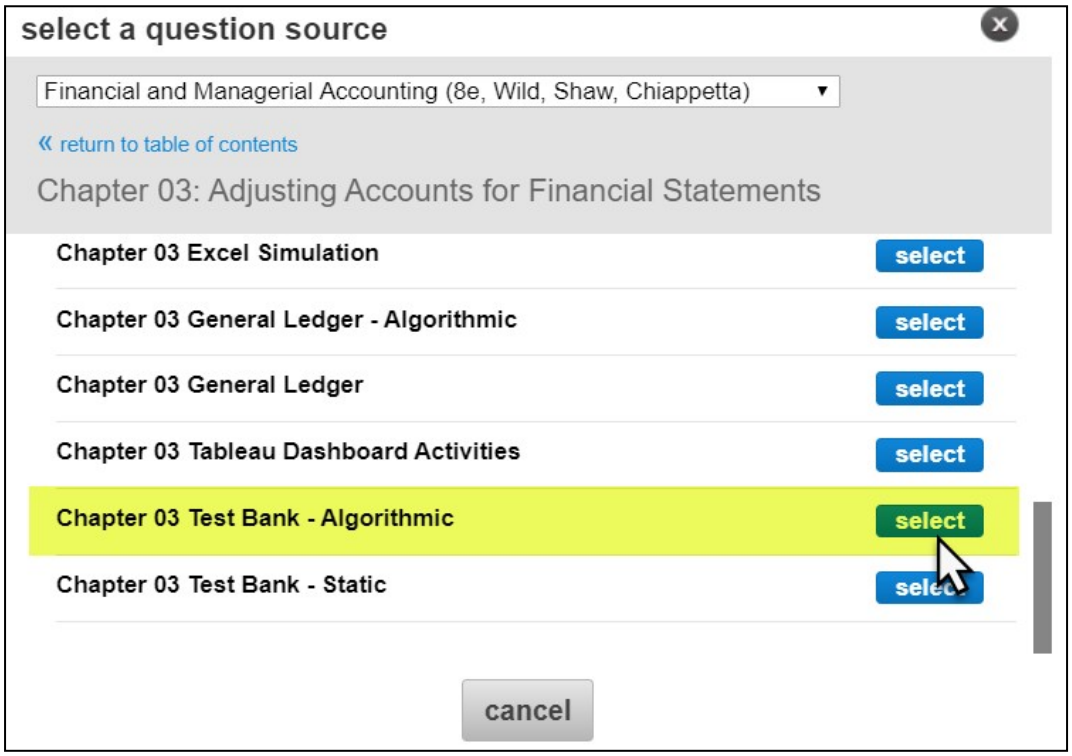


1.2. Select Chapter

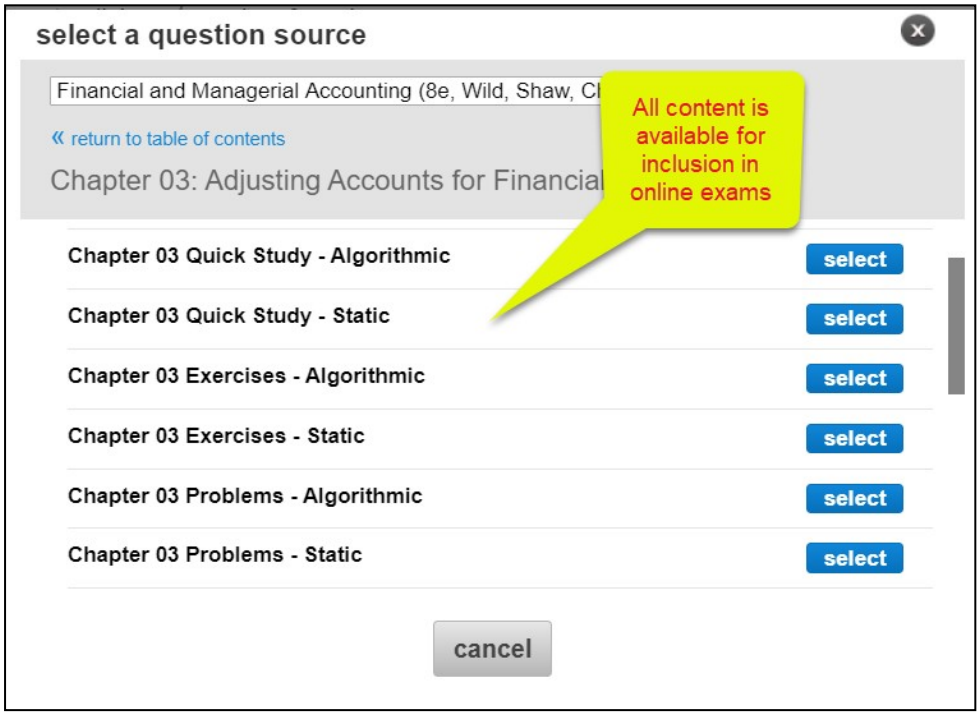
- Click on name of chapter you want to pull content from. The chapter name is hyperlinked.



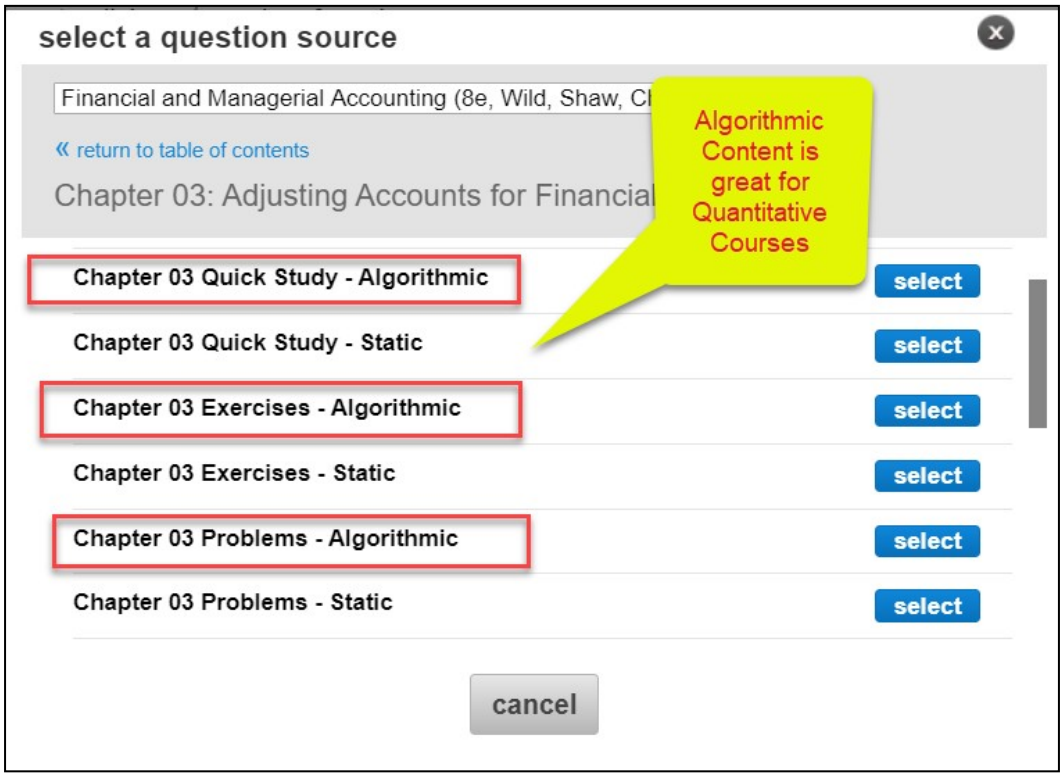
1.3. Select Question Source
   - Test Bank
     - Most titles have their own test banks included in Connect. These questions can be found after selecting a chapter. You should then see a folder labeled *test bank* within the *select question source* pop-up.



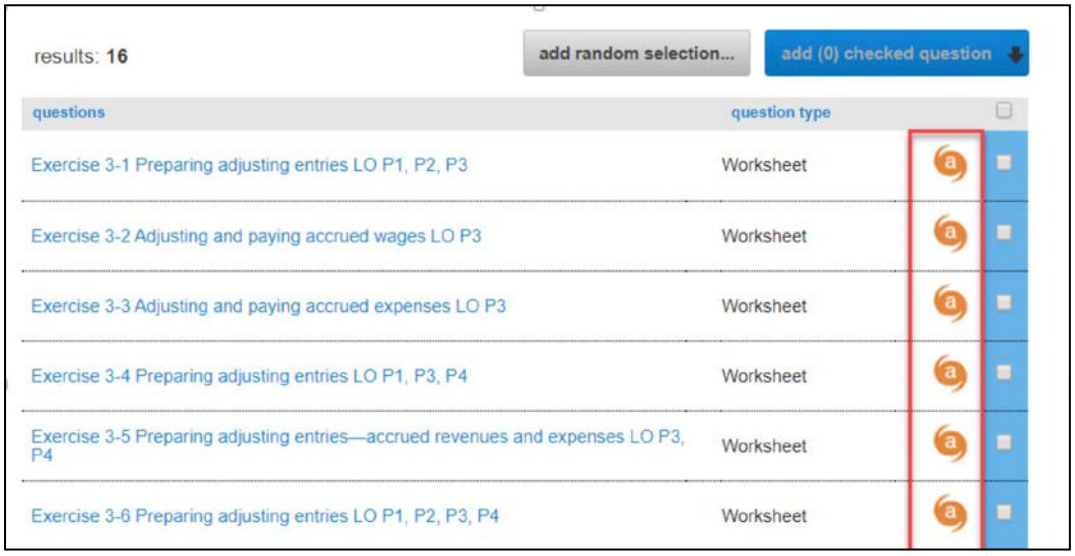
- Other content
  - Any of the other content found within the *Question Bank* folder can also be used in tests or exams. This could include homework, quiz, or other types of questions.



- In a course more quantitative in nature, you may decide to choose algorithmic content, where each student gets the same question(s) with different values.

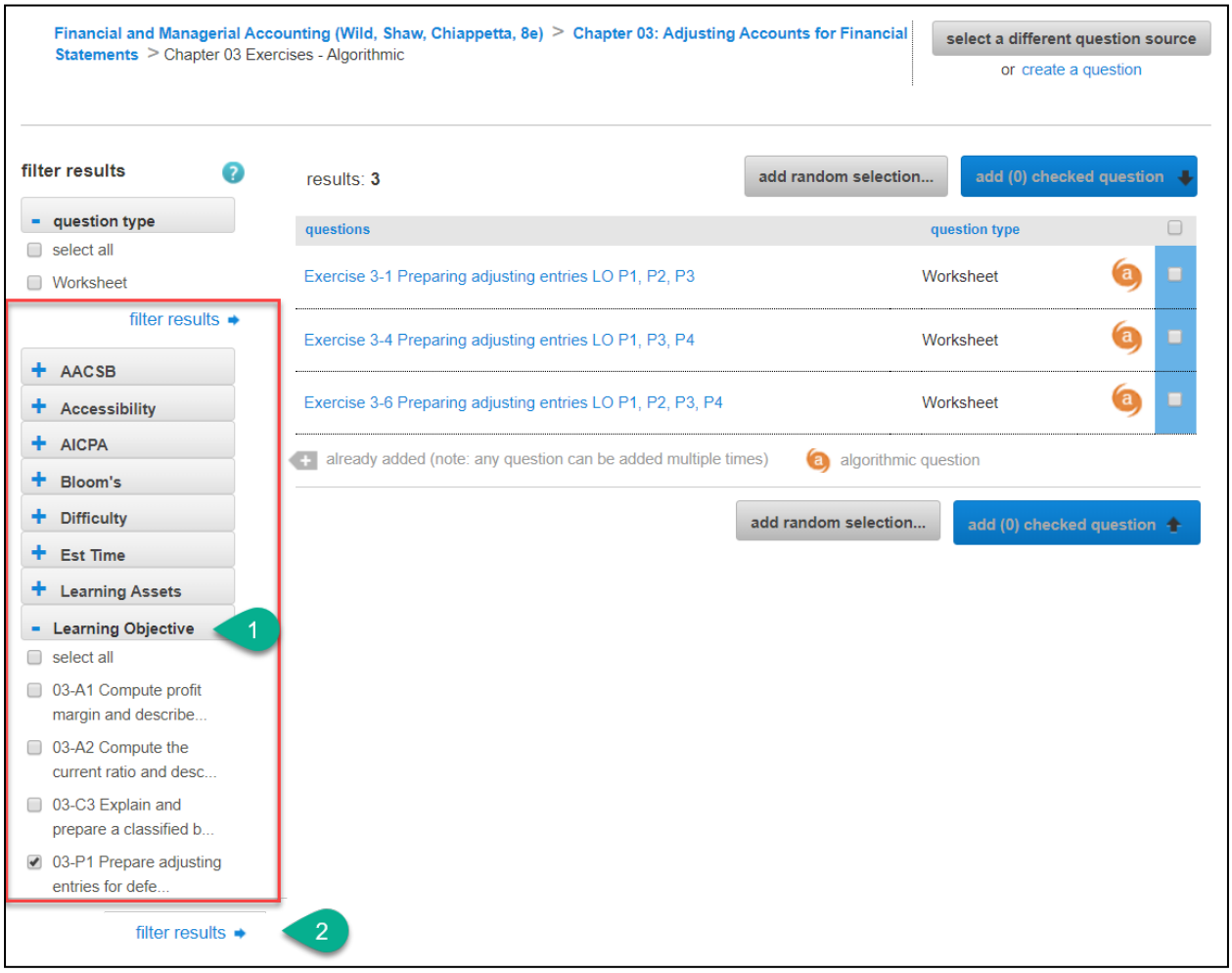


- Algorithmic content may be its own question source, and/or indicated with the icon shown below:



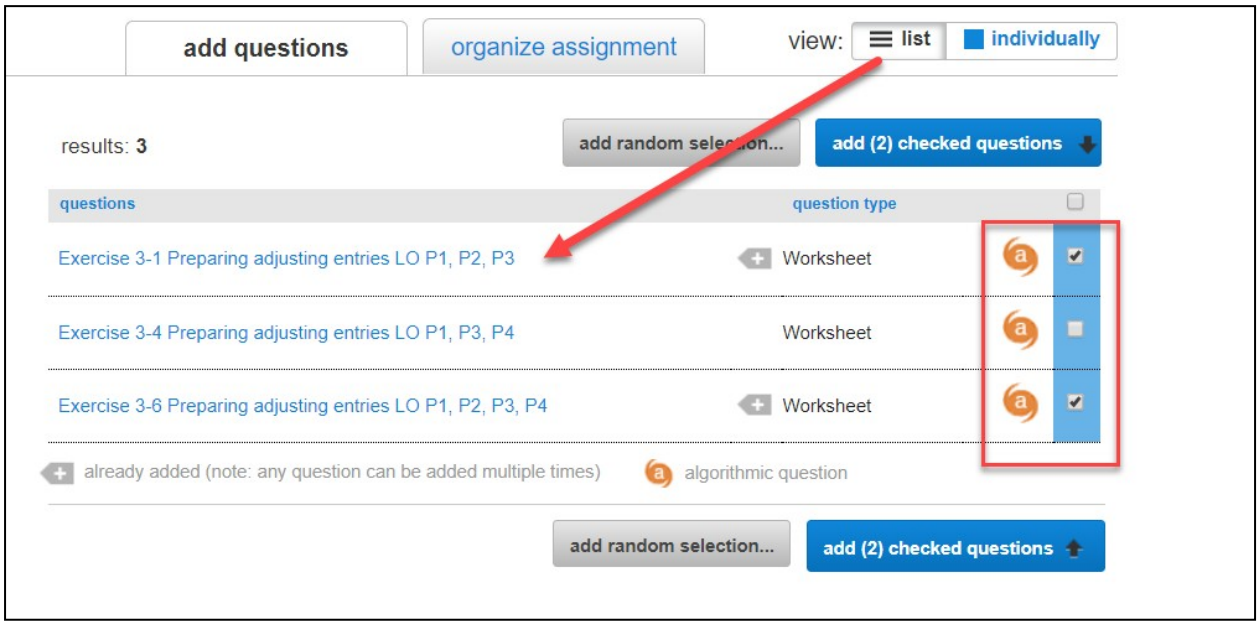
1.4 Refine Selected Content using Filters

- Within the selected content, you can use filters to quickly identify content you want to add to your exam. Available filters will change based on the text content, but typically include: *Question type (ex. essay, multiple choice)* and *learning objectives* or *topics.* After selecting desired filters, click on *filter results*.

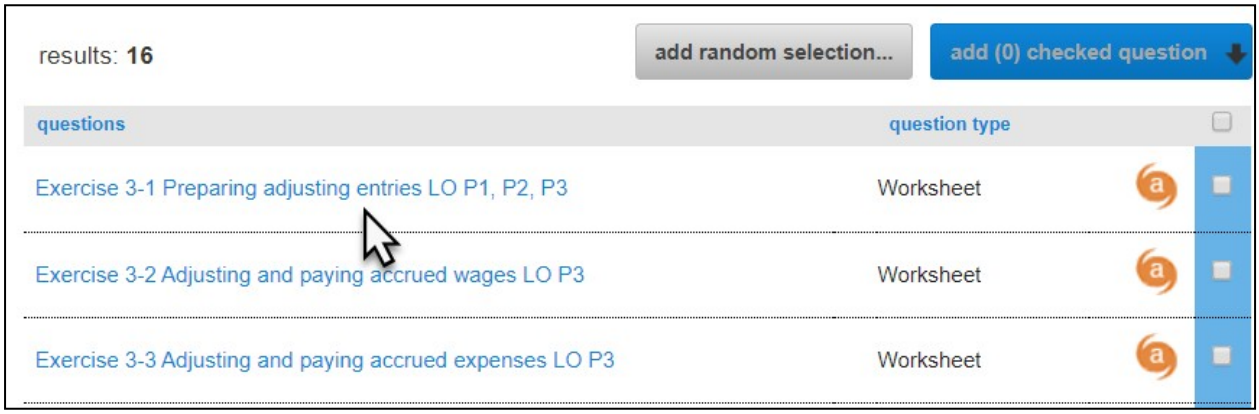


1.5. Review and Select Questions

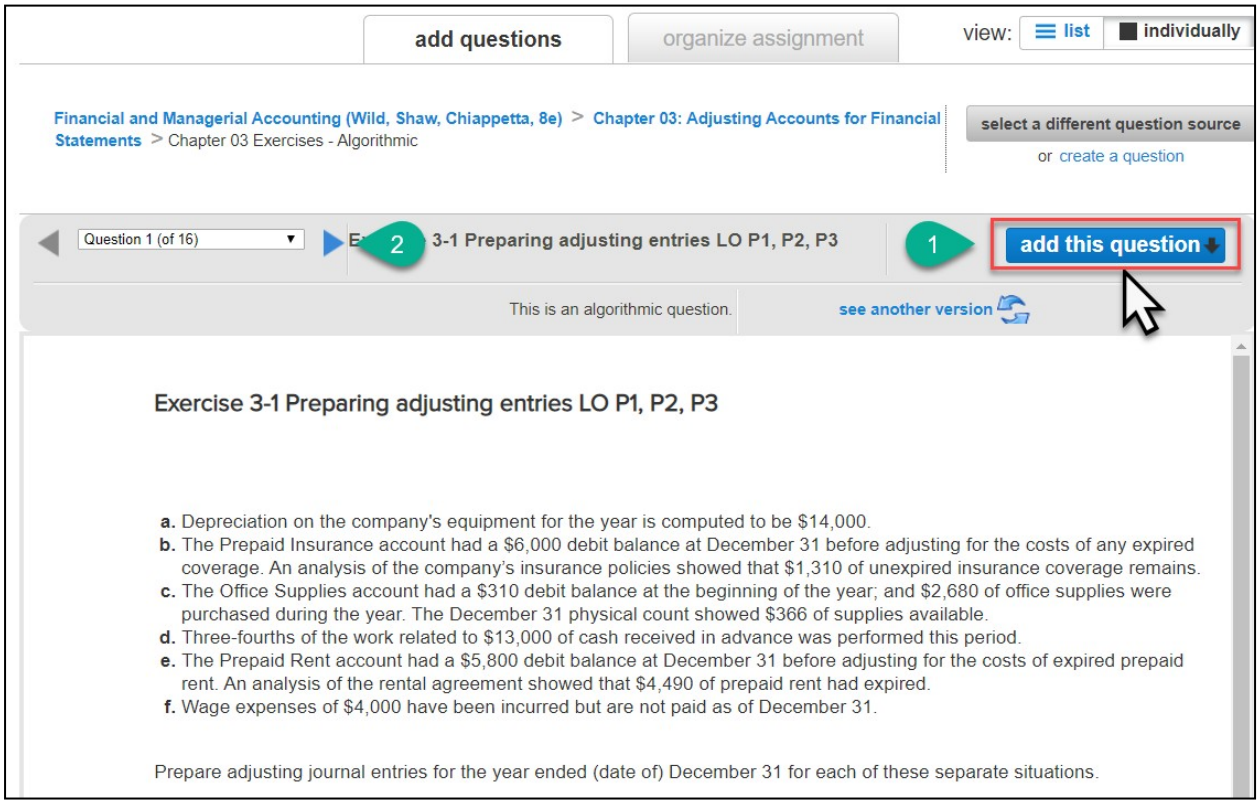
- By Question Title (view: list) – From screen shown in 1.4, select the check box next to the questions you would like to include.



By Question Detail (view: individually) – To review each question in detail: click into the question title (which is a hyperlink to the actual question) and review.



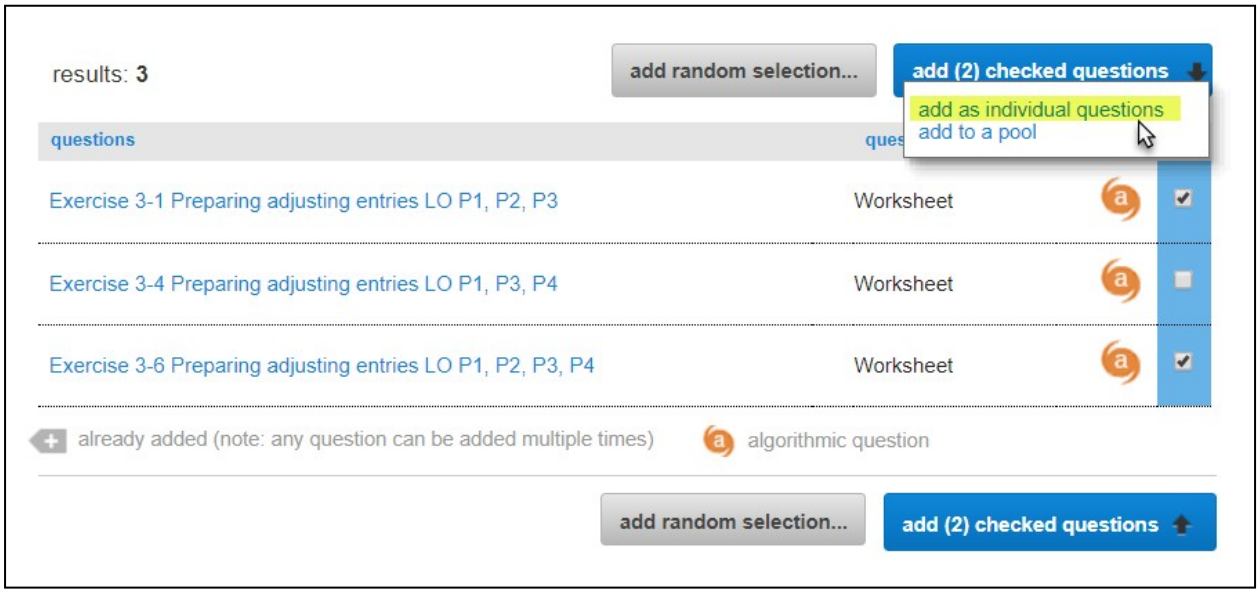
Click on *add this question* if desired. (1) Use the arrows to advance to the next question. (2).



Add Selected Questions to Exam

2.1. Add as individual questions

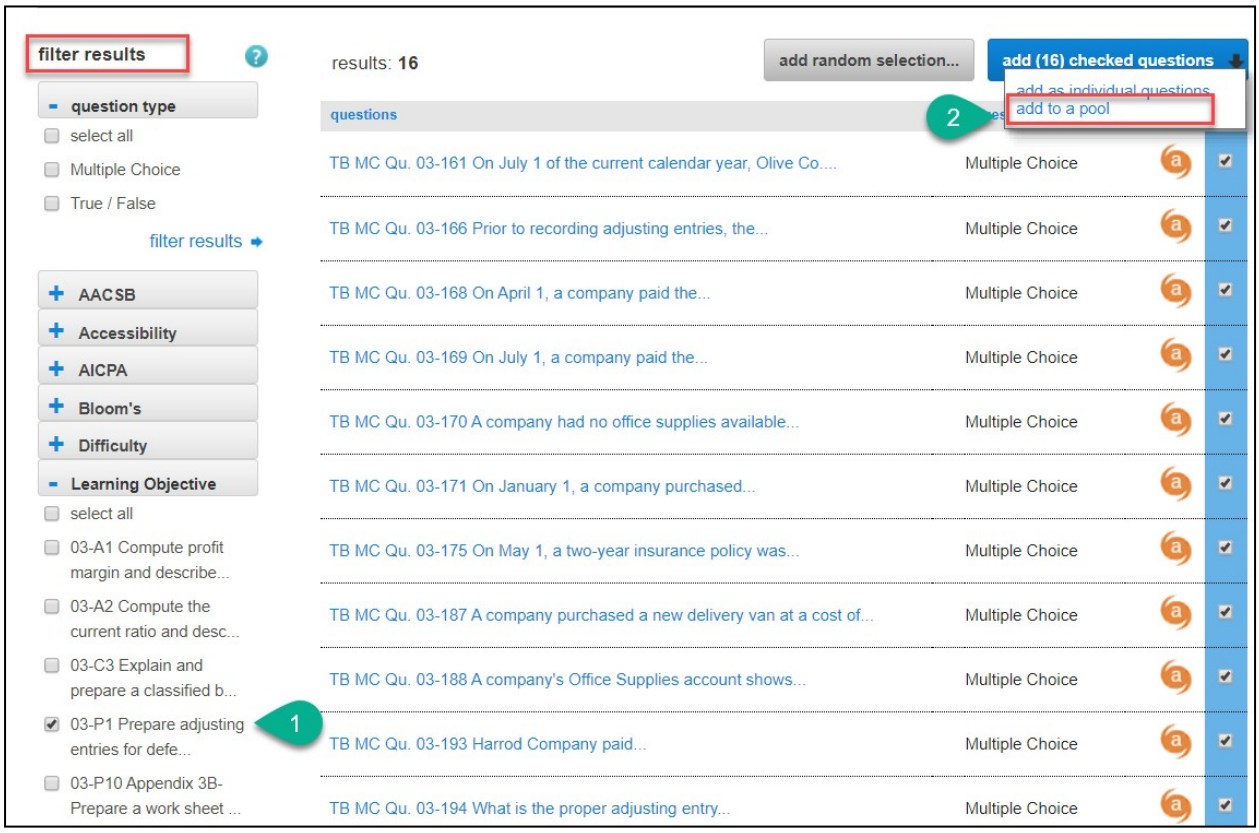
- Selecting *Add as Individual Questions* gives each student the same questions with either the same values (static questions) or different values (algorithmic questions, ifavailable).



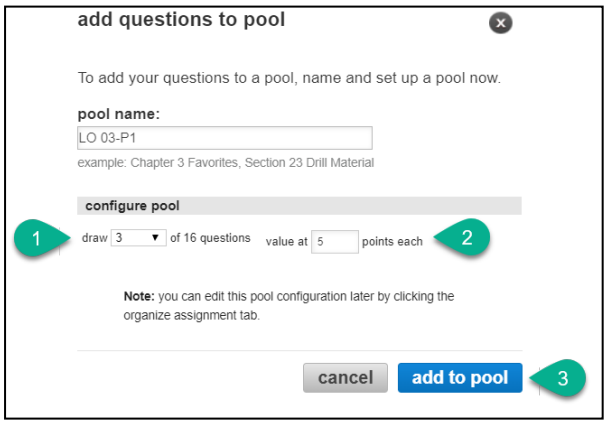
Once an item is included in an assignment, you will see the following icon next to its question title.

2.2. Add to a pool

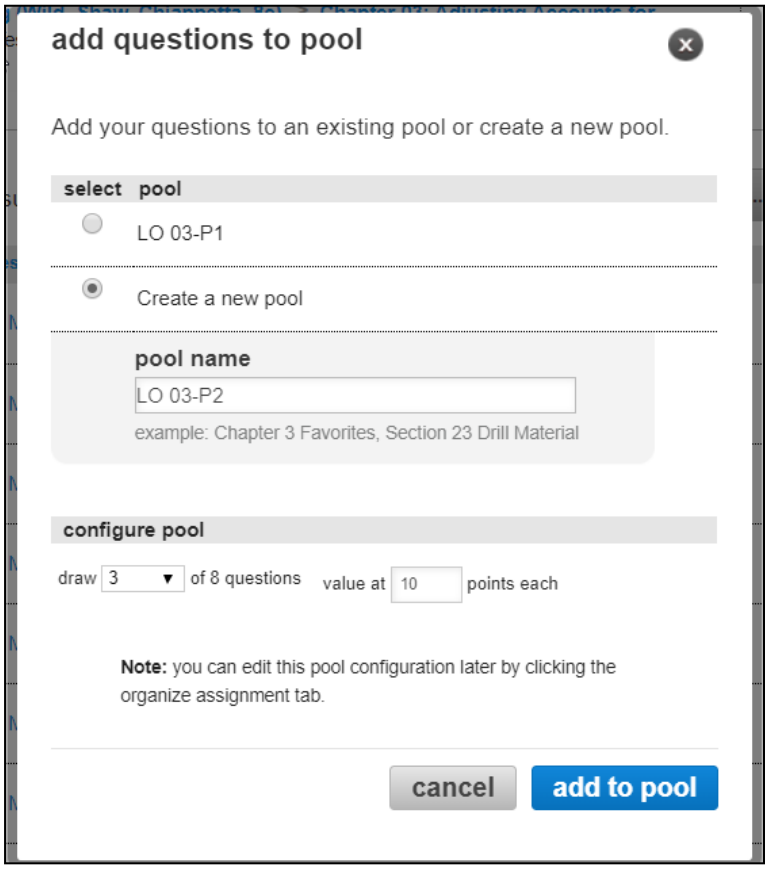
- Though not a necessary step in creating an exam, you may want to consider adding questions to pools so that students will get different sets of questions that will help deter from cheating.
- Exam based on a single pool
- If you would like for each student to get a different mix of questions from within the questions you selected, you can set up a pool. To do this, select all of the questions you want to be included as possible test questions and click on *add to a pool* (instead of *add as individual questions shown above)*



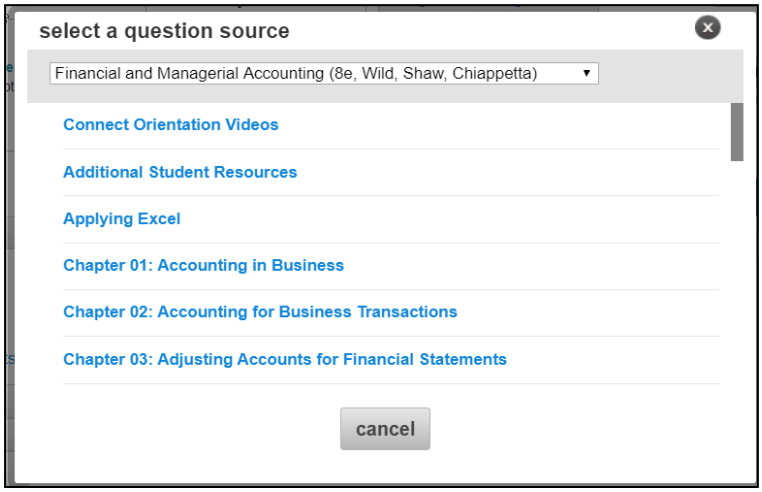
- Under *configure pool*, indicate the number of questions to include (1), the point value of each question (2), then click *add to pool* (3).



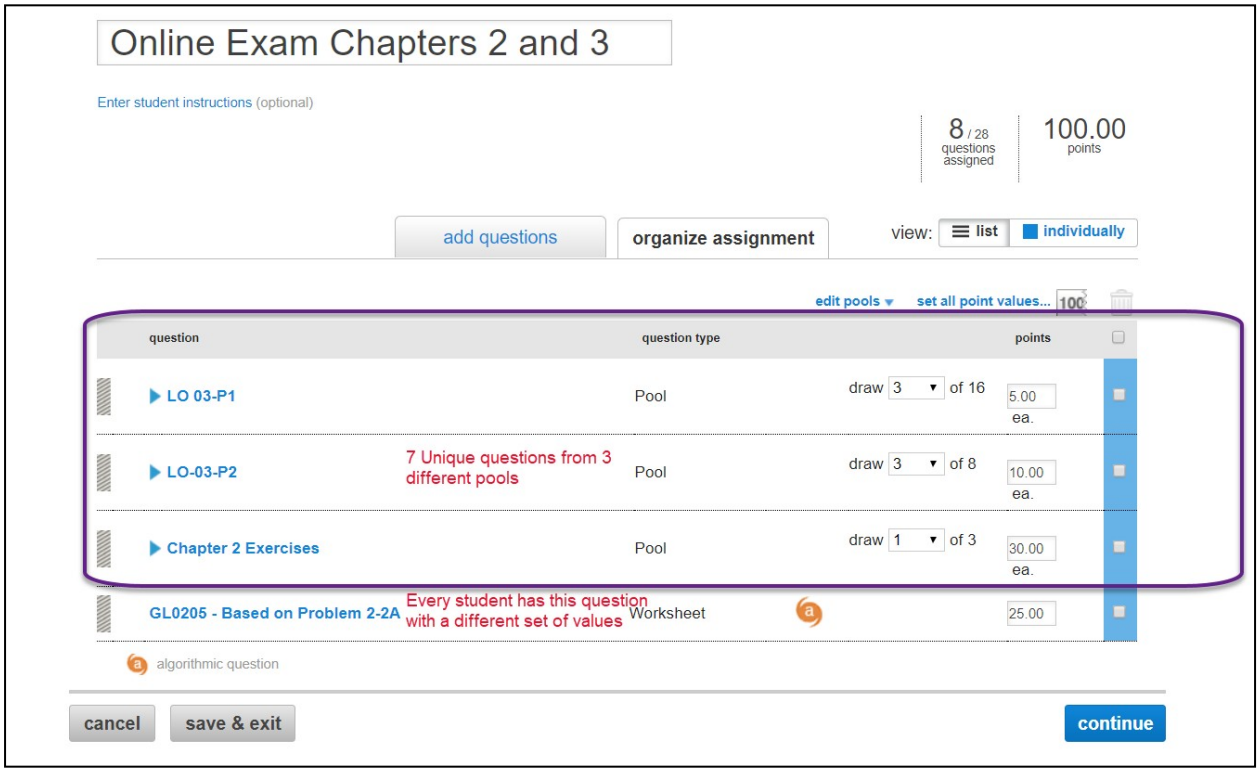
- Exam based on multiple pools
  To ensure each student is tested on specific items/learning objectives, create multiple pools.
  - Within a single chapter, use the filters (see section 1.4) to create consistent content among exams.
    - Return to the same chapter by clicking on the *chapter title* on the "Add Questions" tab.
    - Filter and select additional content.
    - Click on Add to a pool.
    - Check "Create a new pool. Name the and configure the new pool as described in 2.2.



To add content from a different chapter, return to the *add questions* screen and click on the *title of the book*. You will return to the list of chapters.



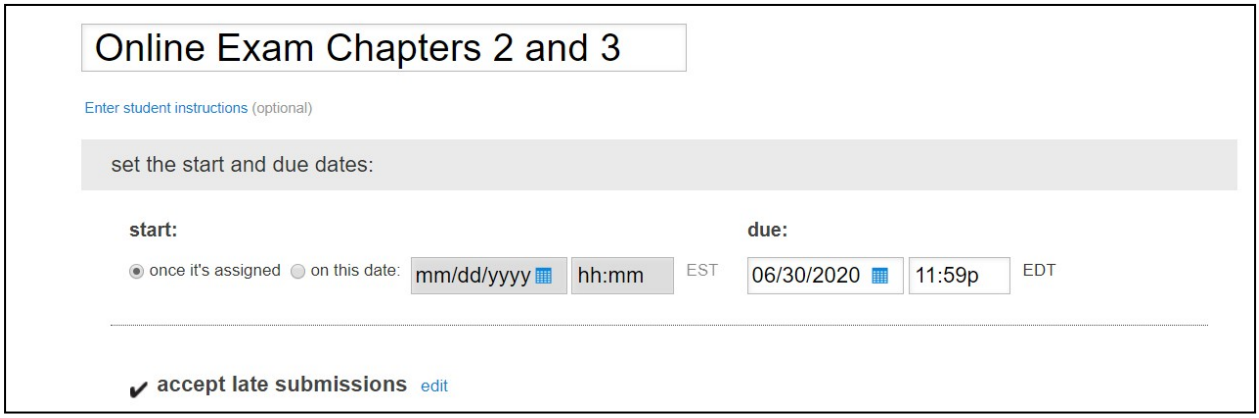
- Repeat the process adding pools for the new chapter(s).
- Any questions to be included on all student exams must be added as individual questions (not added to pools).
- When complete, click on “Organize Assignment” to view exam composition.



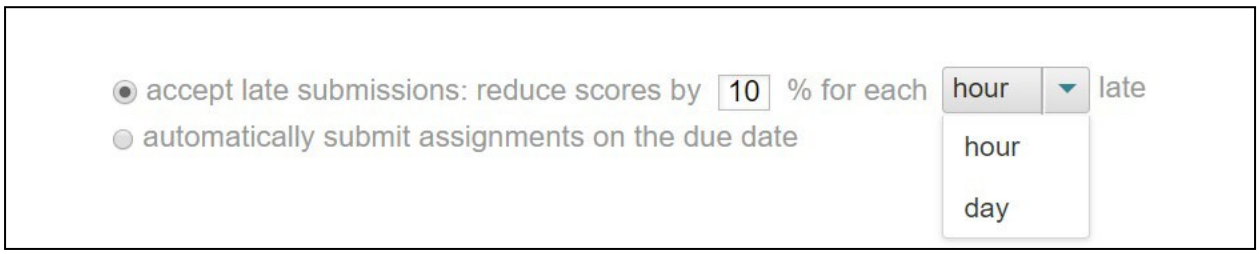
3. Set Policies
   - Selecting the policy settings for your test/exam is important and will determine the grading and student experience.

   3.1. Late Submission Policies

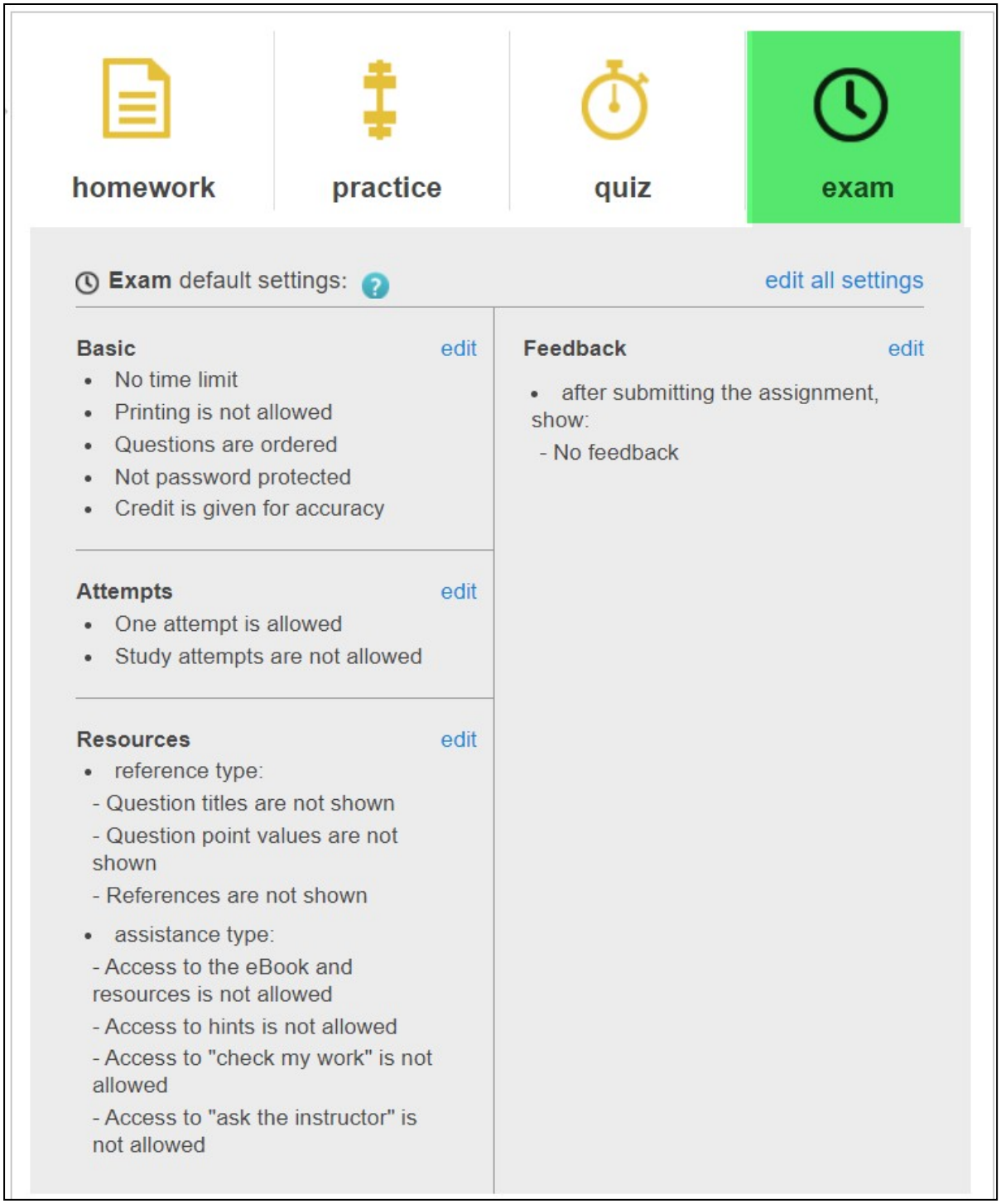
   Select Begin/End Date



Select penalty for late submission (if available)

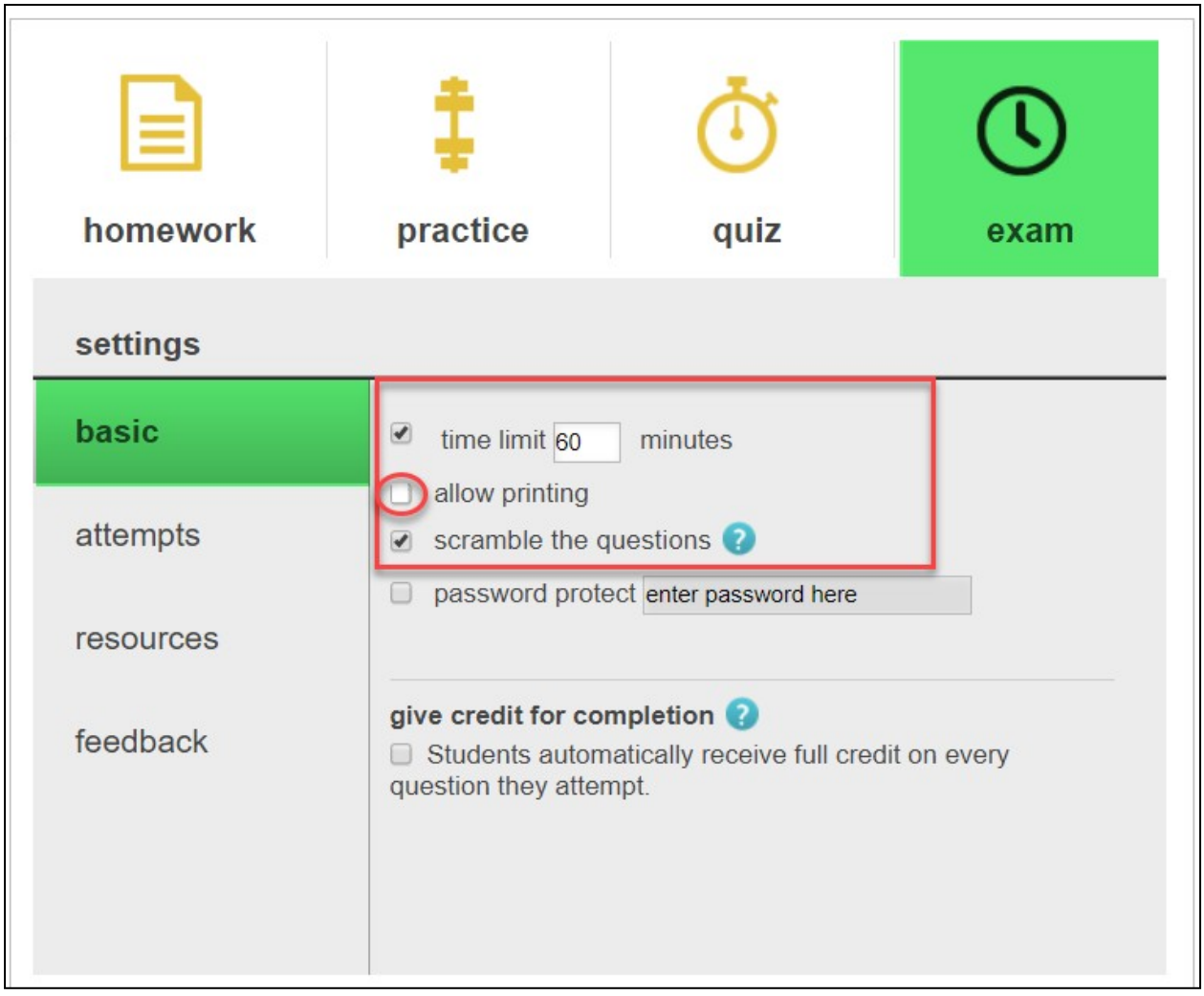


3.2 Review Default Settings/ (Edit) Advanced Settings – Begin by reviewing the default settings for Exams.



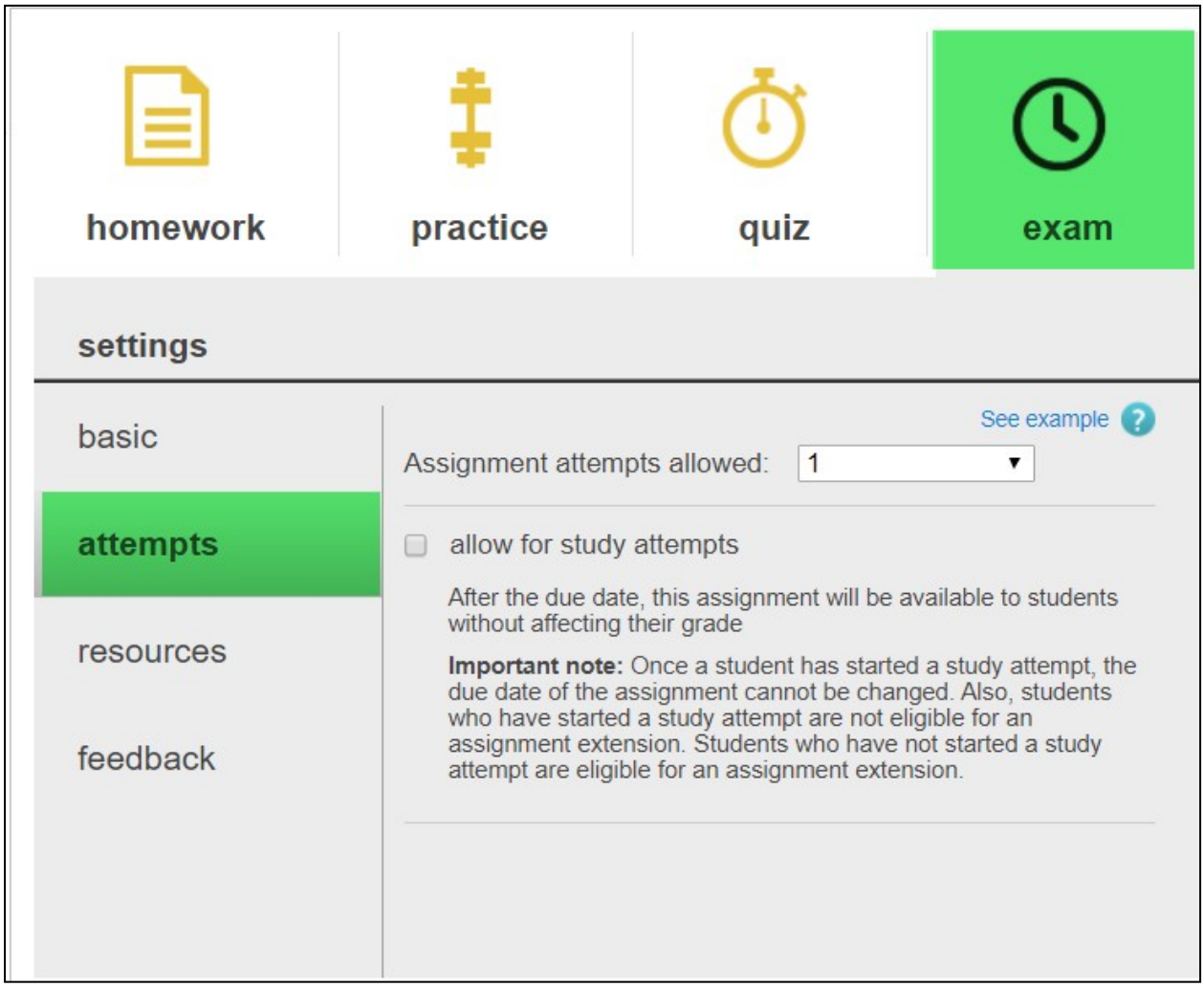
3.3 Basic Exam Settings

- Time limit:
  - Consider putting a *time limit* on your test to decrease the amount of time that students have to look up answers and to give each student an equal amount of time to take the test. (Note: If you have students who need additional accommodations, you are able to grant extensions for all timed assignments on the Student Roster. Click on *manage* next to the student's name.)
- Scramble questions:
  - Checking *scramble the questions* will give students the same questions in a different order.
- Allow printing:
  - You may want to make sure that *allow printing* is not checked to make sure students can't print and share the test.



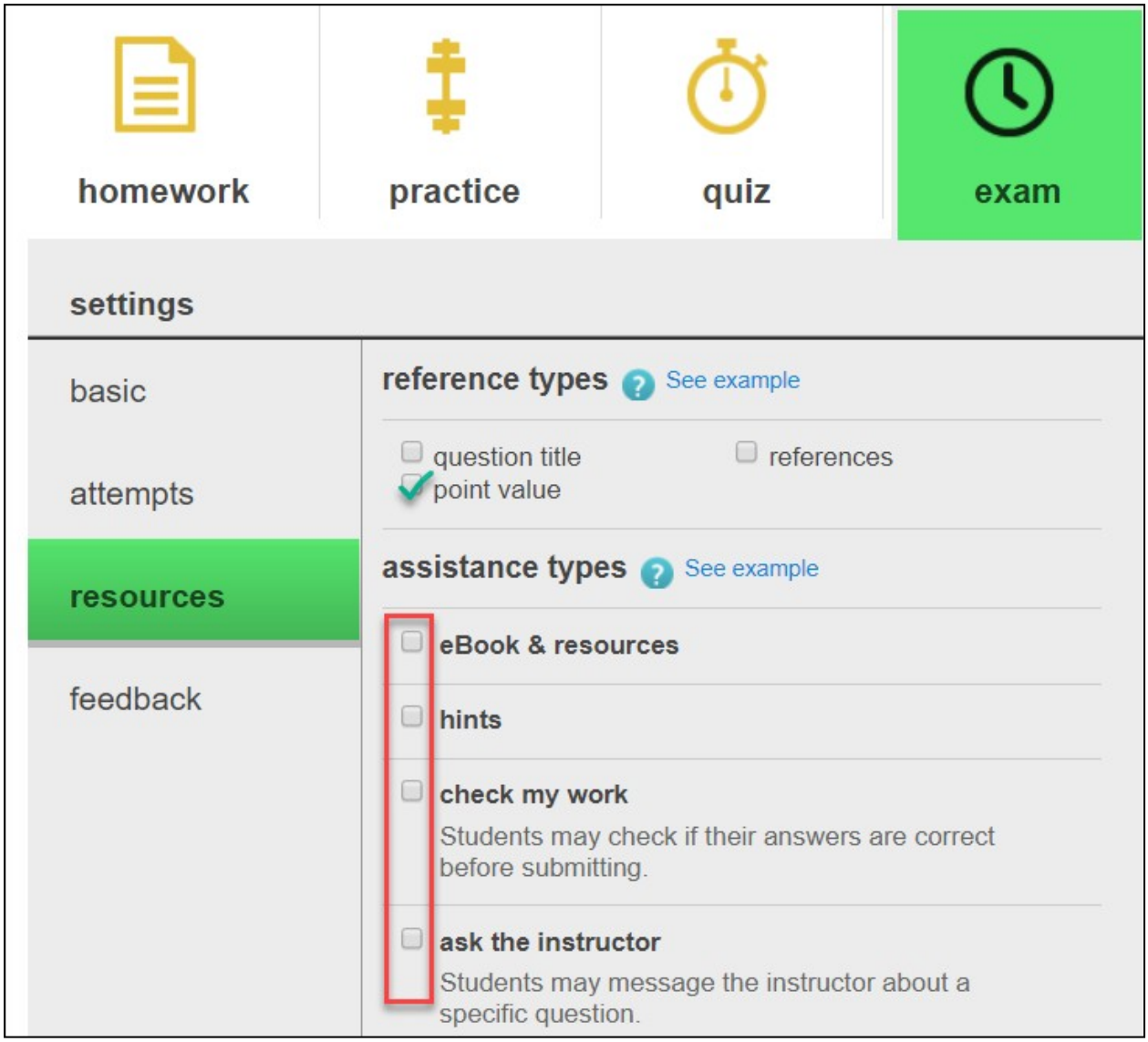
3.4 Attempts Settings

- You will likely want to set the # of attempts to 1 for a high stakes test. However, you have options if you would like to allow for more than one attempt.



3.5 Resources Settings

- Reference types:
  Keeping the question titles out of the exam will help preserve the integrity of the questions in case you use questions from the book or you have used these questions in past exams. By deselecting *question title,* students can't identify the question name or number from the book or from a previous student's exam.
- Assistance types:
  Making sure *ebook & resources, hints,* and *check my work* are unchecked, will ensure that students won't have access to those resources while taking an exam.



3.6 Feedback Settings

- The feedback settings will allow you to decide which type of feedback you want to provide to students and when. The default setting is no feedback, meaning that students will not see question-by-question feedback or the answers.

Customizing the Feedback Settings

- Expand the feedback drop-down to get a list of your feedback options with explanations.

- You can also choose to *Hold the feedback until* a certain date and time after the exam is complete, so that answers cannot be shared with others during the exam.

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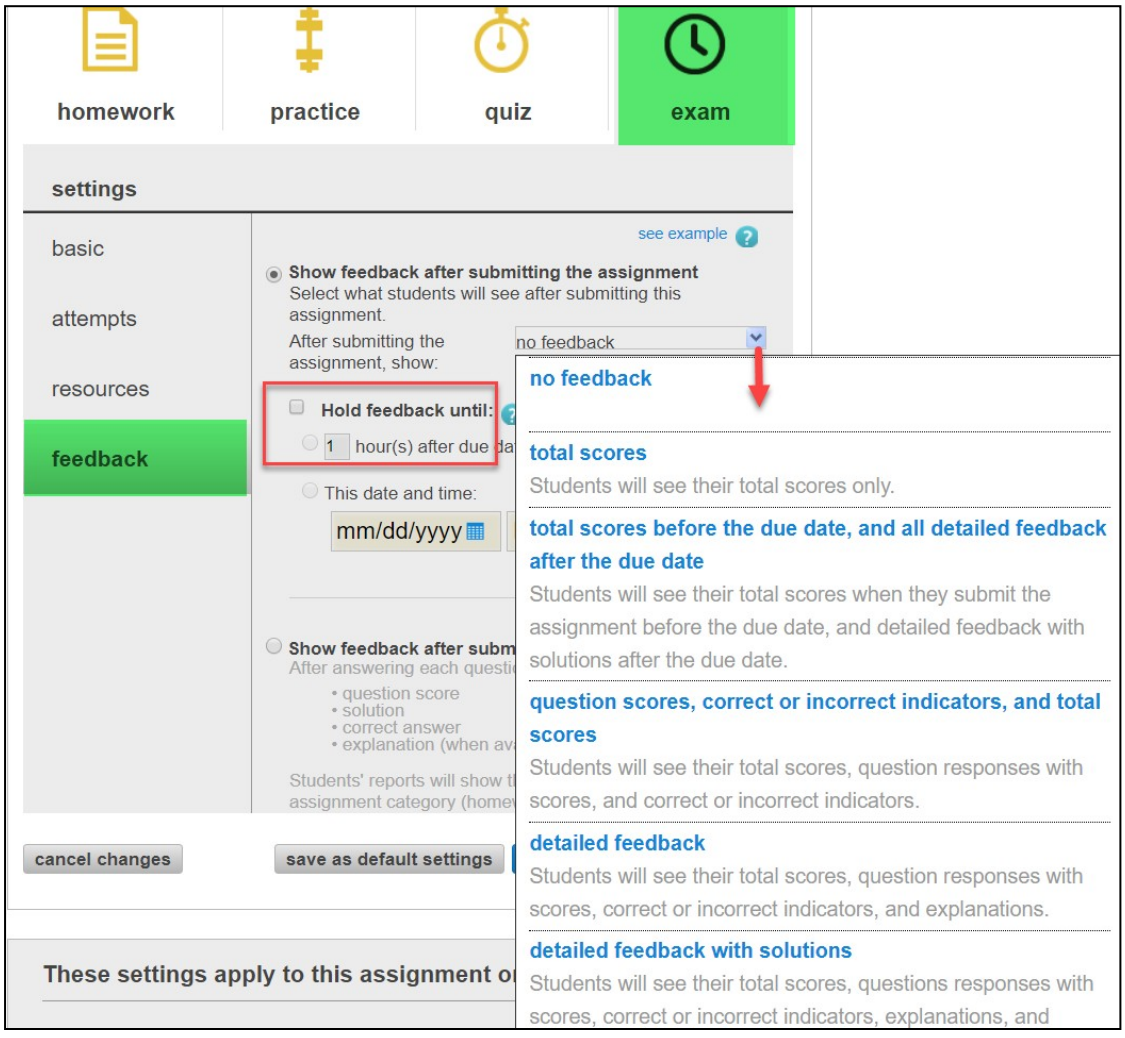
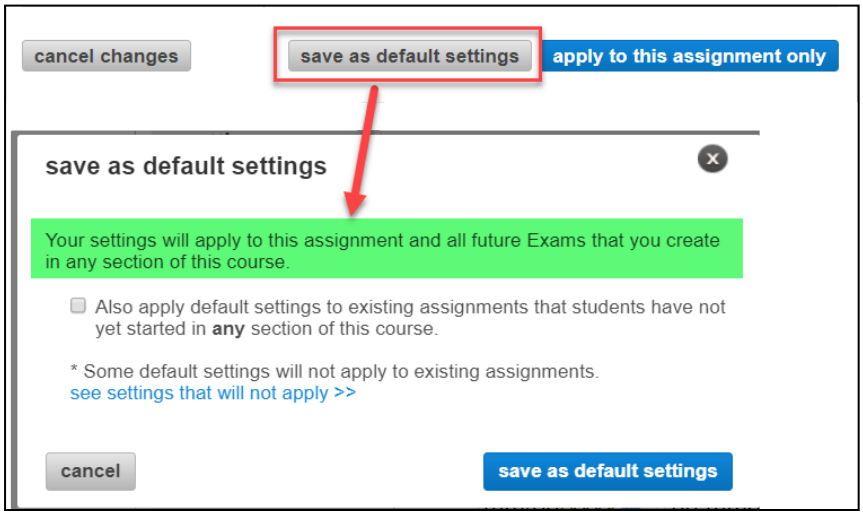


3.7 Save Personal Default Settings

- You can save your default settings and label them so that the next time you create a similar type of exam, your personal exam settings can be accessed by the click of a button vs. re-selecting them all again.



End.