Friday September 11 CL and Other Quick Tips

All about Test and Survey Tool

- Creating an anonymous test MUST be specified at the time the test is created. **I do not wish to know the identity of the students** is ONLY available on the Create New Test page.

- **Class Logs** display test ID number; username; when tests are accessed, returned, and results are received; and any error code that might have been generated.

- **Export Tests and Surveys** downloads a single file of all tests in a course in a format that can then be imported into a different Oncourse course. This is a good option if you wish to maintain an archive of course tests. After the export has been saved, you can rename it to reflect the course/section/term, etc. so that you can store multiple archives.

- **Oncourse Tests and Surveys (Student)** allows an author to take and review tests as a student would.

- **Tries per user** specifies the number of times a student can SUBMIT the test.

- Tests can be accessed **as often as desired during the period of access**; faculty should make clear their expectations regarding multiple accesses and be willing and able to review Class Logs to determine unauthorized access.

- Tests can be printed, or copied and pasted, anytime they are accessed.

- **Scramble Test Questions** to have test items presented in random order each time a test is accessed.

- **Auto-Submit When Time Limit Expires** only stops access if the student **remains on the test** until the time expires; must be used in conjunction with Time Limit.

- A **Password** is most useful in a proctored test setting so that the access password can be given at the time the test is being taken.

- **Feedback** can include question text, student responses, correct answers, question comments (feedback entered on individual test questions), score, a custom message (instructor-created to be delivered upon submission of the test itself), and/or a direct link to an existing Web page. These options can be used in any combination.

- To deliver x number of questions from larger pool, add a **Section break** in the Question Editor and specify the number of questions to be delivered. Oncourse will randomly select the specified number of questions from the Section break down to end of test or to the next section break, whichever it encounters first. This option should **NOT** be used with Scramble Test Questions because Section Breaks will be scrambled along with the regular test items.

- Choose **Preview Test** to review an entire test. All question items and their individual response options will be shown in the order they are listed in the Question Editor.
• Choose **Preview Questions** from the Test Questions Menu to see a list of the questions, the response options, the correct response, and the point value of each question in the test.

• To print a paper test, if you have
  o Not shuffled the questions or added a section break to draw from a larger pool, use **Preview Test**.
  o Added a section break to draw from a larger pool or shuffled the questions, use **Oncourse Tests and Surveys (Student)**. Re-access this option as many times as desired to print different versions of the test. **NOTE:** since this is a way to also submit an online test, the page will display the radio buttons (on multiple choice test questions) where answers can be marked, as well as a “Send” button, which you can tell the students to disregard or hide before the tests are duplicated.

• Use the Question type **Inline Text** to include instructions, comments, or scenarios within your test. **NOTE:** You should structure the test with Section Breaks rather than shuffling the questions if you use this because the Inline Text will also be shuffled and will likely appear in the middle of the test.

• **Fill-in-the-blank** questions are NOT case sensitive, but do consider listing common misspellings as “correct” options to cut down on your need to hand-grade.

• To help minimize cheating, consider using combinations of these options:
  o Create a large test item pool then use Section Breaks to shuffle questions and draw a limited number of items for delivery.
  o Set a narrow access window with open and close dates.
  o Specify a time limit and choose to auto-submit at the end of that time.
  o Restrict access to student responses, correct answers, and feedback until after all tests have been taken. (I recommend that students receive their scores upon submission to alleviate or minimize anxiety.)
  o Shut off all access to tests at the end of semester to prevent students from re-accessing after course is complete.
  o Clearly outline your expectations about accessing the test and explain your ability and willingness to review the logs to determine inappropriate access.

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