

Best Practices for Using the Tests and Quizzes Tool

Overview

At the Tests & Quizzes pages in iLearn, you will have four options for creating a new test/quiz:

1. **Create:** use a “wizard” to create assessments to your specification
2. **Create from Text:** use a single-screen editor to set up text using specified formatting
3. **Import:** import an existing assessment from an IMS QTI-compliant XML file from your computer.
4. **Duplicate:** copy an assessment from an existing assessment within the same course

After creating the assessment, you need to add contents and set up options in “Settings”. All published tests and quizzes will be graded automatically after the students complete them and then grades will be released to the Gradebook if have you set up the Gradebook.

Creating New Tests and Quizzes

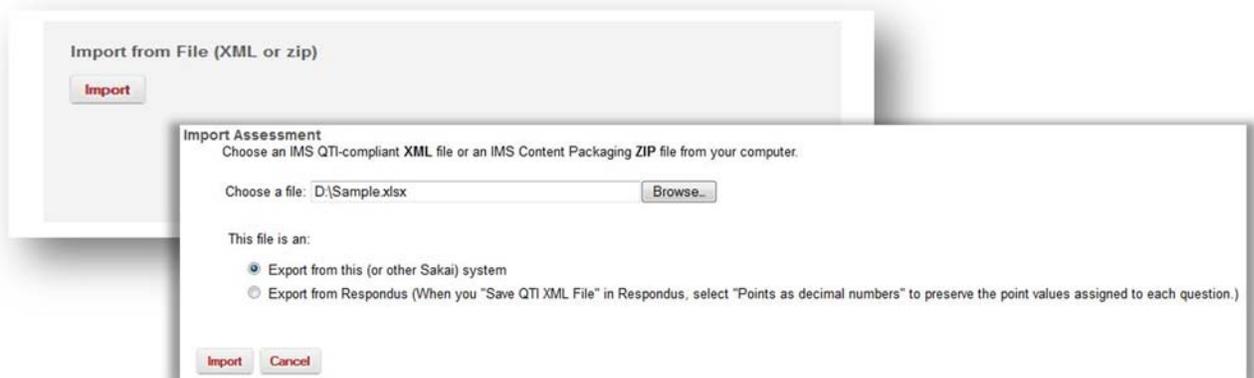
To create a new assessment, choose the appropriate radio button and click “Continue.”

Note: All assessments must be given a title.



The screenshot shows the 'Assessments' page with the 'Create an Assessment' section. Under 'Create from Scratch', there is an 'Assessment Title' input field. Below it are two radio buttons: 'Create' (which is selected) and 'Create from text'. A red 'Continue' button is at the bottom. A blue arrow points to the 'Continue' button.

To import an existing assessment, click the import button to choose file.



The screenshot shows the 'Import from File (XML or zip)' dialog box with the 'Import' button highlighted. A secondary dialog box is open, titled 'Import Assessment', with the instruction 'Choose an IMS QTI-compliant XML file or an IMS Content Packaging ZIP file from your computer.' It features a file input field containing 'D:\Sample.xlsx' and a 'Browse...' button. Below this, it asks 'This file is an:' with two radio buttons: 'Export from this (or other Sakai) system' (selected) and 'Export from Respondus (When you "Save QTI XML File" in Respondus, select "Points as decimal numbers" to preserve the point values assigned to each question.)'. At the bottom are 'Import' and 'Cancel' buttons.

Creating a Test/Quiz Using the Wizard

The “Create” option uses a “Wizard” to populate test questions.

Step one: Add Parts (optional)

- Parts are sections of an exam, such as “Chapter 1” or “Multiple-Choice Questions.” To add a part, click “Add Part” on the exam’s Create page and fill in the information.

Option	What it means
Title	You must name each part in order to make it visible to students.
Information	Provide part-specific instructions to students.
Type	Will you use question pools or author the questions one at a time? If you want to use question pools, contact the office of Academic Technology and eLearning (x. 3836) for a consult.
Question ordering	Select if you want the test to randomize the questions for each student.

Step two: Add questions

Select the question type from the Add Question drop down menu.

Question Types	Important Notes
Fill in the blank	Be sure to consider all possible permutations of student responses. For example: FDR, President Roosevelt, Franklin Roosevelt, Franklin D. Roosevelt, etc.
Numeric Response	Be sure to consider all possible permutations of student responses, i.e. 3, 3.0, etc.
Multiple choice (multiple correct)	To prevent students from selecting all choices, the test automatically subtracts points (total point value/number of correct responses) for incorrect responses. In other words, students could <i>lose</i> points on these questions.

Step three: Edit question text and options

Enter the following information for each question:

Options	What it Means?
Answer point value	How many points will this question be worth to the total for the quiz? This option allows you to weight each question.
Question options	This section allows you to enter specific information about the question. For multiple choice questions, this includes subtracting additional points for incorrect answers and offering partial credit for selecting specific multiple choice options.
Question text	Enter the question as you want it to appear to students. Be sure to follow all instructions for leaving blanks and allowing for synonyms, ranges, or wildcard characters.
Answers	Be sure to mark at least one correct answer. To create a matching question , enter one choice in the Choice box with its corresponding match in the Match box. Click save pair and enter the next set.
Randomize Answers (for multiple choice only)	Randomizing answers means that the answer choices will display in a random order for each student who takes the exam. Choose yes to randomize answer; no to leave them in the order you posted them.
Require Rationale	Students will be asked to enter a text explanation for their selected answer. Note that these explanations cannot be automatically graded. Choose “Yes” to require rationale; choose “No” to disable this requirement.
Assign to Part	If you have created parts (sections) for your exam, this option will allow you to assign a question to a part. For example, if you want to group all questions by point value or by chapter, you can add a Part and assign the question.
Assign to Question Pool	If you have created question pools, this option will allow you to assign a question to a pool. If you want to use question pools, contact the office of Academic Technology and eLearning (x. 3836) for a consult.
Feedback	You may enter feedback for correct and incorrect answer choices at the question, part, and/or exam level. At this time, enter question-level feedback if you so choose (you will enter the other levels of feedback later).

Creating a Test/Quiz from Text

Use the “**Create from Text**” option when you want to create a test or quiz based on an existing assessment in Word. Apply specified formatting to the questions in your Word document, then copy and paste them into the editor window for easy creation.

Step one: Enter Assessment/Question Pool Information

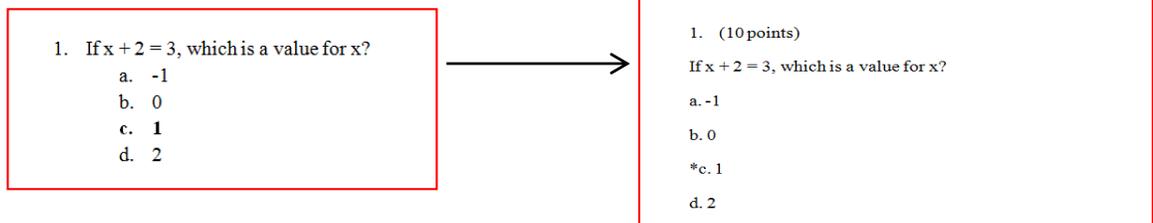
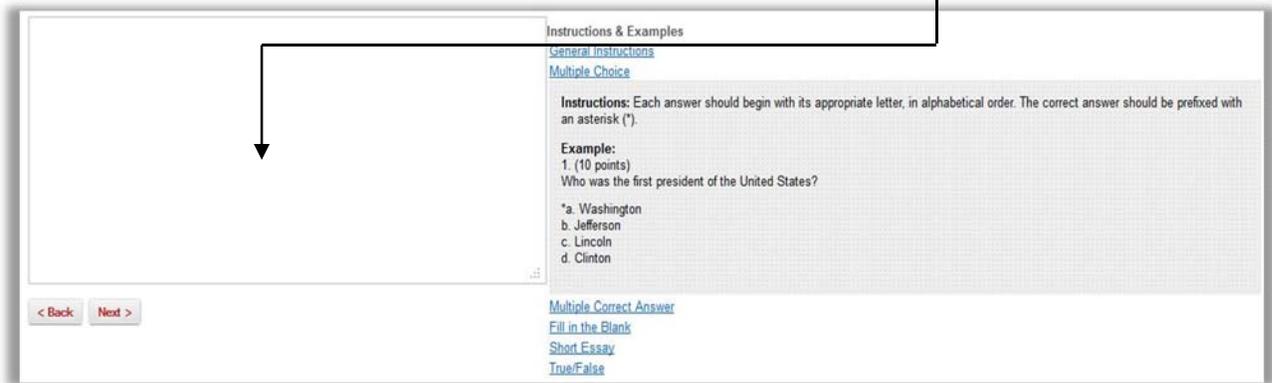
Enter a brief description of the assessment. This will appear to students when they log in to take the assessment.



The image shows a dialog box titled "Assessment/Question Pool Information". It contains two input fields: "Name" and "Description". The "Name" field is filled with the text "Week 1 Quiz". The "Description" field is currently empty.

Step two: Write the assessment questions

1. Start with a Word document containing a consolidated list of assessment questions.
2. In the list of “Instructions and Examples” to the right of the editor, select the type of question you will be asking.
3. Note the instructions for developing a particular question type.
4. Apply the specified styles to the question in your Word document.
5. Copy and paste the questions into the editor. **NOTE:** You must adhere to the formatting exactly as it appears in the examples. Incorrectly formatted assessments appear—by default—as short answer questions.



6. When you are finished, click next to validate your exam.

Step three: Validate assessment

1. Verify that the question, type, point value, and answer choices/correct answers are correct. **Note:** Incorrectly-formatted questions will be automatically read as short-answer questions.
2. Click “Create Assessment” to complete assessment creation. Proceed to “Settings” (next page) to learn about change settings on this assessment.

Accessing Your Assessment

Once your assessment has been created it will be placed in the **Working Copies** section of the Tests and Quizzes tool. After it has been published it will be available to students under the **Published Copies** section. It will not be available to students when the Availability Date has passed.

Note: Any changes made to the **Working Copies** assessment will not be made to already published assessments in the **Published Copies** section. If you want to make changes to already published assessment, change the copy in the **Published Copies** section.



Action	Title
-- Select Action --	Exam 1
-- Select Action --	Test1
Edit	
Preview	
Print	
Settings	
Duplicate	
Export	
Remove	

Actions

Once an assessment is created there will be a set of actions available.

Action	Result
Edit	Change/Update questions and point value of an assessment.
Preview	View the exam from the student perspective. Note: The Countdown Timer is disabled in this view.
Print	Print a PDF copy of the assessment
Settings	Access the settings of an assessment so they can be changed / updated. Note: You can publish an assessment from the Settings
Duplicate	Make a copy of the assessment. This copy will have all the same questions and settings.
Export	Export a copy of the exam so it can be imported into a different course site.
Remove	Delete an assessment from the course site. Note: This cannot be undone.

Assessment Settings

After writing your exam, you are given a number of settings options. These are described below.

NOTE: The Academic Technology and eLearning staff has set a number of default conditions for your assessment. These have been set to minimize confusion and difficulty over using the tool. Please contact the office of Academic Technology and eLearning at x3836 if you want to change a **strongly** suggested default setting.

Settings	Options
Assessment Type Information	Automatically generated information.
Assessment Introduction	Provide an introduction to students.
Delivery Dates	<p>Availability date: The date on which students can access the exam.</p> <p>Due date: The date on which you want the test submitted.</p> <p>Retract date: The date on which the test will no longer be available to students. Student submissions between the due date and the retract date will be marked as late.</p>

	<p>You can also use this setting to retract a test early (Retract Now).</p> <p>ATE recommendation: If you are using a timed assessment, set the retract date to (due date + length of test). That way, students who sign on to take the test before the due date and time will not be kicked out of the exam while they are still taking it.</p>
Assessment Released To	<p>ATE recommendation: The default setting is for the assessment to be released to your course. You may also assign a test to a specific group (managed through Site Editor). Do not choose the Anonymous Users option as this makes the test publicly accessible, which may be a violation of FERPA regulations.</p>
High Security	<p>Secondary ID and Password: Set up special, password-protected versions of a test.</p>
Timed Assessment	<p>Set how long students have to complete an assessment. Assessments will be automatically submitted when time is up. Please see Question Layout below.</p>
Assessment Organization: Navigation	<p>Linear access: Students cannot return to questions skipped earlier in the exam. Random access: Students can move forward or backward through the exam via a Table of Content.</p> <p>ATE recommendation: Because Random access is set as the default, be sure that you communicate to students if you decide to use Linear access.</p>
Assessment Organization: Question Layout	<p>There are three options:</p> <ul style="list-style-type: none"> • Each question has its own page • Each part has its own page • The exam appears on one page <p>ATE recommendation: ALWAYS use the option to give each question its own page. Using the other options could result in lost student data.</p>
Assessment Organization: Numbering	<p>Will each part begin with one or will there be continuous numbering through the entire assessment?</p>
Submissions	<p>Number of Submissions: Set how many times the system will allow the user to resubmit their test for grading.</p> <p>Late Handling: Set whether the system will accept late submissions.</p> <p>ATE recommendation: Choose to accept late submissions. These submissions will be tagged as late so you can adjust the grade accordingly.</p>
Submission Message	<p>A universal note to all students after they submit the exam. This is not targeted feedback.</p>
Feedback	<p>Feedback Authoring: You can write additional comments to students based on their responses or performance on an assessment. Feedback can be authored after:</p> <ul style="list-style-type: none"> • Each question • Each answer option • Both

Note: this setting does not imply that you *must* write comments after each question or part.

Feedback delivery:

When will students see question-specific feedback?

- As they answer each question
- When they submit the entire exam
- No feedback
- On a specific date

ATE recommendation: When creating a graded assessment, do NOT use the “Feedback displayed while taking the test” or “When they submit the entire exam” options in conjunction with multiple submissions. Instead, choose to display feedback to students on a specific date, set for after the retract date.

Feedback components:

Set what feedback students will see.

Component	What it means
Student response	The answer given by the student
Correct response	The correct answer to the question
Student assessment scores	The student grade
Student questions and part scores	Points awarded to students for each question
Question-level feedback	Displayed if selected above.
Selection-level feedback	Displayed if selected above.
Grader’s comments	Assessment-level feedback
Statistics and histograms	Shows how the course (as an aggregate) answered each question

ATE recommendation: You may wish to unselect Statistics and Histograms; enabling this tool will allow students to see how many students answered a question correctly or incorrectly.

Grading

Student identities:

ATE recommendation: **Always** select to show students’ identities to graders. Please contact the office of Academic Technology & eLearning (x 3836) if you would like to change this option.

Gradebook options:

Do you want the grades to be automatically entered into the iLearn gradebook?

WARNING: Be aware that selecting “**Grades sent to Gradebook**” will immediately send scores as they are available, regardless of feedback date. This means that students will see their scores on automatically scored

questions (multiple choice, true-false, etc.) before you grade essay or short answer components.

Recorded score if multiple submissions:

If the student can take the assessment more than once, which score will be counted?

- The highest score submitted
- The last score submitted

Graphics and Metadata

You should not need to change these fields at this time.

When you are finished, choose “**Save Settings**” or “**Save Settings and Publish**” (all assessments will need to be published before students can see them). You can elect to have students notified by email when new tests are published.

Saved, unpublished assessments will appear in the “Working Copies” list. When published, assessments appear in the “Published Copies” as “Active” on the assessments list. After the retract date passes, assessments move to the “Inactive” list.



If you have questions about settings or if you would like an Academic Technology & eLearning staff member to review your assessment before you publish it, please contact us at 845-575-3836.