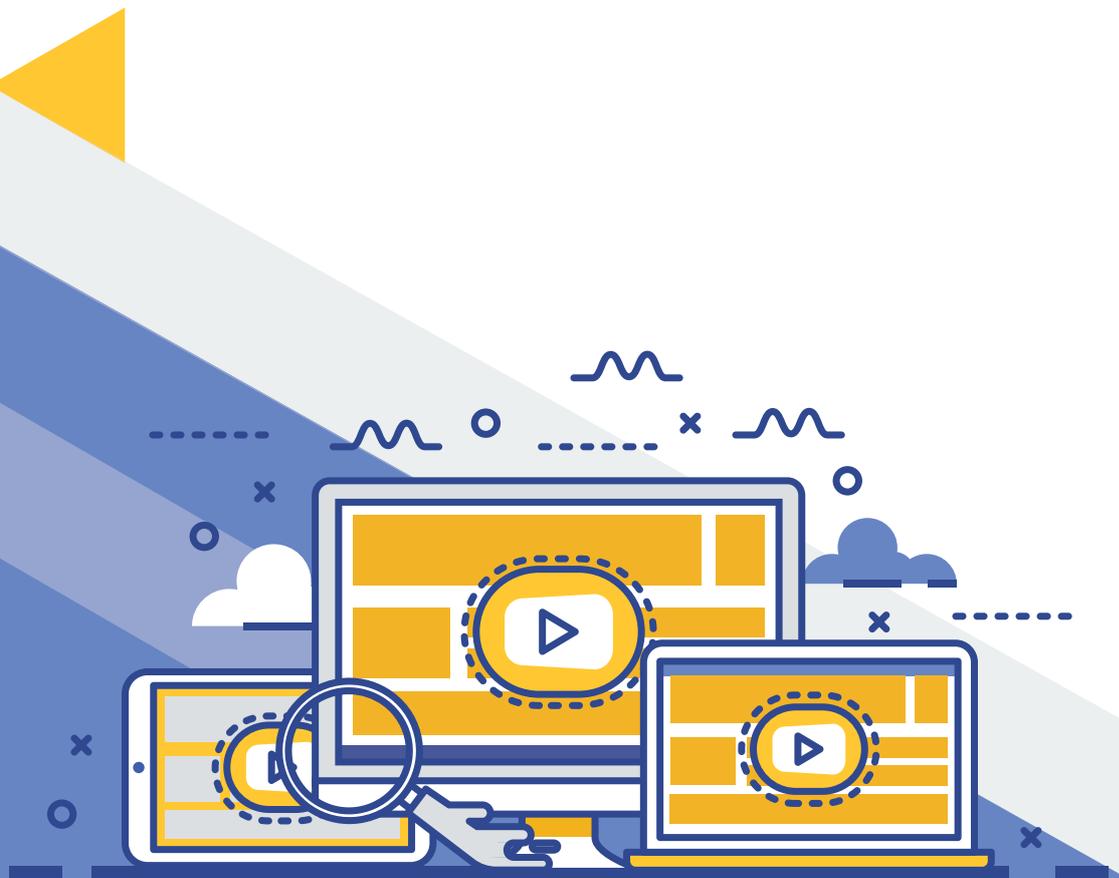




eLearning Agency
Division of Education
Royal Commission in Yanbu

Teacher Guide for Online Exams



eLearning Agency at RCYCI



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Introduction

As you are aware, most higher education institutions around the world have been temporarily forced to move all education resources online to ensure the safety of their faculty and students during the COVID19-pandemic. Since the final exams are on the horizon, the eLearning Agency at RCYCI has prepared this quick guide in an attempt to help you utilize the testing features in the online learning platforms, so you can assess the learning of your students in accordance with the best practices for testing students online. We hope that you find this guide useful and the exam process goes smoothly. The guide contains all the technical and non-technical information you may need when designing your exam.



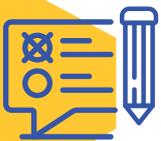
As an official eLearning platform in RCYCI, we refer to some examples in Moodle for the purpose of illustration. We recommend users to visit the Moodle website for further details:
(https://docs.moodle.org/22/en/Quiz_settings)

We wish you all the success with this endeavor.
(Good Luck & Stay Safe)
The eLearning Agency at RCYCI



General Tips

- i. Ensure that all students have received your exam schedule.
- ii. Ensure that all students have received exam instructions.
- iii. Ensure that students are familiar with online exams and ready.
- iv. Ensure that the exam duration is appropriate for the number of questions in your exams.
- v. Explain to your students in advance the expected types of questions in your online exams.
- vi. It is recommended to prepare multiple exam versions.
- vii. Be available for your students during your exams for any inquiry and/or emergency incidents.
- viii. It is recommended to use a platform that can record student “entry and exit” times (in Moodle, go to your participant page to view student access time).
- ix. Inform your students to have a webcam and mic if you are using video platforms for your online exam.
- x. Ensure that you explore default settings and extra features in your online exam by clicking on “Show More” such as time limit, how questions behave, and overall feedback options.
- xi. Ensure that you save all changes in your exam before leaving the setting page.
- xii. Ensure that you have completed all exam settings by following tips from section 3 to 6 in this guide before final exam release.



Exam Creation

- **Creating a cover page**
 - i. Use a course code, section, exam type, semester.
 - ii. Add description and instructions that can be viewed by all students.
- **Building exam question banks**
 - i. Tie each question to a course CLOs
 - ii. Test your questions after creation using preview mode to assure usability.

- **Deciding the right question**

- i. Question types

- Calculated (multi-choice/ simple)
 - Drag and drop (text/ markers/ image)
 - Description
 - Essay
 - Matching
 - Embedded Answers
 - Multiple choice
 - Short Answer
 - Numerical
 - Random short-answer matching
 - Select missing words
 - True/False
 - Third-party question types).

For examples in Moodle check this link:

https://docs.moodle.org/38/en/Question_types



- **Select the right exam mode**

- i. Mode

- It is recommended to randomize the questions; therefore, students will be shown the same set of questions but in a random order.
 - Develop a larger pool of questions to make sure that the randomization/shuffling can be more effective (making it unlikely that any two exams will be identical)

- **Test availability options**

- i. Make your exam available

- Do not publish your exam on the platform website till it is ready. Keep the exam in the hidden mode until you finish creating and testing. (In Moodle, use the hide/ show option.)

- **Allowing multiple attempts or a single attempt**
 - i. Instructors can limit students to one single attempt where all students have only one chance to access the exam and finish it on allowed time.
 - ii. If the exam allows multiple attempts, marks can be taken from the highest mark, average mark, first attempt or last attempt
 - iii. Check the exam setting and select the desired grading method.

- **Provide a practice exam**
 - i. It is recommended to create a practice exam for your students to try the different types of questions in your exam.
 - ii. Ask your students to try a practice exam with all questions types to be familiar with the online exam (Let them try the available general practice exam in Moodle).

- **Exam Security**
 - i. Set a password for your exam if you want a student to access it at a different time (e.g. a make-up exam).
 - ii. Using a password to access the exam is a good way to prevent unauthorized access or cheating.
 - iii. Screen lock option is another security measure that prevents students from switching between web pages or applications.

- **Exam completion**
 - i. submit option
 - If a student loses the internet connection during the exam, the answers might be discarded unless settings are set correctly to submit saved answers. (Moodle provides three options for saved answers: 1. automatic submit 2. grace period for manual submit without a change 3. ignored and not counted.)

- **Exam Time**
 - i. Schedule your exam
 - Coordinate with your department to get/schedule your online exam
 - Select a good exam date and time suitable for all students
 - Avoid time conflict and be flexible

ii. Set an exam timer

- When you time your exam, make sure that the time allocated for the test is not too short or too long, so students do not end up not being able to finish all the questions, or having extra time that they might use to seek help from external resources.
- Make sure that the allocated time for your exam is tested, and it is adequate.
- Make sure to enable the auto submit option (if possible).

iii. Set an exam duration

- If you have a long exam (e.g. 3 hours), it is recommended to divide it into separate exams to cover the large amount of material.

iv. Set a reasonable time frame

- It is not recommended to leave your exam open without time expiration.
- It is recommended to set Open/Start and Close/End time similar to the allocated duration time to avoid viewing your exam by students at different times (e.g. Start 1 pm, Close 2 pm , duration 1 Hour).
- If you are going to give your exam on Moodle for more than 150 students, it is recommended that you divide your students into smaller groups using multiple versions of the exam in different timings.

• Display options

i. Information during exam

- Ensure that exam time is shown to students to help them manage their time.
- Ensure that students can see their progress during exam time.
- It is recommended to divide your exam into multiple pages (not more than 5 questions per page).

ii. Information after exam (Feedback)

- It is recommended to display feedback after student submission. (Different feedback options are available in Moodle: specific, generic, or right answer)
- You may reveal correct answers with more detailed review options after the exam completion (Figure is from Moodle).

Review options ?

During the attempt

- The attempt ?
- Whether correct ?
- Marks ?
- Specific feedback ?
- General feedback ?
- Right answer ?
- Overall feedback ?

Immediately after the attempt

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Later, while the quiz is still open

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

• Self- Review option

- i. This option can be used with practice tests where students can see their correct and wrong answers and evaluate their progress.
- ii. This self- review option should be disabled for the final exam.

• Hiding results

- i. Ensure that final exam results should be hidden/ shown as per your college/ institute policy.



Exam Settings

• Questions Settings

- i. Add exam questions to your exam from the right question bank (e.g. create new question, import from questions bank, random question).
- ii. Select the right question type in your exam to measure the learning outcomes in your course.
- iii. Assign the right answer for each question in your exam, e.g. true or false (refer to section 3.C in this document).
- iv. To create different versions of your exam and to minimize the chances of cheating, there are three levels of randomization:
 - ° First, you can shuffle the questions in the test.
 - ° Second, you can shuffle the answer options for each question.
 - ° Third, you may also set the platform to randomly select questions from the question bank if you have created one.You can do all the aforementioned leveled of randomizations by setting the question behavior in the online platform and checking the “*Shuffle*” option.

• Score Settings

- Set scores for individual questions in your exam.
- Ensure that the total score of all questions match the maximum grade in your exam.
- Review results before exporting them to any format as there are some questions that must be graded manually such as essay questions (see the figure below).

Email address	State	Started on	Completed	Time taken	Grade/7.00	Q. 1 /0.50	Q. 2 /0.50	Q. 3 /0.50	Q. 4 /0.50	Q. 5 /0.50	Q. 6 /0.50
11@stu.rcyci.edu.sa	Finished	13 April 2020 10:44 AM	13 April 2020 10:56 AM	11 mins 57 secs	7.00	✓ 0.50	✓ 0.50	✓ 0.50	✓ 0.50	✓ 0.50	✓ 0.50
36@stu.rcyci.edu.sa	Finished	13 April 2020 6:41 PM	13 April 2020 6:58 PM	16 mins 44 secs	5.00	✗ 0.00	✓ 0.50	✓ 0.50	✗ 0.00	✗ 0.00	✗ 0.00
i3@stu.rcyci.edu.sa	Finished	13 April 2020 8:33 PM	13 April 2020 8:53 PM	20 mins 1 sec	6.00	✓ 0.50	✓ 0.50	✓ 0.50	✗ 0.00	✓ 0.50	✓ 0.50
31@stu.rcyci.edu.sa	Finished	13 April 2020 9:42 PM	13 April 2020 9:52 PM	9 mins 13 secs	7.00	✓ 0.50	✓ 0.50	✓ 0.50	✓ 0.50	✓ 0.50	✓ 0.50
Overall average					6.25 (4)	0.38 (4)	0.50 (4)	0.50 (4)	0.25 (4)	0.38 (4)	0.38 (4)

Select all / Deselect all Regrade selected attempts Delete selected attempts

Related other Technical Requirements

- » It is recommended to test your exams on well-known standard browsers such as Chrome, FireFox, Safari.
- » Inform your students about the right browsers that they can use to take the exam.
- » Take a backup of your exams and save them on external storage drive.

Thank you for your cooperation. We wish you all the success in running your online exams smoothly. We also wish you and our students health and safety.

For further help or any inquiries, please don't hesitate to contact us on: e_learning@rcyci.edu.sa and we will be more than happy to assist you.



Appendix A: Online Exam Checklist

Online Exam Checklist for Instructors			
No.	Tips & Recommendations	Yes	No
1	I have officially announced/posted the exam schedule to the students.	<input type="radio"/>	<input type="radio"/>
2	I have officially announced/posted the exam instructions (question types, duration, tools needed,)to the students.	<input type="radio"/>	<input type="radio"/>
3	I have kept the exam “hidden” in the platform settings and I will publish it on the exam scheduled date and time.	<input type="radio"/>	<input type="radio"/>
4	I have set up the quiz 'front cover' with required information (Name, Instructions, Description, etc.,).	<input type="radio"/>	<input type="radio"/>
5	I have informed students that I would be available for them during the exam for any inquiry and/or emergency incidents.	<input type="radio"/>	<input type="radio"/>
6	I have taken into consideration all exam timing matters (non-conflict schedule - exam time - exam duration - time frame).	<input type="radio"/>	<input type="radio"/>
7	I have reviewed the exam settings before publishing to students.	<input type="radio"/>	<input type="radio"/>
8	I have previewed the exam (tested the exam) before making it ready for students.	<input type="radio"/>	<input type="radio"/>
9	I have set the display and feedback options in the exam as per the requirements including those mentioned in this guide.	<input type="radio"/>	<input type="radio"/>
10	I have set all the exam and score settings as per the requirements including those mentioned in this guide.	<input type="radio"/>	<input type="radio"/>
11	I have informed the students about the exam platform and its technical requirements.	<input type="radio"/>	<input type="radio"/>
12	I have set the exam to automatically show a confirmation message after submission.	<input type="radio"/>	<input type="radio"/>
13	I have adhered to all the exam security measures including those mentioned in this guide.	<input type="radio"/>	<input type="radio"/>
14	The browser that I recommended for students (Chrome, FireFox, or Safari) has been tested and it worked well.	<input type="radio"/>	<input type="radio"/>