# Creating Tests/Final Exams on Avenue to Learn

1. Log on to Avenue using your MacID and Password
2. Enter your course shell
3. From your course home page, select the **Assessments tab** at the top of your page
4. You will see a drop down menu appear. Select **Quizzes**

**Create a Question Library for your test**

5. You will see the following menu appear at the top of the **Quizzes page.** Select the **New Quiz tab**



6. Make a title for your quiz and enter it in the **Name box.**
7. Click on the **Add/Edit Questions**
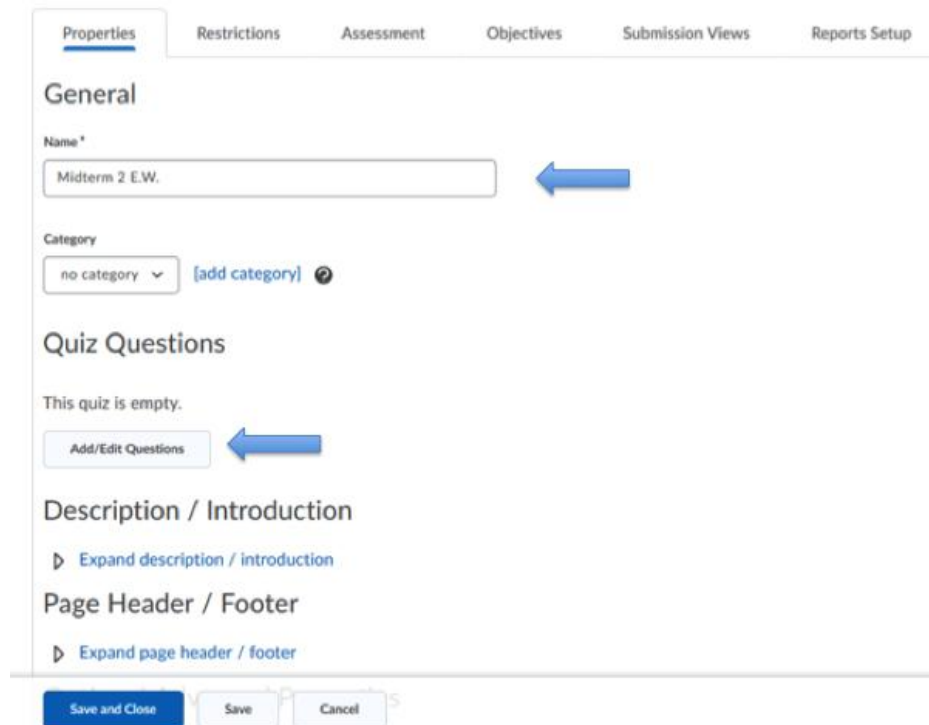


8. You will see a notification if you don't already have the new quiz building tool. Click **Turn it on** .

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9. You will now reach the question building page for your online test. Click **Add.** Then, **New Question,** and **Choose the type of question** that you want to add.

   Note: When creating questions, if you already have them in a Word doc, use the copy, paste shortcuts (eg. Ctrl+C and Ctrl+V <u>or</u> Command C, Command V). You will be able to have formatting options, choose Keep formatting.
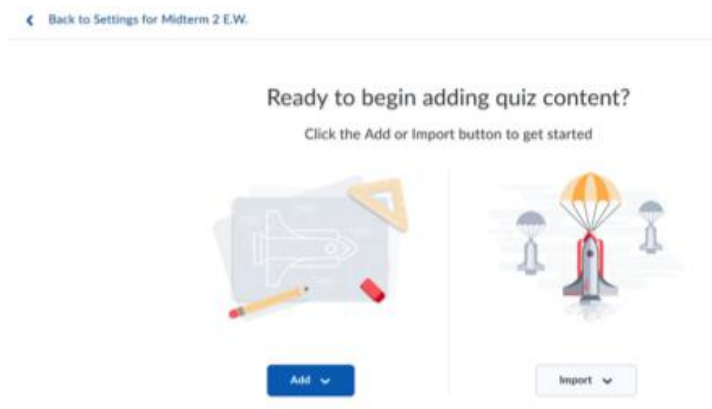


10. See **the multiple choice example below**. If you are creating multiple choice questions: Make sure you click the circle to the left of the correct answer. Make sure you also select **Randomize answers for each student** if you would like this option for your quiz. Click **Save**.

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11. When creating a **Written Response Question**, select the **Options** tab on the window when it opens, and choose **Add Custom Response Box Size.** This enables your to create a box that will fit a sentence, a paragraph, or an essay.



The <u>MOST IMPORTANT THING</u> when creating a Written Response Question:
Do not forget to click **Enable HTML Editor for student response**

12. When you are done each question, make sure to click **Save and New** from the **Save** drop-down menu. You can now continue to create new questions.
13. When you are done creating questions, click the **Back to Settings for test** at the top of the page
14. You will now see come back to the page that holds the questions for the test that you just created. You now want to modify test properties, restrictions and grade collection.

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15. In the **Properties** Tab window, click in the boxes beside
    - ☐ **Select shuffle questions at the quiz level**
    - ☐ **Disable right click** and select
    - ☐ **If you turn on this option, users cannot access the Email tool, Instant Messages tool, or their alerts if they have a quiz attempt in progress**
    - ☐ Also, MAKE SURE you only show ONE question per page. Enter "1" in the **Questions per page** box.
    - ☐ If you want to prevent students from moving backwards through the test, click on the **Prevent moving backwards through pages** box. *[Note – enabling this feature may mitigate some issues of academic integrity, however, it may also introduce problems with accessibility or accommodations.  It is important to communicate with your students prior to the exam if you intend to use this feature so it does not come as a surprise to them during the exam. Using this feature is up to your discretion.]*

Edit Quiz - test

| Properties | Restrictions | Assessment | Objectives | Submission Views | Reports Setup |

**General**

Name *

test

Category

no category ∨   [add category] ❷

**Quiz Questions**

Questions per page: **1**   Apply   ❷

Paging: ☐ Prevent moving backwards through pages  ❷

☑ Shuffle questions at the quiz level
   Also shuffles sections at the quiz level. Does not cascade to sub-sections.

| Add/Edit Questions | Edit Values |

| Page Name | Type | Points | Diff | Bonus | Mandatory |
|-----------|------|--------|------|-------|-----------|
| 1   Q1. test question | WR | 1 | 1 | | |
| 1   Q2. test2 | WR | 1 | 1 | | |
| | Total | 2 | | | |

**Description / Introduction**

▷ Expand description / introduction

**Page Header / Footer**

▷ Expand page header / footer

**Optional Advanced Properties**

▼ Collapse optional advanced properties

☐ Allow hints
☑ Disable right click  ❷
☑ If you turn on this option, users cannot access the Email tool, Instant Messages tool, or their alerts if they have a quiz attempt in progress.  ❷

Notification Email

❷

| Save and Close | Save | Cancel |

16. Click now on the **Restrictions** tab. In this tab
    ☐ Make the test visible to users by <u>deselecting</u> **Hide from users**
    ☐ Set up the **Availability.** This is your test date and time. Start to Finish.
    ☐ **You do NOT need to set a Due Date**
    ☐ Give SAS students extra time by **Adding users to special access**. Alternatively, you can consider universal design learning and just give everyone in the class, the same amount of extra time.



17. Scroll down the page to the **Timing section.** Consider how flexible you want to be with your timing. Seen below, there is a 120 minute test time, with 1 min grace period. It's <u>important to be sure this timing coincides with the Test **Availability** time above</u>

18. If your test is all multiple choice, click on the **Assessments tab** at the top of your Edit Quiz page.

☐ **Allow attempt to be set as graded immediately upon completion.** This will place the grade for multiple choice questions on your test, in the student grade book.

☐ To do so, click **Add grade item** and give a name to your test grades

☐ Scroll down on the screen and adjust the **Maximum Points**

☐ Make sure to click **Hide from Users** if you do not want students to see their grade right away.

☐ Be sure to click **Save**
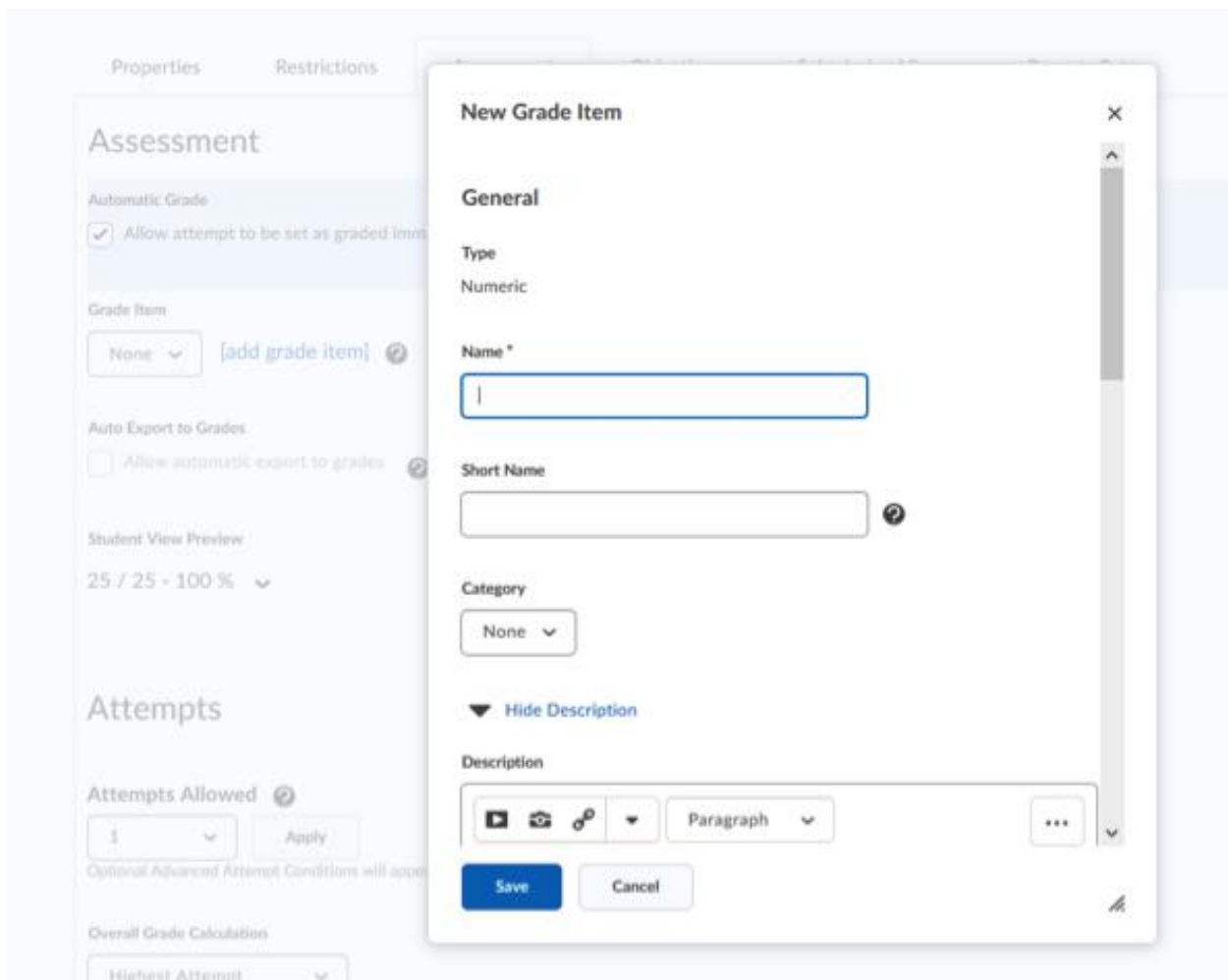
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19. Be sure to click the **Allow automatic export to grades** box when you return to the Assessment menu
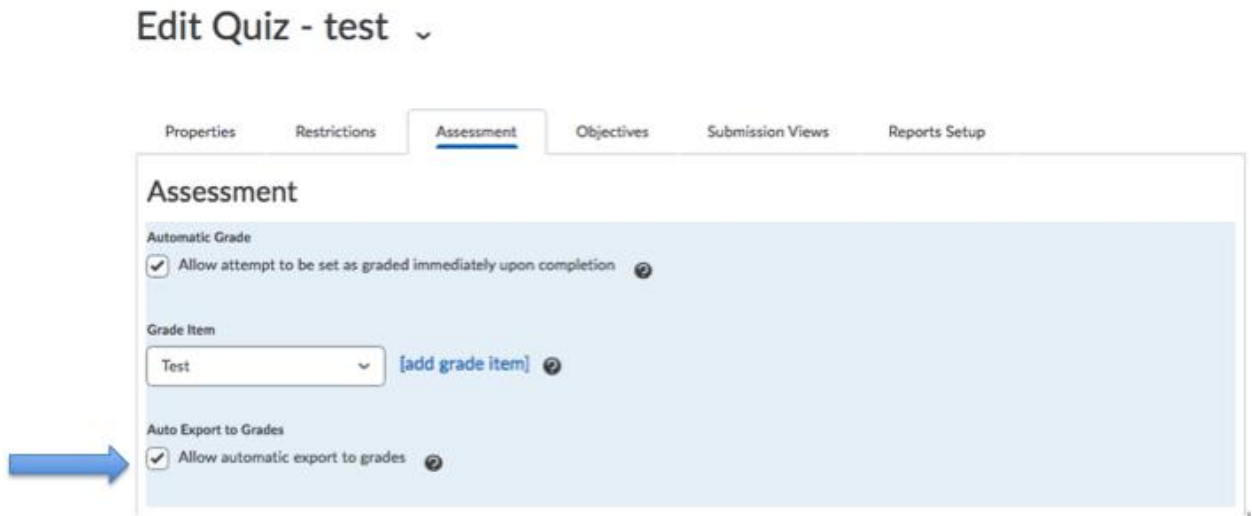


20. In order not to release the test score immediately to students, click on the **Submission Views** tab, then click the **Default View** link, change "Show Questions?" to 'No', and deselect the 'Show attempt score and overall attempt score".

21. Now click on the **Save and Close** button at the bottom of the screen. Congratulations! Your Test set-up is complete ☺

22. We suggest enrolling a test student (such as a TA) into the course to practice taking the test/exam and the ensure it is working as you intend.

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For further information, please see please visit the following wikipage that has been created by the Avenue support personnel at MacPherson https://wiki.mcmaster.ca/avenue/assessment_-_quizzes

This wikipage contains videos that show, step-by-step, how to: create questions, import from a publisher library, randomize, edit and even grade the quiz.

The MacPherson Institute also provides Consultations https://mi.mcmaster.ca/request-support/ that can be booked with staff to help with any challenges we may have pertaining to our Instructional Continuity efforts https://mi.mcmaster.ca/instructional-continuity/ on campus.

# INSTRUCTOR CONSIDERATIONS FOR ONLINE TESTS AND EXAMS

Online testing may be considered by instructors for various reasons.  While in-person
testing poses challenges pertaining to academic integrity, so too does testing via an online environment.  This document highlights some best practices to consider when constructing and administering an online test to students.  It is important to recognize that no online testing environment is completely secure, but these tips may help mitigate any cheating-related activities.

## 1. Prior to the test:

- Communicate with students in advance.  This includes sharing information pertaining to not only test format, but the importance of academic integrity during the test.  It is especially important to highlight that any form of breach of academic integrity during an online test can lead to an academic offence that has the potential of being placed on a student record
- Remind students to read the McMaster University Academic Integrity Policy in advance of the test.

**It is also important to remind students how best to prepare their computer for an online test.  Please feel free to include the following on your Avenue test instructions:**

**Good computer practices are important for those taking online tests.  This includes the following:**
- **Restart your computer 1-2 hours BEFORE your online test**
- **Turn off all unnecessary programs; especially Netflix, YouTube, game consoles such as Xbox, PS4 or anything that may be downloading or streaming**
- **If your house is shared, ask others to refrain from doing these activities while you are writing your online test**
- **If you can, connect to the internet via a wired connection**
- **Move closer to the WiFi hub in your house when you write your test**

## 2. Online test design

- Create a large question bank such that each student can be assigned a random sample of these questions.  This will make answer sharing more difficult between students
- Scramble answer options for multiple choice questions.  To do so, you will need to be sure that you NEVER include the options, such as "All of the above", or "Only (a) and (b)"
- Consider including short answer and long-form questions.  These questions typically require more higher order thinking and may be more difficult to cheat on
- Test design is key.  Consider asking more application-based questions that require additional thinking, rather than questions that rely on student knowledge of basic course content.  All things considered; we need to assume that an online test is an open-book test.  As a result, try to create questions that challenge students beyond rote memorization.  These questions can be more heavily weighted
- Ensure a reasonable amount of time is provided to students to complete the online test, but keep the amount of time for each question as short as reasonable (eg. 1 minute per recall multiple choice question; 2 minutes per application-based multiple choice question). This should also prevent answer sharing and limit the ability of students to look up the answer in another browser window

- Ensure that only one question appears on the screen at any given time on the test. This is to ensure that students are not able to capture the screen with all test questions at one time
- Limit the amount of time that the online test is available. Remember to give SAS students extra time by Adding users to special access. Alternatively, you can consider universal design learning and just give everyone in the class, the same amount of extra time per question
- When creating each quiz question, be sure to select **Disable right click** from the Optional Advanced Properties area for each question in Avenue to Learn. This will disable the right click (or control-click on a Mac), and will prohibit students from printing questions on the screen using a keyboard shortcut. There is also an option to prevent students from accessing email or instant messages or alerts in the same submenu. Consider activating this when creating the online test.

3. **After the test**
- You will be able to track student activity following the online test by selecting the **Attempt Logs** item from the test dropdown menu. In this menu, you will be able to see the exact date and time when the student entered, and then completed the test. You will also be able to track student activity by searching a student from the class list, and selecting the **Progress Summary** content area for the online test from the drop-down list associated with their student name. This data can be used to compare across students in the class.

**Note:** Avenue to Learn support is available from Monday to Friday, 8:30 AM to 4:30 PM. For the quickest response, please go to their support intake form, located at http://avenue.mcmaster.ca/support/