



**SORBONNE
UNIVERSITY
ABU DHABI**

Online Exam
Faculty Best Practice

By
Digital Transformation & Innovation Department

Recommendations & Best Practices

Keep the number of attempts to **ONE** for the final exams.

TURN OFF the "Force Completion" option. This allows the students to continue with his/her attempt. In case of any issues with the session timing out, the student will be able to re-enter the exam from the last point he/she saved, allowing the student to submit the exam with minimal data loss.

If the quiz is enabled for Respondus Lockdown Browser (RLDB), always provide the password through the RLDB Dashboard within the course. **DO NOT** change the password under Test Options, where you will see the encrypted password.

Once the test is enabled for Respondus Lockdown Browser (RLDB), **DON'T** change any of the test options. If changed, an error will occur. To fix this error, go back to RLDB Dashboard and choose the "Fix It" button.

If the test availability is triggered by Display After and Display Until date/time settings, please make sure the test is made available by keeping Make the link available as YES under the Test Availability Settings before the Display After date/time value.

DO NOT enable Hide Results for this Test Completely from Instructor and the Grade Center settings for the all the test where student attempts and scores are expected to be recorded in the Grade Center.

ENABLE Show/Hide Results to Students from the Test Grade Center column to restrict the display of overall test score to students after their test submission.

Things to Consider When Creating an Online Test

1. **Security** – Consider a number of test design strategies to alleviate the concern of securing your tests, such as setting a time limit, using a large question pool along with randomized delivery, and, if possible, updating or changing your question pools every semester.
2. **Academic Integrity** – Including a statement about academic integrity along with the instructions for a test can help discourage cheating and emphasize the importance of proper student conduct.
3. **Stability of internet service** – Encourage students to take tests on a wired internet connection on their laptop or desktop.
4. **Importance of Performance-based / Authentic Assessment** – Ensure that your test is designed to be a valid measure of student learning outcomes.
5. **High-stakes exams online** create pressure for cheating – Consider a variety of graded activities to assess student performance.

DISABLE all settings under Show Test Results and Feedbacks to Students, if the test is final and/or a secured exam where the students are not meant to see question-level feedback/results.

ENABLE Randomize Questions, so that each student will get questions in a different sequence.

AVOID creating large Tests involving many questions that are presented all at once. For e.g. if you have to deploy 50 questions or more then consider breaking them into smaller exams taken in sequence instead. Large exams will create much more server load when submitting the final exam.

Displaying questions One at a Time makes it harder for students to select and copy the entire exam.

Avoid Time-outs! No more 3 hours Test Blackboard has a three-hour time out, This means that if your browser is idling on the test page for more than this amount of time and then you try to Submit the test, it is possible that you were logged out of Blackboard and your answers were not saved during that time. Furthermore, if your professor enabled the Forced Completion setting, they will have to clear your test attempt, and you'll have to start the test over.

Unless you need to have students take their test in a new, separate browser window, select the **No** radio button for **Open in New Window**. If you select **Yes**, inform your students that they should disable all pop-up blockers on their browser before starting the test.

Ask students to verify periodically that the AutoSave feature is working correctly. It is also no longer necessary to train students to manually save their attempt.

Ask student/s to show their submission screen BEFORE they leave the examination room.

Before Deploying an Online Test

- **Preview a test as your demo student** before you make it available click on the test title and try to do your test, but if you want to preview a test based on the test settings and check all options of the test change the Edit Mode to Off

Edit Mode is: ON

Edit Mode is: OFF

- **Make sure your students are aware** of the place of your exam inside your Course, we recommend you to build your exam under Assessment link and tell your students about your policies regarding technical difficulties during a test and what options are available to them if they experience any problems. You can include a reminder in the Instructions field under Test Options(settings).
- **Do Practice(demo\trail) test** we advise you to do practice test with your student to check their readiness and train them how they should take the test based on your policy and instructions.

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