Best Practices for Online Test & Quiz Creation

Instructors are often concerned about offering exams online for fear of cheating. Following best practices can discourage cheating in online exams.

Section 1: Online Test Design Recommendations

Test Design

- **Use the Question Banks feature in Canvas.** Learn more about Question Banks.
    - Pull subsets of questions. For example, write 20 questions for a specific part of an exam, but have Canvas pull 10 questions randomly on each student's exam.
    - Shuffle/randomize the order of answers (for multiple choice questions). Note that you should adjust any answers like "All of the above" to account for shuffled answers.
    - Shuffle/randomize the order of questions.
    - Update your Question Banks periodically.
- **Set a time limit for an assessment.**
    - Timed quizzes begin once a student begins the exam and ***do not pause*** if the student navigates away from the quiz. If no time limit is set, students will have unlimited time to complete the quiz.
    - Reduce the time limit on the test. For example, for a 50-question multiple choice test, consider providing students 25 to 30 minutes to complete the test. Students either know the content or they do not. Limiting the test duration also limits the amount of time students can devote to cheating.
    - Extra time can easily be given in Canvas to individual students with documented disabilities if needed.
- **"Show one question at a time."** Consider enabling the feature in Canvas, "Show one question at a time."
- **Limit answers at the conclusion of a test.** Do not allow students to see their quiz responses or the correct answers after completing the test. This practice will make it more difficult for students to save and/or print the test.
- **Explain the "Academic Honesty Policy".** Clearly communicate what is considered cheating.
    - Students who violate this Academic Honesty Policy will be subject to disciplinary action(s) that could range from a zero on an assignment to failure of the course; repeated offenses can result in dismissal from the university.
        - Source: Jacksonville State University Academic Honesty Policy, Student Handbook, p.43.

Question Type

- Vary the question types on the test. Learn more about Question Types in Canvas.
    - Use "Essay" and "fill-in-the-blank" question types which require a written (typed) response.
        - Note that written (typed) response questions require ***manual grading.***

Question Content

- Increase the difficulty level of questions by asking critical thinking, problem-solving, and application questions.
    - Critical thinking questions can be of any question type. For example, a scenario-based question can still have multiple-choice answers from which to select.

o   As you create test questions, ask yourself the question, "Can I find the answer to this question by conducting a quick Internet search?" If so, consider reworking the question to require more critical thinking on the student's part.

Section 2: Canvas Quiz Settings (Classic Quizzes)

The following options are available in "Classic Quizzes" in Canvas.

When creating a quiz, consider using the following settings:

1. Shuffle answers.
2. Sets a time limit for the quiz (in minutes) that does not allow students extra time to find ways to cheat the test.
3. Do not allow students to see their answers or the correct answers.
4. Display one question at a time. You can also lock the question after answering.
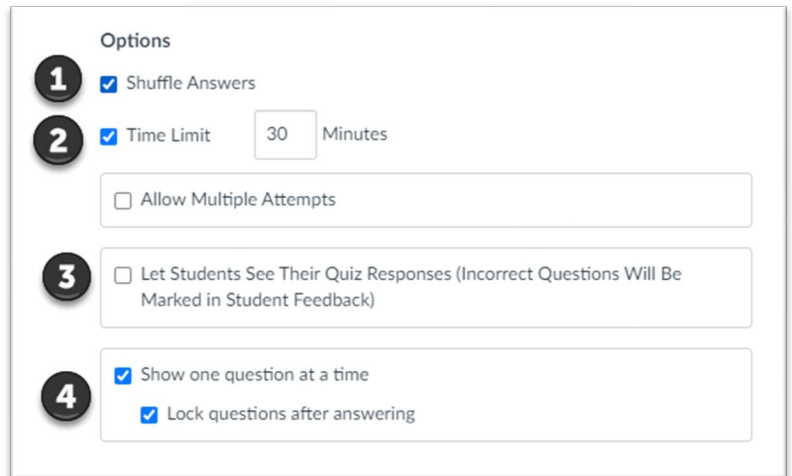
Assign Quiz and Dates

In the Assign field [1], you can assign the quiz to everyone, a course section, or an individual student.

You can set the Due Date [2], Available From date [3], and available Until date [4] for the quiz. These fields are optional and can be set depending how you want to manage the quiz:

*   **Due Date:** the date and time that the Quiz is due.
*   **Available From:** the date and time when the Quiz will become available for students to take the quiz.
*   **Until:** the date and time when students can no longer take the quiz
*   **Add:** If a student requires a different test window, use the Add feature to provide the student with a different test date.
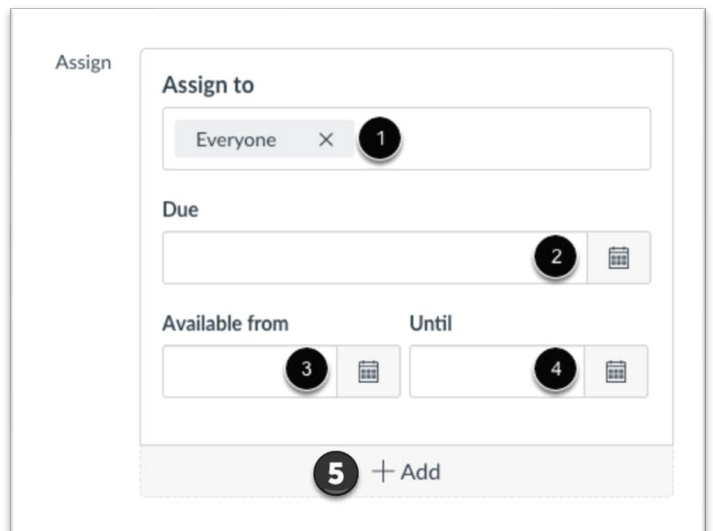
Learn more about due and availability dates.

Section 3: Honorlock

Honorlock is the online test proctoring solution available at Jacksonville State University.

### Enabling Honorlock

- Honorlock can be enabled by going into your Canvas course. Click on Settings in the course navigation menu.
    - Settings > Navigation > Locate Honorlock > Click on the three vertical dots next to Honorlock > Enable >Scroll down to the bottom of the page and click on the Save button.
- Honorlock will appear in your course navigation menu once you refresh the page.

Recommended Honorlock Settings

After you create the quiz, connect Honorlock to the quiz by clicking on Honorlock in the course navigation menu. Locate the quiz, and then click on the Enable button next to the quiz name.

You will see Proctoring Settings (see image below).
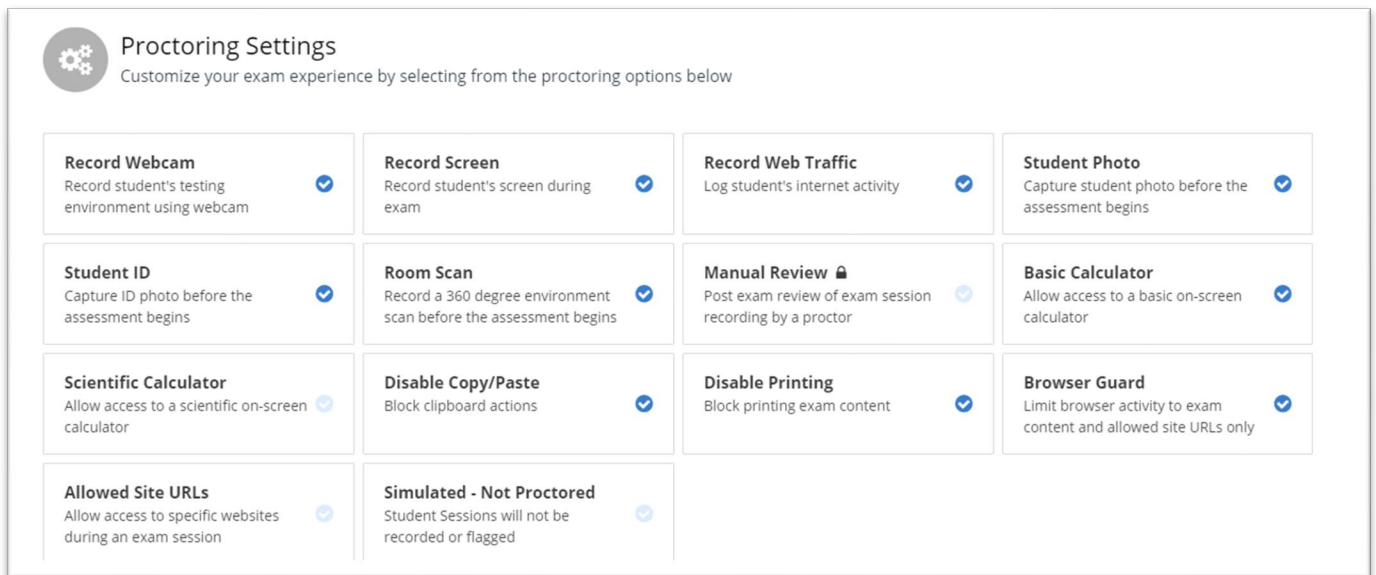
Online@JSU recommends that the highlighted options in the image be enabled. The settings include:

- Record Webcam
- Record Screen
- Record Web Traffic
- Student Photo
- Student ID
- Room Scan
- Basic Calculator (if needed)
- Disable Copy/Paste
- Disable Printing
- Browser Guard

The next section you will see is Student Guidelines (see image below). The guidelines define what students can and cannot do during an exam session.
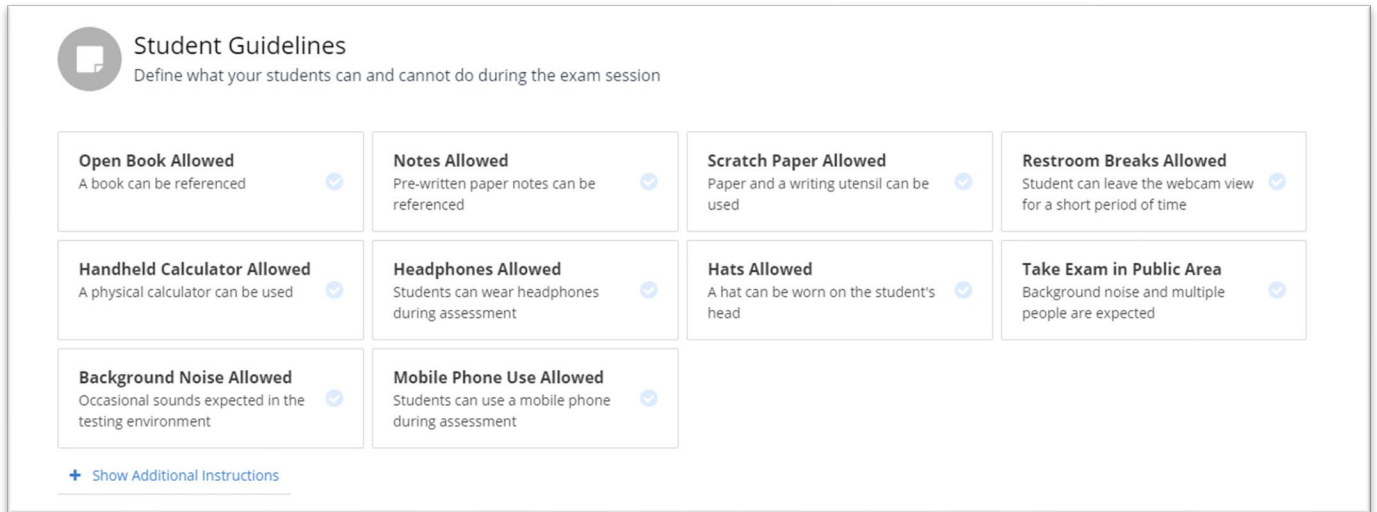
Options include:

- o Open Book Allowed
- o Notes Allowed
- o Scratch Paper Allowed
- o Restroom Breaks Allowed
- o Handheld Calculator Allowed

- o Headphones Allowed
- o Hats Allowed
- o Take Exam in Public Area
- o Background Noise Allowed
- o Mobile Phone Use Allowed

Clicking on the Show Additional Instructions link will open a text box that instructors can use to provide more specific, detailed information and instructions to students. Students will see these instructions.

The final section is Accommodations. Instructors can manually enter specific accommodations that may be necessary for some students.

Once all settings have been selected, click on the Enable button at the bottom of the page.

Viewing Quiz Results in Honorlock

Once a quiz has been completed by a student, an instructor can view the results.

- o To view quiz results, click on Honorlock in the course navigation menu. Locate the test and click on the Results button.
- o By default, you will see Student Results [1]. You can also click on Settings [2], Search & Destroy [3], and Summary Report [4]. (See next image.)
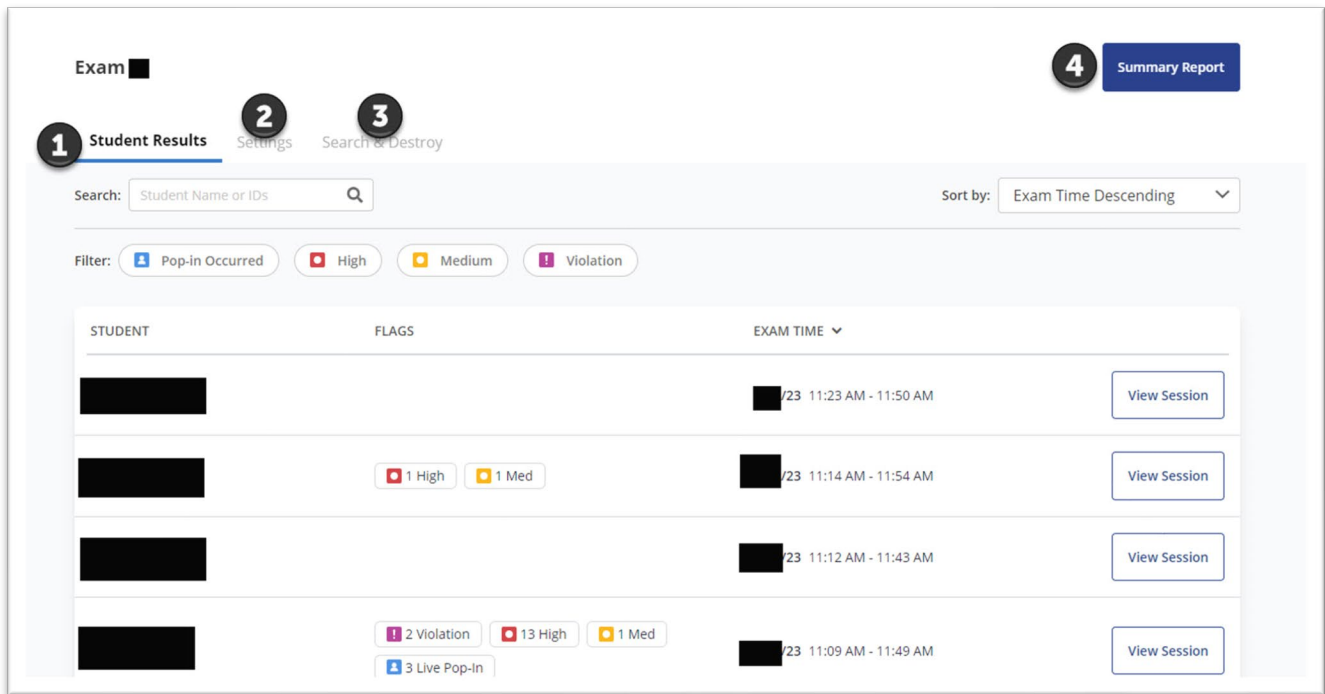
The Student Results page lists each student that completed the quiz. Student violations detected during the quiz are flagged:

- o   High
- o   Medium
- o   Violation
- o   Pop-In Occurred

A pop-in indicates that an Honorlock proctor entered the test and initiated a text chat with the student. A proctor will remind students of the quiz rules if a violation has occurred and request that the student cease committing the violation.

The Settings [2] tab allows the instructor to quickly access the quiz settings attached to the quiz.

The Search & Destroy [3] tab provides information regarding whether quiz questions have been located online on other websites. If the questions are located elsewhere online, the instructor can send a Utilizing Digital Minimum Copyright Act (DMCA) takedown request to all websites housing the questions. Learn more about Honorlock Search and Destroy.

Viewing a Session
If Honorlock has flagged a student's quiz session, instructors are encouraged to view the session. Simply click on the View Session button next to the student's name to view the session.

The Session screen will load. The following information can be viewed on the session screen.
1. Video recording of the student completing the quiz.
2. A screen recording of the quiz page as the student progresses through the quiz.
3. The quiz question the student is viewing during the recording.
4. A text chat log between the proctor and student.

5. The event log that tracks student activities as they complete the quiz. Any events identified are flagged.
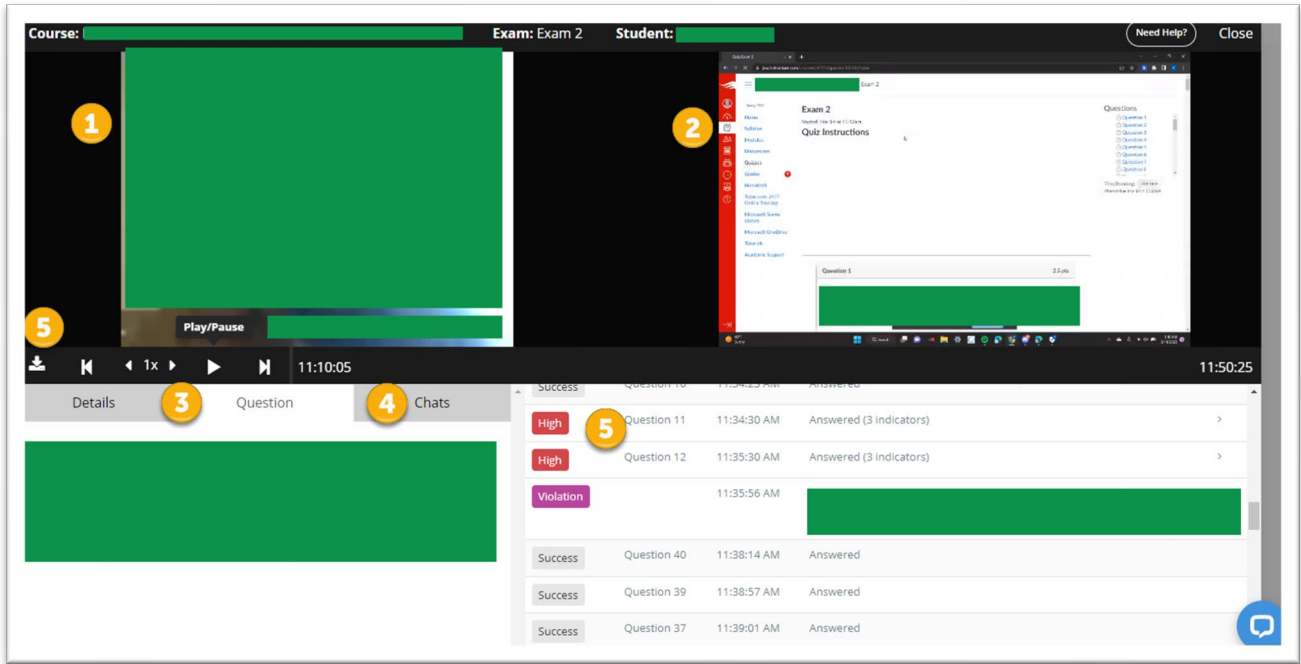

Flagged events can also be downloaded [6].
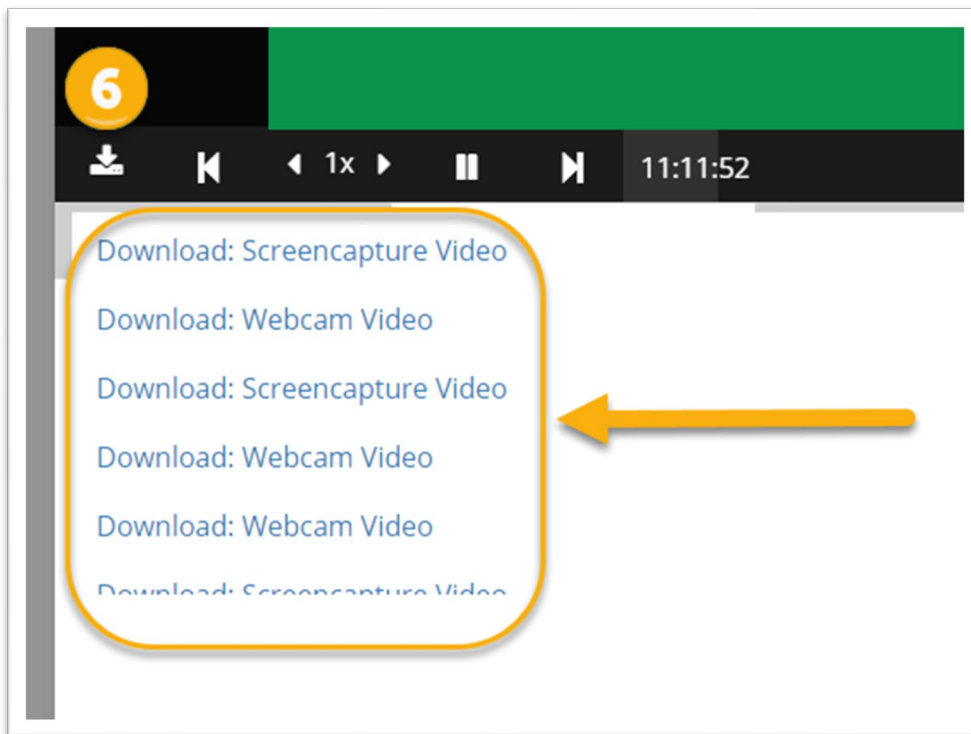
Honorlock Support

Students are strongly encouraged to contact Honorlock Support if immediate assistance or help is needed. Honorlock Support is available 24/7 via live chat through their support website as well as directly from an active quiz.
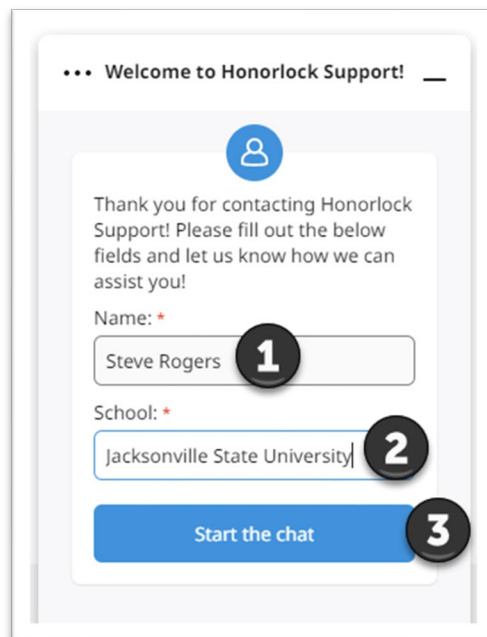
Students also have the option to email Honorlock Support directly at support@honorlock.com.

Accessing Honorlock Live Support:

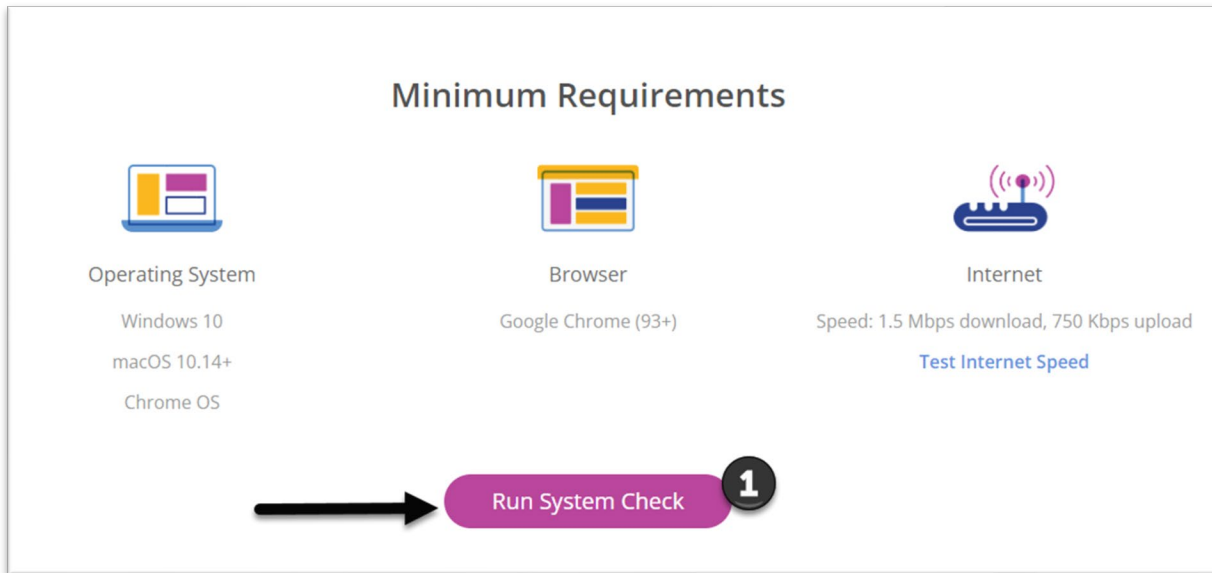From the Honorlock Support website, click on the Begin Live Chat [1] button.
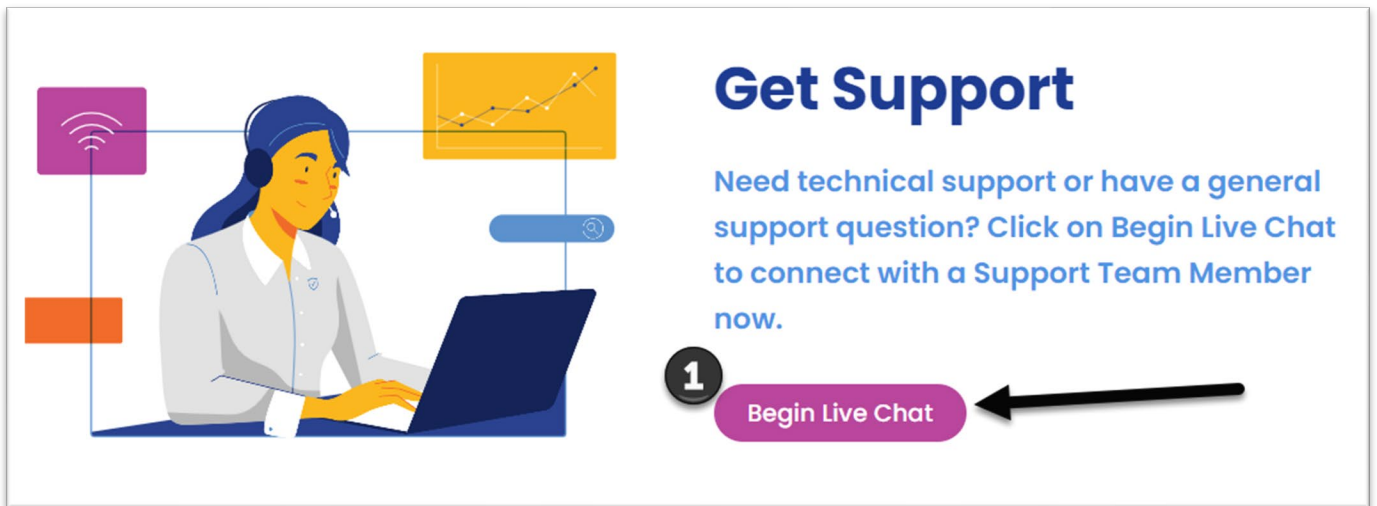
The live chat pop-up box will appear. Type in your name [1], the university [2], and then click on the Start the Chat [3] button.

Run a System Check:

Students can also run a system check [1] to ensure that their device maintains the minimum requirements to complete and Honorlock enabled quiz.

Honorlock Practice Exam

Honorlock also allows instructors to create practice exams. The practice exam guides students through the process of learning how Honorlock operates within a low-risk, low-stakes test environment. The student also uses the Practice Exam to ensure that all required technology and system requirements are met, installed, and operable.

Online@JSU recommends that faculty require students to complete a practice exam at least 48 hours prior to the actual test date to ensure that all minimum technical requirements are met.

Honorlock Resources
- Honorlock Website
- Honorlock Support
- Honorlock Knowledge Base
- Honorlock Tutorial for Faculty
- Honorlock Tutorial for Students
- Create a Practice Exam in Canvas
- Faculty – Reviewing Results
- Flags – How to Interpret Flags
- Reviewing a Summary Report
- Search & Destroy Guide
- Using Honorlock with Canvas

Online@JSU

If you have any questions about best practices in online quizzes, creating quizzes in Canvas, or using Honorlock, please contact us, Online@JSU.

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Jacksonville, AL 36265

Monday – Friday
8:00 am to 12:00 pm & 1:00 pm to 4:30 pm

Email us at online@jsu.edu.
Call us at 256-8172.