

## Online Quiz Best Practices

With the arrival of Canvas, more faculty are choosing online quizzes for more flexibility in quiz design and ease of scoring. As quizzes can significantly affect the final grade, we suggest the following as best practices:

### Designing quizzes as an assessment

- Consider a variety of [assessments in addition to quizzes](#) when designing your course.
- Consider using quizzes also as a formative learning tool where students can get feedback, are allowed multiple attempts, and work out any technical issues when using the quiz tool.
- Consider the variety of [question types that Canvas supports](#) in addition to multiple choice. However, you will have to manually score each students' short answer and essay questions.
- Follow some best practices for [Writing multiple choice \(AND other\) questions](#)
- Create question banks with several questions on the same concept or knowledge topic.
- Use a tool such as Respondus Quiz for uploading question banks and quizzes into Canvas.
- Canvas currently has two quiz tools with different features, the conventional quiz tool you access and create through the Quizzes course link, and Quiz.Next which you access at the top of the Assignments course link page. Use the Quiz.Next tool only where the regular quiz tool won't work.
- Familiarize yourself with [Canvas settings for quizzes](#) and consult the Centre for Teaching and Learning (CTL) about what settings would work best for your quiz.
- Proofread the quiz questions and quiz in Canvas to catch issues you might not see on paper.
- Make a duplicate of the quiz and try it yourself before making final edits on the quiz to be released to students.
- You can set the quiz to show one question at a time but don't also "lock" to prevent students going to previous questions. Locking to prevent students to go to previous questions becomes a problem when the student loses network connection during a quiz or when the instructor previews the quiz. In the latter case, it prevents further quiz edits. Contact CTL if this has happened.

### Planning for online midterm or final exam quizzes

- Arrange practice in-class online quizzes similar to the high stakes online midterm or exam.
- Set the date and time availability of the online quiz in the Canvas quiz settings.
- Advise [IT UBC Okanagan](#) and [CTL](#) about the scheduled online exam and where it will be held. It enables IT to check the computer labs or classrooms and advise of any upcoming outages.
- Arrange for Teaching Assistants or fellow instructors to help you invigilate.

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- [Set Grade Policy to Manually Post Grades](#) in Canvas Grades to hide scores from students until everyone has finished the quiz, you have checked for problem questions, and have finalized scores.
- Consult CTL about whether a lockdown browser would be suitable for your online quiz. For example, lockdown browsers do not prevent cheating if the students are not invigilated.
- DO NOT DELETE OR EDIT questions during an exam, or before all students have taken the exam.
- Consult CTL about options for adjusting scores should problem questions be discovered after the quiz is taken.

### The best option is to use the computer rooms

Book one or more computer labs well in advance – especially for online exams. UBC Okanagan has 6 computer rooms with from 20 to 40 computers. See more details at the following links:

- <https://cbo.ok.ubc.ca/rooms/labs/>
- <https://cbo.ok.ubc.ca/resources/onlinetimetable/>

### The Wireless Students' Laptops option

If you need to choose the wireless online quiz option, take the following precautions:

- Arrange for the exam to be held in one classroom, in one or more scheduled times.
- Arrange the exam date and time to be during regular IT support hours.
- Avoid booking a room that will have many students in adjacent rooms accessing wifi during the exam time. There is one wireless access point in each room limited to a number of people accessing it at one time.
- Visit and prepare the classroom for the online quiz. Note the phone for calling IT.
- Have a low stakes online quiz in the same room before having the online exam.
- If the students are going to be using Respondus Lockdown Browser, have them do a practice online quiz (uninvigilated) to pre-empt any technical difficulties they might encounter.
- Tell students to bring their own laptops to connect wirelessly.
- Get students to use the same laptop and web browser (Chrome or Firefox – not Edge) they have successfully used in the most recent previous online quiz.
- Tell students to fully charge their computers and bring a power cable.
- Have a back-up plan. Bring spare laptops, a few printed quizzes, or have another available date to allow cancelling and rescheduling.

To learn more about Quizzes in Canvas, contact [ctl.helpdesk@ubc.ca](mailto:ctl.helpdesk@ubc.ca)

