How to Set Up Computer-Based Exams

First, set the Options for the exam in Canvas. Refer to the settings below for the majority of summative assessments (high-stakes exams):

1. Check “Show one question at a time.”
2. Check “Require an access code.” Create and enter an access code that is easy to type without being easy to guess. Codes should be unique across assessments.
   - REMINDER: This access code must be incorporated into the preamble slides.
3. Ensure all other boxes are unchecked.

Next, add the three boilerplate questions as follows:

1. Add the “Attestation Question” (labeled as such) as the first question as an “Essay Question” type. Set the points (pts) to 0. The verbiage is as follows; please retain formatting:

   **Expectations Related to Academic Integrity for All Computer-Based Exams**
   
   • You are to work within the Canvas assessment tool for the duration of the exam. Opening any other browser tabs, windows, or applications is not allowed.
   
   • Consistent with the MD curriculum policies published in the Bulletin, looking at anyone else’s screen(s), collaborating with another student, or using notes and/or other resources during this exam is considered cheating.
   
   • Since not all students take this exam at the same time, you are to refrain from discussing any portion of the exam with students who have yet to take it.
• Obtaining advance copies of the exam from students in prior classes or making questions in this exam available to future classes is not allowed.

• All scratch paper must be turned in prior to leaving the room.

By typing your full name below, you acknowledge that you have read and understand these statements and agree to abide by them.

2. Add the “Optional Feedback Question” (labeled as such) as the next to last question as an “Essay Question” type. Set the points (pts) to 0. The verbiage is as follows:

If you find that a question is ambiguous, appears to have more than one correct answer, or is otherwise imperfect, please note this in the text field below. All challenges will be reviewed along with the exam’s statistical analysis. You will be notified if any questions are dropped or if more than one answer is accepted as correct for any of the questions.

3. Add the “Quiz Instructions” (labeled as such) as the last question as a “Text (no question)” type. The verbiage is as follows:

This is the end of the exam. Once you submit, your exam will be auto-scored and a preliminary score will be provided to the Course Director. Note that the final score may actually differ from this
preliminary score. The final score will be released through the Canvas Gradebook after the Course Director completes the review of the exam. You will have the opportunity to review your exam performance at a later date in OMSE.

Publishing High-Stakes Exams

1. Publish the exam.

2. Double-check that the actual exam (not just the placeholder) shows up properly under the appropriate Assignments/grade weighting category.

3. Delete the “reminder” placeholder, being sure not to delete the actual exam.

4. Mute the associated exam grade column.

5. If worried about exam availability, ask ETIU to masquerade as a student to ensure s/he cannot see the exam ahead of time.

Setting Up Multiple Attempt Quizzes (for Formative Assessments)

For formative assessments, faculty may allow multiple attempts. Here are some guidelines to follow regarding multiple attempt quizzes:

1. Check “Allow Multiple Attempts” and then set the “Allowed Attempts” number based on your conversation with the faculty member. You will likely always want to keep the Highest score.

2. Click “Let Students See Their Quiz Responses” as well as “Only After Their Last Attempt.” This will allow students to see which questions they answers incorrectly after their last attempt (e.g., if you have it set to 2 attempts, after 2 attempts).
• NOTE: Students who do not use all 2 attempts will **not** be able to view answers marked as incorrect; to allow this, the “Only After Their Last Attempt” box must be unchecked after the quiz deadline passes.

3. If the faculty member wishes to show correct answers as well, check “Let Students See The Correct Answers” and “Only After Their Last Attempt” (again, if you set it to 2 attempts, students will see correct answers after 2 attempts).

• NOTE: Students who do not use all 2 attempts will **not** be able to view answers marked as correct; to allow this, the “Only After Their Last Attempt” box must be unchecked after the quiz deadline passes.

• Alternatively, you may leave “Only After Their Last Attempt” **unchecked**, and use the “Show Correct Answers at” and “Hide Correct Answers at” date/time fields to only show correct answers after the quiz deadline but before, perhaps, the end of the course/block.