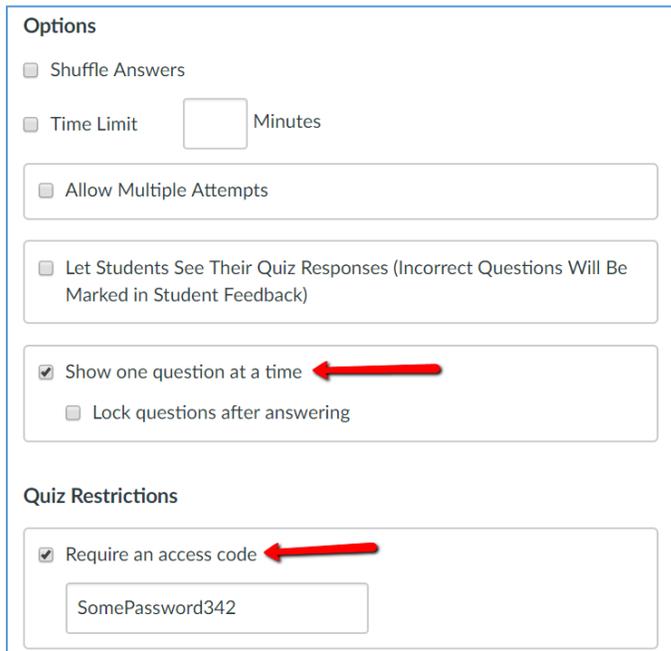


## How to Set Up Computer-Based Exams

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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**.



The screenshot shows the 'Options' section of a Canvas exam configuration. It includes several checkboxes: 'Shuffle Answers' (unchecked), 'Time Limit' (unchecked with an empty input field for minutes), 'Allow Multiple Attempts' (unchecked), 'Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)' (unchecked), 'Show one question at a time' (checked with a red arrow pointing to it), and 'Lock questions after answering' (unchecked). Below this is the 'Quiz Restrictions' section, which includes 'Require an access code' (checked with a red arrow pointing to it) and an input field containing the text 'SomePassword342'.

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.





- 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.

**Options**

Shuffle Answers

Time Limit  Minutes

Allow Multiple Attempts 

Quiz Score to Keep

Allowed Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback) 

Only After Their Last Attempt 

Only Once After Each Attempt

Let Students See The Correct Answers 

Only After Their Last Attempt

Show Correct Answers at  

Hide Correct Answers at  

Show one question at a time  Optional based on discussion

**Quiz Restrictions**

Require an access code

Filter IP Addresses