Tips and Strategies for Administering Online Quizzes/Exams and Writing Assignments

California University of Pennsylvania (CalU) currently has several test-taking strategies and software tools to promote academic integrity. In addition, the Teaching and Learning Center (TLC) offers training sessions on these tools and features.

1. Put time limits on each quiz with auto submit selected.
2. Use the randomization feature of quiz questions.
3. Use Respondus for creating and managing exams that can be published directly to Desire2Learn. In addition, Respondus is compatible with publisher test banks. https://www.respondus.com/
4. Develop a bank of questions, with only a selected number used for each test. For example: A bank of 75 questions with only 50 being used. This way each student will get a different sequence of questions.
5. Limit the number of questions shown per page (for example 1 or 2). You can also prevent moving backwards through pages. This will help reduce the ease of a group taking a test together.
6. Note that there is an event log of all student attempts, times on each quiz page, and IP addresses saved. Instructors may use this data to compare test takers.
7. Have students submit papers to the D2L dropbox. Make sure that the Turnitin feature is turned on. This feature will analyze the paper against its database of assignments and internet sources, giving the instructor a percent copy calculation. http://turnitin.com/
8. Develop an academic integrity policy for taking tests online and taking online courses. Include the policy in the course syllabus.

If you need any training, assistance and/or recommendations with implementing these tools and resources into your online courses, please contact the TLC.

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