

## Brightspace Exam Checklist

If you are delivering any type of exam, test or quiz in Brightspace you might find the following checklist helpful. Here are the most important components to check:

### General

These are items on the main section of the exam creation tool. Did you ...

- ☐ Give the exam a proper **Name** that helps both you and your students identify which exam is being given.
- ☐ Give the exam a proper **Description** with clear instructions for the students.
- ☐ Add questions to the exam using either **Add Existing**, or **Create New**.
- ☐ Make the exam visible by using the **Visible** slider near the Save button.
- ☐ If you want your exam grades to publish to the gradebook, make sure to click **Not in Gradebook** and then **Edit** or **Link to Existing**. Choose from the best option on the next screen. Be sure the **Grade Out Of** number is accurate for your exam.

### Availability Dates & Conditions

- ☐ Set accurate **Start and End Dates** (and times) for the exam.

VERY IMPORTANT: Do you have students who have special accommodations with OSSS/CTE?

If yes, did you add those students to the Special Access section and change their time limit?

Instructions are at the bottom of Page 2.

### Timing & Display

- ☐ Under **Timing & Display**, click the box for **Set Time Limit** and set an appropriate time limit. This is also a great way to reduce cheating on an online exam.
- ☐ Under Timer settings, the **Synchronous** and **Automatically Submit** options are the best options for a secure exam. The **Asynchronous** and **Flag as "exceeded time limit"** are most similar to the old exam tool.
- ☐ If you don't want all questions delivered at once, does the **Paging** dropdown box contain the appropriate number of questions? Or, will you deliver questions by section?
- ☐ If yes, do you want the **Prevent going back to previous pages** box checked?
- ☐ Check the box to **Shuffle questions and sections within the exam** if you want to mitigate some cheating or "collaboration".
- ☐ Are your questions being delivered in the desired order or method? e.g. linear order, shuffle or randomize. Are they being delivered in the proper pages or sections? In both cases, doing a **Preview** of the exam will show you exactly how the students will see the exam.

### Attempts & Completion

- ☐ If you want students to have more than 1 attempt, select **Manage Attempts**, and set **Attempts Allowed** and **Overall Grade Calculation** to the appropriate settings.

### Evaluation & Feedback

- ☐ If you want students to see their scores immediately, did you check the **Auto-publish attempt results immediately upon completion** box?
- ☐ If you want those scores to go directly to the grade book, did you select the **Synchronize to grade book on publish** box?

- ☐ If you want students to see their score at the end of an exam, check **Attempt grade under When published, display to learners.**
- ☐ If you want students to be able to see answered questions after the exam, whether correct or incorrect, use the dropdown menu below the **Attempt grade** checkbox and select the appropriate option.

## Respondus Lockdown Browser (RLDB)

If you are using the RLDB, exit the exam settings and go to the Lockdown Browser tab under Quizzes.

- ☐ Click the radio button for **Require Respondus LockDown Browser for this exam**
- ☐ Under Advanced Settings you may want to choose **Lock students into the browser until exam is completed.**
- ☐ Under Advanced Settings, do a final check of settings.

## Final Checks

- ☐ Do a final **Preview** of the exam to be sure the delivery, formatting and readability of all questions is accurate.
- ☐ Please provide any needed information for the OSSS/CTE through Accommodate. e.g. passwords

## Instructions for Adding Students to the Special Access Section

1. Navigate to the exam settings and the **Availability Dates & Conditions** tab.
2. Click **Manage Special Access**, then **Add Users to Special Access**
3. Scroll down to **Users**.
4. Select the check box next to the student who needs accommodation.
5. Scroll up to set the date, time and the time limit - if they are different from the regular class. In most cases you are just adding 50% more time using the **Override time limit** box.
6. Scroll back down ... and click **Save**, and then **Save and Close**.
7. Repeat for any other students as needed. *These settings will override the exam settings and apply these special access settings to those students under the special access tab only.*
8. Click **Save and Close** to apply all changes to the exam.

If you need help with Brightspace, please call OSSS/CTE at ext. 4040 or ext. 4365.