

Exam Checklist

If you are delivering any type of quiz, test or exam in Desire2learn you might find the following checklist helpful. Here are the most important components to check, listed by tab.

Properties Tab

Under the Quiz Questions section;

- If you don't want questions delivered all at once, does the **Questions per page** box contain the appropriate number of questions to deliver per page?
- If yes, is the box checked to **Prevent [students] moving backwards through pages?**
- Check the box to **Shuffle questions at the quiz level?** This might alleviate 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.
- Under the Description/Introduction section, did you check the radio button for the introduction to "On" and give student sufficient instructions?

Restrictions Tab

- Did you set accurate **Start and End Dates** (and times) for the exam?
- Did you *uncheck* the **Hide from Users** box?
- Did you check the **Display on Calendar** box?
- Under the Timing section, did you check the radio button for **Enforced Time Limit** and set an appropriate time limit? This is also a great way to reduce cheating on an online exam.
- If the time limit is enforced, did you check the radio button for **Prevent the student from making further changes?**
- Do you have students who have special accommodations with CTLE? If yes, did you add those students to the **Special Access** section and change their time limit? [Instructions below](#)

Assessment Tab

- If you want students to see their scores immediately, did you check the **Allow attempt to be set as graded immediately upon completion** box?
- If you want those scores to go directly to the grade book, did you select the **associated grade item** AND check the **Allow automatic export to grades** box?

Submission Views Tab

- If you want students to see their responses and correct/incorrect answers immediately after submission, did you change the **Default View** to yes, with appropriate settings?
- Did you choose **Save** at the bottom of each tab?

Respondus Lockdown Browser (RLD)

If you are using the RLD, exit the quiz settings and go to the **Lockdown Browser** tab under **Quizzes**.

- Did you go to the settings for the exam and click the radio button for **Require Respondus LockDown Browser for this exam**?
- Under **Advanced Settings** did you click the radio button for **Lock students into the browser until exam is completed**?

Final Checks...

- Did you do a final **Preview** of the exam to be sure the delivery, formatting and readability of all questions is accurate?
 - Did you notify students when and where to find the exam?
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Instructions for Adding Students to the Special Access Section

1. Navigate to the quiz settings (Edit) and the **Restrictions** tab.
2. Scroll to the bottom of the tab and click **Add Users to Special Access**
3. Scroll down to Users -->the list of students below should match the students in that course section
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 any are different*. In most cases you are just adding 50% more time to the **time limit**.
6. Scroll back down ... and click **Add Special Access**

Repeat for any other students if needed.

!! These settings will override the settings shown above in the restrictions tab for main class population, and apply these exception settings for only those users under the special access tab !!