

Online Quiz Best Practices

With the arrival of Canvas, more faculty are choosing online quizzes for more flexibility in quiz design and ease of scoring. As quizzes can significantly affect the final grade, we suggest the following as best practices:

Designing quizzes as an assessment

- Consider a variety of [assessments in addition to quizzes](#) when designing your course.
- Consider using quizzes also as a formative learning tool where students can get feedback, are allowed multiple attempts, and work out any technical issues when using the quiz tool.
- Consider the variety of [question types that Canvas supports](#) in addition to multiple choice. However, you will have to manually score each students' short answer and essay questions.
- Follow some best practices for [Writing multiple choice \(AND other\) questions](#)
- Create question banks with several questions on the same concept or knowledge topic.
- Use a tool such as Respondus for uploading question banks and quizzes into Canvas.
- Familiarize yourself with [Canvas settings for quizzes](#) and consult the Centre for Teaching and Learning (CTL) about what settings would work best for your quiz.
- Proofread the quiz questions and quiz in Canvas to catch issues you might not see on paper.
- Make a duplicate of the quiz and try it yourself before making final edits on the quiz to be released to students.

Planning for online midterm or final exam quizzes

- Arrange practice in-class online quizzes similar to the high stakes online midterm or exam.
- Set the date and time availability of the online quiz in the Canvas quiz settings.
- Advise [IT UBC Okanagan](#) and [CTL](#) about the scheduled online exam and where it will be held. It enables IT to check the computer labs or classrooms and advise of any upcoming outages.
- Arrange for Teaching Assistants or fellow instructors to help you invigilate.
- [Mute the grade column](#) in Canvas Grades to hide scores from students until everyone has finished the quiz, you have checked for problem questions, and have finalized scores.
- Consult CTL about whether a lockdown browser would be suitable for your online quiz.
- Consult CTL about options for adjusting scores should problem questions be discovered after the quiz is taken.

Centre for Teaching and Learning Okanagan Campus

The best option is to use the computer rooms

Book one or more computer labs well in advance – especially for online exams. UBC Okanagan has 6 computer rooms with from 20 to 40 computers. See more details at the following links:

- <https://cbo.ok.ubc.ca/rooms/labs/>
- <https://cbo.ok.ubc.ca/resources/onlinetimetable/>

The Wireless Students' Laptops option

If you need to choose the wireless online quiz option, take the following precautions:

- Arrange for the exam to be held in one classroom, in one or more scheduled times.
- Arrange the exam date and time to be during regular IT support hours.
- Avoid booking a room that will have many students in adjacent rooms accessing wifi during the exam time. There is one wireless access point in each room limited to a number of people accessing it at one time.
- Visit and prepare the classroom for the online quiz. Note the phone for calling IT.
- Have a low stakes online quiz in the same room before having the online exam.
- Tell students to bring their own laptops to connect wirelessly.
- Get students to use the same laptop and web browser (Chrome or Firefox) they have successfully used in the most recent previous online quiz.
- Tell students to fully charge their computers and bring a power cable.
- Have a back-up plan. Bring spare laptops, a few printed quizzes, or have another available date to allow cancelling and rescheduling.

To learn more about Quizzes in Canvas, contact ctl.helpdesk@ubc.ca

