

Protocol exams in Brightspace with Quizzes 2020

Please get in touch with ecole@hum.leidenuniv.nl if you have any questions about setting up Brightspace for your exams, if you intend to use different versions of the same exam or sort students into groups.

There is a separate protocol for using the Assignments tool for online examination available through ecole@hum.leidenuniv.nl or on [Online Learning FGW](#).

Note that there is no proctoring or Turnitin originality check involved when using the Quizzes tool.

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Setting up your quiz

1. Create a grade item

(If you do not plan to register exam grades in Brightspace, go to step 2.)

1. In *Grades > Manage Grades*, create a new grade item by clicking on *New > Item*.
2. Choose a [grade item type](#).
3. Tab *Properties*
 - a. Give the item a recognisable name (e.g. "Exam A").
 - b. Under *Grading > Maximum Points*, write 10 (if using the Numerical grade item type).
 - c. Under *Weight*, write the percentage weight of the exam.
4. Tab *Restrictions*

- a. Give the grade item a start date. This date indicates from which moment students can see their grade, if you have graded their submissions via Brightspace or filled in their grades.
- b. Click *Save and Close*.

2. Create a Quiz

Go to *Course Tools > Quizzes > New Quiz*.

1. Tab *Properties*

- a. Give the quiz a recognisable name (e.g. "Exam A").
- b. In *Quiz Questions* insert the questions of your quiz with the *Add/Edit Questions*. You can either:
 - i. Make new questions for the quiz, by going to *Add > New Questions* and selecting your [preferred question type](#).
 - ii. Use questions that you've already made, for instance in the [Question Library](#), by selecting *Import*. For more information question settings and options, click [here](#).
- c. After inserting the questions, some new options will appear in Quiz Questions. You can now specify how many questions will be shown on a page by filling in a number in the box. You can choose whether you students are prohibited from going back to previous pages/questions by ticking the paging box. By clicking the last box you can choose if the questions are delivered in a random order. If this box is not ticked, the order will be the same for every student.

Quiz Questions

Questions per page: Apply ?

Paging: Prevent moving backwards through pages ?

Shuffle questions at the quiz level
Also shuffles sections at the quiz level. Does not cascade to sub-sections.

Add/Edit Questions Edit Values

- d. In *Quiz Questions*, select the *Edit Values* option to make sure that the values correspond with how many points the students are supposed to get for every question.
 - i. The total amount of points will always be converted to a **grade out of 10** by Brightspace. If there are in total 20 points and the students get 12 points, then Brightspace will automatically calculate the final grade for the student to be a 6.
 - ii. We recommend making the question values so that the total amount equals to **100 points**. This is easier to calculate with and makes it clearer how many points to allocate per answer while grading.

- iii. **TIP:** If you want to allocate a bonus point for each student, the best way is to include a bonus question worth 1/10th of the total points. It is not possible to give bonus points after the exam is made by students. An example dummy question: Ask the student if they have read the Declaration of Originality and if they agree with it.
 - e. *Description and Introduction.* If needed, write a description in the Description box and an introduction in the Introduction box. This is a good place to include the Declaration of Originality!
 - f. In *Optional Advanced Properties* make sure that the *Allow hints* option is turned off!
 - g. Scroll back up to go to the tab *Restrictions*.
- 2. Tab *Restrictions*.
 - a. Untick *Hide from Users*, otherwise the quiz will **not** be visible at the start date.
 - b. Set a due date (deadline) for the exam.
 - c. Set a start date under *Availability*. The quiz will only become available to students after the start date. You can enter an end date too, but it needs to be removed so that students will be able to see your feedback.¹
 - d. In *Timing*, set a time limit for the quiz, specifying how many minutes a student can take to answer all questions before the time runs out. If you want the quiz to have a “hard deadline”, select the option *Enforced Time Limit*. You can also pick what will happen if the Time Limit is exceeded.
 - e. If there are students that require extended exam time, in *Special Access > Add users to Special Access*, set the due date and start date. In *Users*, tick the boxes to select students. Click *Save*.
 - f. Scroll back up to go to the tab *Assessment*.
- 3. Tab *Assessment*
 - a. Leave the box “Automatic Grade” **unticked** if you have any open questions in your quiz. Brightspace can automatically grade some types of questions but will give a score of 0 to questions it cannot grade, which would give students a lower score than they have actually achieved. More info [here](#).
 - b. Under *Grade Item*, select the relevant grade item and attach it to the quiz. If you do not plan to register exam grades in Brightspace, skip this step.
 - c. Check the box under *Auto Export to Grades*.
 - d. Under *Attempts*, set the number of allowed attempts (strongly recommended: 1).
 - e. Scroll back up, skip the tab *Objectives* and go to the tab *Submission Views*.
- 4. Tab *Submission Views*

This is where you set up what students see right after submitting the quiz. This is also where you create the settings that will allow students to see your written feedback.

 - a. The Default View is what students see upon completion. It is recommended to untick “Show attempt score” if you have open questions in your quiz.
 - b. Click *Add Additional View* to add what students see after you have given and published feedback. This is called a view. It will not be visible after the end date.

¹ You can enter an end date too, but it needs to be removed so that students be able to see your feedback. Without an end date, students will be able to start the quiz much later than others. Any quizzes finished after the due date will be marked “late”.

- i. Give this view a name, e.g. “Feedback”.
- ii. Set a date: this view will be available from that moment onwards **after you have [published your feedback](#)**.
- iii. Recommended settings for “View Details”:

View Details

Show Questions?

Yes

Show questions answered incorrectly ?

Show questions answered correctly ?

Show all questions without user responses ?

Show all questions with user responses ?

Show question answers ?

Show question score and out of score

No ?

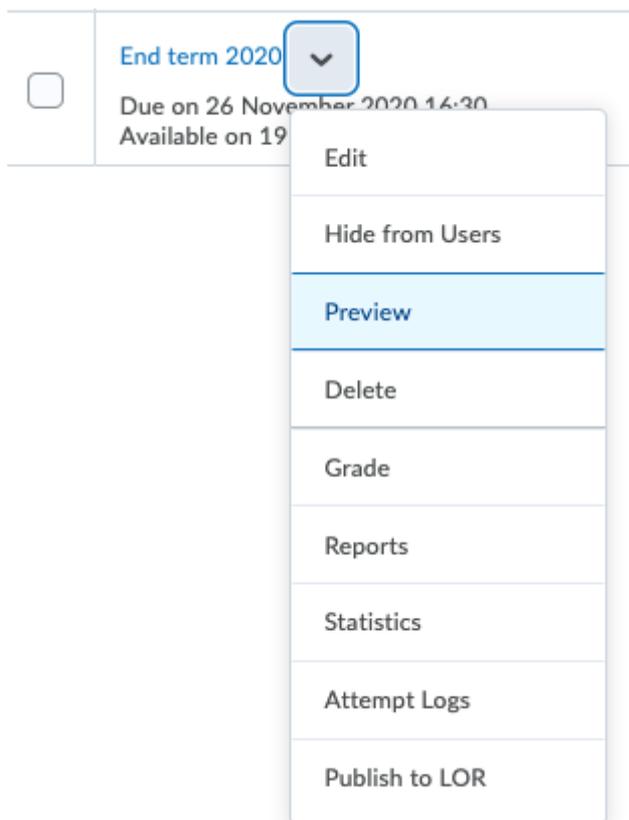
- c. Click Save and Close to save the Quiz (tab *Reports* can be used to set up a report on the students’ performance on the quiz but can be done afterwards. More info below and [here](#)).

3. Set up the exam folder in the course.

This is where you will create a folder in which you place the Quiz and Declaration of Originality.

1. If you do not have a folder called “Exams” or “Tentamens”, click *+ New Unit* in Content. Enter “Exam” and the exam date in the title. Add a description if required. Click on the toggle to make it visible. Click *Save*.
2. Click *Create New > HTML Document*. Name it “Declaration of Originality”. Paste the official text of the Declaration of Originality in either or both Dutch and English. See Appendix A. Check whether this is the most recent version. **Including the Declaration of Originality is mandatory**. Click the toggle to make it visible. Click *Save*.
3. Click *Add Existing > Quiz*. Click on the title of the Quiz you created earlier.
4. It is recommended to make this folder visible before the start of the exam. This allows students to see where they can find the exam and read the Declaration of Originality in advance. Students do not have access to the exam questions outside of the start and end dates set in the Quiz properties.

TIP: Do you want to see a preview of your quiz to see what it looks like for students? The View as Student-mode does not work for this purpose. Instead, go to Course Tools > Quizzes, click on the arrow next to the quiz title and select Preview:

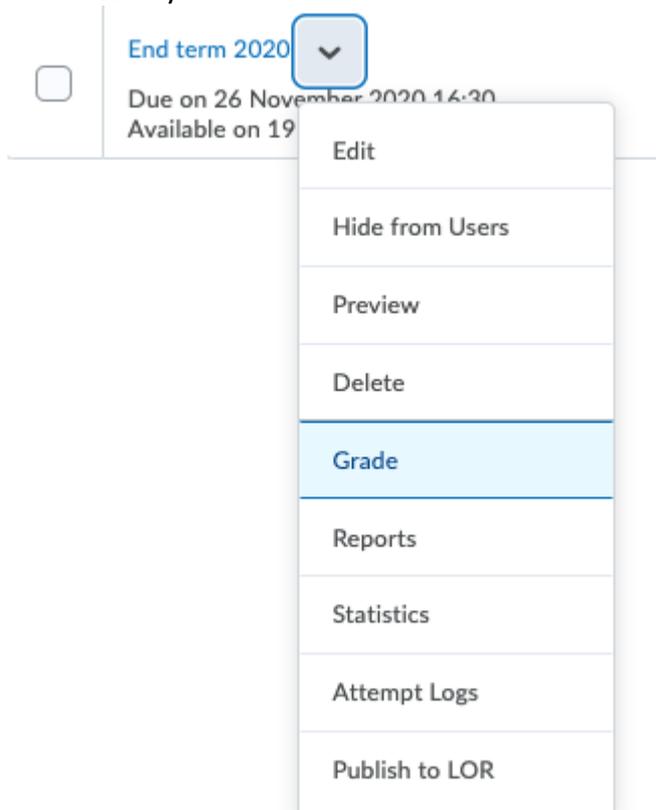


Student Instructions

1. In advance, explain how the exam will take place. In short: students have to open the exam by opening the folder named “Exam (date)” in Content. Here they will find the exam instructions and the link to the quiz. Alternatively, students can navigate to Course Tools > Quizzes. Students make the exam at home and submit their quiz before the deadline. No proctoring will be used. Trust and loyalty are key.
2. In advance, explain the **purpose of the Declaration of Originality**. Students should read it. It cannot be checked whether they have read the text, or even agreed with it. **Including the Declaration is mandatory.**
3. In advance, ask the students to **use the best internet connection** they can get. Maybe in their parent’s house there is a wired connection, which is preferred over wi-fi.
4. Inform them about the **due date (deadline)**, especially the time. Tell them what the OFFICIAL due date is, but also that you accept quiz attempts that are a little bit too late because of slow internet connections etc. Ask them to not wait until the very last minute to submit, but a little bit earlier.
5. Ask them to use an updated browser, like Firefox, Google Chrome, or Microsoft Edge. Internet Explorer is **not** supported for Brightspace; Safari is discouraged.
6. Students do not receive a confirmation email after submitting their quiz attempt.

The Exam

1. At the Start date the Quiz will be made available for viewing, and students can start answering questions.
2. At, or just before the Due date, students start to submit their quiz attempts. Students access the quiz via the Exams folder in Content, or via Course Tools > Quizzes.
3. Submitted quiz attempts will be visible via Grade as soon as they have been submitted by the students.



Assessment, Grading and Publishing Grades/Feedback

1. To access the student submissions, go to *Course Tools > Quizzes* > select the quiz > click on the arrow next to the title > *Grade*.
2. To see how to grade quiz submissions, please see [this tutorial](#). We recommend the *Manual Grading* approach.
3. Once you're done with grading all the submissions go back to the *Grade Quiz* screen, select all attempts and press *Publish Feedback*. See this Screensteps article for more information on publishing feedback.
 - a. Students are able to see their feedback in *Quizzes* from the date set at the *Additional View*. For more information, see [here](#).
 - b. Students are able to see their grades in *Grades* from the date set in the grade item. More information can be found [here](#).
4. More information on quiz statistics and reports can be found on Screensteps:
 - a. [Quiz Statistics](#)
 - b. [Reports](#)

Appendix A: Originaliteitsverklaring / Declaration of originality

Verklaring van originaliteit

Met het indien van dit examen bevestig je dat:

- dit werk door jou is opgesteld zonder hulp van anderen (niet van toepassing op groepswerk);
- je geen werk van / met andere studenten besproken, gedeeld of gekopieerd hebt;
- je alleen gebruik hebt gemaakt van bronnen die expliciet zijn toegestaan door de vakdocenten en je duidelijk verwezen hebt naar alle bronnen (gedrukte , internet of een andere bron) die in het werk worden gebruikt in overeenstemming met de cursusvereisten en de aanwijzingen van de vakdocenten;
- dit werk niet eerder is gebruikt voor andere cursussen in het programma of voor vakken van een andere opleiding of universiteit, tenzij uitdrukkelijk toegestaan door de docenten;
- je begrijpt dat elke valse claim met betrekking tot dit werk zal leiden tot disciplinaire maatregelen conform de reglementen van de universiteit en de opleiding en dat een eventuele valse claim wordt gemeld aan de examencommissie en dat deze disciplinaire maatregelen kunnen leiden tot uitsluiting van het vak of de opleiding;
- je begrijpt dat jouw werk zal worden gecontroleerd op plagiaat, zowel door middel van software voor plagiaatdetectie als door middel van andere methoden voor fraudedetectie;
- je het belang begrijpt en onderschrijft van fraudebestrijding en dat je je ervan bewust dat (grootschalige) fraude kan leiden tot het ongeldig verklaren van het gehele examen, hetgeen gevolgen kan hebben voor alle studenten.

Declaration of originality

By submitting this test, you certify that:

- this work has been drafted by you without any assistance from others (not applicable to group work),
- you have not discussed, shared, or copied assessment work from/with other students;
- you have not used sources that are not explicitly allowed by the course instructors and you have clearly referenced all sources (either from a printed source, internet or any other source) used in the work in accordance with the course requirements and the indications of the course instructors,
- this work has not been previously used for other courses in the program or for course of another program or university, unless explicitly allowed by the instructors,
- you understand that any false claim in respect of this work will result in disciplinary action in accordance with university regulations and the program regulations, and that any false claim will be reported to the Board of Examiners and that disciplinary measures can result in exclusion from the course and/or the program,
- you understand that your work may be checked for plagiarism, by the use of plagiarism detection software as well as through other measures taken by the university to prevent and check on fraud and plagiarism,
- you understand and endorse the significance of the prevention of fraud and that you acknowledge that in case of (gross) fraud the program could declare the exam invalid, which may have consequences for all students.

Appendix B: Support websites

[ECOLe helpdesk](#)

[Digital assessment at Humanities](#); this is the ECOLe site on assessment

For reference, see the Manual for Digital Assessment on the website on [Tools & tips for digital examination](#)

ECOLe's general website on [Online education at FGW – support & guidelines](#)

[Teaching Support GATEWAY](#), the university-wide website on Remote Teaching

When students experience technical problems with the exam, they should contact the instructor who can contact ECOLe during office hours: ecole@hum.leidenuniv.nl or 071 527 2773.