

Brightspace Exam Checklist

If you are delivering any type of quiz, test or exam 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 quiz creation tool. Did you ...

- Give the quiz a proper **Name** that helps both you and your students identify which quiz is being given/taken?
- Give the quiz a proper **Description** with clear instructions for the students?

- Add questions to your quiz using either **Add Existing**, or by creating new questions using **Create New**.
- VERY IMPORTANT: Make the quiz visible by using the **Visibility** slider near the **Save** button?
- If you want your quiz 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 quiz.

Availability Dates & Conditions

- Did you 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 at the bottom of Page 2](#)

Timing & Display

- Under Timing & Display, did you 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 quiz 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, is the box checked to **Prevent going back to previous pages**?
- Did you check the box to **Shuffle questions and sections within the quiz**? 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.

Attempts & Completion

- If you want students to have more than 1 attempt or unlimited attempts, 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 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** 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...

- Did you do a final **Preview** of the exam to be sure the delivery, formatting and readability of all questions is accurate?
- Did you provide any needed information for the OSSS/CTE through Accommodate?**

Instructions for Adding Students to the Special Access Section

1. Navigate to the quiz settings (Edit) and the **Availability & Dates** tab.
2. Click **Manage Special Access**, then **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(s) who need 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. For students taking online exams in the OSSS we suggest choosing the override time limit behavior of **"Flag as "exceeded time limit" and allow the learner to continue working"**
7. Scroll back down ... and click **Save**, and then **Save and Close**

Repeat for any other students with accommodations as needed.

!! These settings will override the settings for the main class and apply these special access settings for only those users under the special access tab !!

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