

Delivering the online exam

Recommended procedures for:

Online exams without live proctoring: Students complete the exam through Canvas without live proctoring, but perhaps offer a Zoom room for students to enter if they need tech support. This is essentially a timed take-home exam, with no proctoring and relying on students to follow the Honor Code.

Online exam without live proctoring

We recommend instructors and/or TAs to perform the following tasks to conduct the online exam:

1. Preparation for the exam

- Prepare an exam alert to students at least one week beforehand through Canvas announcement, which includes:
 - *Exam logistics*
 - Date, start time and end time
 - Remind students to be aware of the time zone difference with Hong Kong time
 - *Exam details*
 - Topics that will be covered in the exam
 - Exam type (i.e., Open or Closed book exam)
 - Question types (i.e. MCQ, Essay, Calculations, etc.)
 - Any special Canvas Quiz or Canvas Assignment settings they should know about (e.g. Show one question at a time, cannot return to the previous question, no late submissions, etc.)
 - Number of parts divided in the exam, the grade distribution and the time limit for each part
 - Procedure to sign the academic honor code to obtain the exam questions in Canvas
 - Support: Instructor's/TA's contact information (or Zoom meeting ID) for students' inquiries during the exam
 - *Ground rules*
 - A reliable internet connection is necessary
 - Preferred physical location of students with minimal distractions
 - Communication with anyone is not allowed during the exam
 - Plagiarism check will be performed for all essay answers
 - Other items required in the exam (e.g., calculator and/or rough papers for calculations, rulers, pencil/pen and answer papers for hand-written exams, etc.)
 - *Other reminders*
 - Key reminders when using Canvas Assignments:
 - Upload the supported file formats
 - Policy of late exam submissions (if any)
 - Make sure the assignment is submitted, draft assignments will not be graded
 - Key reminders when using Canvas Quizzes:
 - Avoid taking the quiz with multiple browsers
 - The timer will not pause if students exit the test
 - Make sure you submit the answers by clicking the "Submit" button before the time is up. When time is up, all selected answers will be automatically saved and submitted.

[Refer to the appendices 1 and 2 for the sample announcements](#)

- Add an academic honor code module into Canvas (may configure it in a way that students must complete first to unlock exam questions)
- Add an exam module into Canvas and add the Exam item into the Module
- Include instructions into the Canvas Assignments/Quizzes to remind students of the requirements before the exam starts
- Dry run the exam with students and TAs
 - Perform a mandatory practice test a few days before the exam. Students and TAs can get familiarized with the operations, check access to Canvas, practice file uploads, practice using Microsoft Lens, etc. This can help flag issues to address beforehand to avoid delays on the exam day.

2. Before the online exam

- For exams created in Canvas Quizzes, ensure [‘grades are hidden’](#) by selecting Post Grades **‘Manually’** in Canvas Gradebook, so students can’t see their score after.
- Publish the Academic Honor Code in Canvas and ensure [grades are NOT hidden](#) by selecting Post Grades **‘Automatically’** This will allow the score to be automatically sent to your gradebook and to unlock the exam. (Check ‘Gradebook’ to ensure all students completed it before starting the exam)
- Publish the exam several minutes before the exam start time to avoid sudden increase of network traffic in Canvas at the beginning of the exam. This is particularly important for large classes with hundreds of students.
- Notify students through the announcement to start the exam and provide links to Honor Code and Exam so students can click directly from the announcement (See Appendix 2 for a sample announcement)

3. During the online exam

- Closely monitor the communication channel (e.g., email, WhatsApp, etc.) and respond to students promptly
- Remind students through Canvas announcement 15 minutes before the exam ends to submit the work to Canvas before the exam due time

4. Submit the online exam

- *Exams in **Canvas Assignments***
 - Give 10-mins buffer for students to upload the attachments to Canvas Assignments, a 15-min buffer is recommended for students to submit hand-written exams to Canvas Assignments
 - Remind students to submit their answers to Canvas Assignments properly. Refer to the screenshot below for an example of a successful Canvas Assignment submission

Midterm Exam Part 2 (Short essay questions) Re-submit Assignment

Due	No Due Date	Points	Submitting a file upload

Accepted file format:

Submission

✓ **Submitted!**

Mar 12 at 7:02pm

[Submission Details](#)

[Download](#) [pdf](#)

Comments:
No Comments

- *Exams in **Canvas Quizzes***
 - Remind students to submit their Canvas Quiz properly. Refer to the screenshots below for examples of successful Canvas Quiz submissions
 - Check the submissions in Gradebook

Sample of a successful Classic Quizzes submission

exam

Due [redacted] Points [redacted] Questions [redacted] Time Limit [redacted]

Submission Details:

Time: [redacted]

Current Score: 0 out of 1

Kept Score: 0 out of 1

Instructions

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Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	[redacted]	0 out of 1

Quiz results are protected for this quiz and are not visible to students.

Correct answers are hidden.

Score for this quiz: 0 out of 1

5. After the online exam

- Check the Gradebook/SpeedGrader in Canvas to ensure that attended students submitted their quizzes/assignments
- Contact students who didn't submit the assignment to follow up on their status
- If you need to investigate problems that a student reported during or after the exam, you may refer to their Canvas quiz log. Click [here](#) for more details.

Appendix 1: A sample announcement of the midterm exam and the instruction page of the mid-term in Canvas

Dear students,

The midterm exam will start at **0900 (GMT+8)** on **Wednesday 15 Apr 2020**. The midterm exam contributes to 30% of your total course grade. This is an open-book exam which covers the materials from Week 1 to Week 8.

You are required to take the exam under 'Quizzes' in the Canvas course site. There are three parts in the midterm exam, and you are required to answer ALL three parts:

Quiz Title	Question type	Weight	Start time	End time	Remarks
MT - Part 1	Multiple-choice questions	30%	0900	0945	<ul style="list-style-type: none">Students cannot return to the MCQ after the question has been answered
MT - Part 2	Diagramming questions	20%	0950	1030	<ul style="list-style-type: none">Students should submit the work in JPG/PNG/BMP formatBoth hand-drawn and computer graphics are acceptable
MT - Part 3	Problem-solving questions (calculations and short essays)	50%	1035	1145	<ul style="list-style-type: none">Students can use calculators when answering the problem-solving questionsStudents' essay will be checked for plagiarism

Exam logistics

- Arrive at the Canvas course site at 0845
- The exam will be released by parts at the specified start time
- You are required to sign the academic honor code before you can obtain the exam papers
- You can submit a part earlier when you are done with it. However, the next part will not be released until the specified start time
- Announcements will be sent through email as soon as a new part is released
- You will receive an announcement through email 15-mins before the part ends

Ground rules

- You can refer to lecture notes, textbooks, and any resources on the Internet during the exam.
- You should have a reliable internet connection when taking the exam. No extra time will be granted due to any technical issues
- You should not communicate with anyone by any means during the exam
- You should take the exam in a quiet and isolated place during the exam
- You will be given a score of zero if plagiarism is found

Reminders for using Canvas Quizzes

- Avoid taking the quiz with multiple browsers/tabs, it may cause errors
- The timer will not pause if you exit the test
- Make sure you submit the answers by clicking the 'Submit' button before the time is up. When time is up, all your selected answers will be automatically saved and automatically submitted
- You cannot return to the previous question after it has been answered

During the exam, you should contact me through email (xxx@ust.hk) or through WhatsApp at +852 xxxx xxxx for any inquiries about the exam, including technical problems and/or questions related to the exam. I will respond to your inquiries as soon as possible.

To get yourself familiarized with the exam logistics; you are required to join an exam dry run on 13 Apr 2020 during the lecture time. Details of the dry-run will be provided later.

Warm regards,

<Instructor name>

Appendix 2: A sample announcement for releasing a part of the exam

Dear students,

Part 1 of the midterm exam is now released under 'Quizzes' in the Canvas course site. Read the instructions carefully and submit your answers on or before **09:45 (GMT+8)**.

Reminders of using Canvas Quizzes

- Avoid taking the quiz with multiple browsers
- The timer will not pause if you exit the test
- Make sure you submit the answers by clicking the 'Submit' button before the time is up
- You cannot return to the previous question after it has been answered

Please send me any inquiries through email at xxx@ust.hk or WhatsApp +852 xxxx xxxx.

Warm regards,

<Instructor name>