



# Assessments - Tips for Creating Online Tests

July 2011

## Thoughts on Academic Integrity

1. Unless online tests are given in a proctored environment, they should be treated as open book tests.
2. Use questions that require students to interpret and apply material in your course to answer the questions.
3. Use multiple methods of evaluation -- online tests should never be the sole measure of a student's achievement in a course.
4. Randomly select questions from a pool when building a test (using the random block feature) to create a more unique test for each student.
5. Assign a time limit to the test. This requires students to stay on task and helps prevent copying and printing or writing questions down.
6. Force students to complete the test in one sitting. This prevents students from opening the test to look at the questions then returning later to complete the test.

## Recommendations for Test Delivery

1. Remind students to run the browser check tool on the Blackboard login page to check computer settings prior to starting the test. Also, remind students that Firefox is the recommended browser for use with Blackboard.
2. Limit test times to 1 hour – if a test needs to be longer than that split it up into multiple tests.
3. Limit the number of questions per test to 50 questions.
4. Always provide instructions in the description to the test so students may be prepared before they enter the test. This includes information such as the time limit, whether they will be forced to complete it once they start it, the number of questions, any additional materials that the test might reference, etc. Being clear about how you deploy the test will help decrease but may not permanently eliminate questions and problems.
5. If you use random blocks to create test questions then do not use the randomize questions option in the test settings. Random blocks by default present the questions in a different order each time the test is presented so there is no need to randomize the questions.
6. Administer your test one question at a time and allow the students to back track (go back and look at questions they have already seen). If you choose to administer the test questions all at once, remind students to use the **Save All Answers** button periodically.
7. Force students to complete the test once they start it. If you decide to allow students the option of taking a test more than once or to start the test and then finish later, do not show them the correct answers when giving them feedback. Once all students have completed the test you can change the feedback settings to show them the correct answers for review purposes.
8. Plan to be available via email, phone, chat, etc. during the time the test is open -- if students have difficulty accessing the test or get locked out of the exam you are the only one that correct it.

**Need assistance?** Contact the Teaching and Learning Center at [tlc@icc.edu](mailto:tlc@icc.edu) or 309-694-8908 or stop in room 240A on the East Peoria Campus.

TLC hours are posted on the Instructional Innovation website at [www.icc.edu/innovation](http://www.icc.edu/innovation)

