



e-Exams' Instructions and Guidelines for Faculty Members

Prince Sattam bin Abdulaziz University

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جامعة الأمير سattam بن عبد العزيز
Prince Sattam Bin Abdulaziz University



Objective Exams Setup

1. Announce the exam's date, time, settings, and technical and academic requirements through the course's page on Blackboard.
2. Inform the students about direct communication means such as (university's email, creating a virtual meeting room. or any other communication mean). This will help the student to communicate directly with the instructor in case of any issue accrues during the exam.
3. Write a clear name for the exam, e.g. the Final Exam for Course.
4. At the **Exam Description** field, write a detailed description that includes:
 - Type of questions.
 - Number of questions.
 - Exam duration (it should not be less than 60 minutes)
 - Points of each question.
5. At the **Exam Instructions** field, write a clear and specific instructions and directions that include:
 - Date and duration of the exam.
 - Exam specifications: (number of attempts, set timer, and password if available).
6. **Setting-up** the exam's options, as follows:
 - Display the exam on the same page: do not display the exam in a frame or new page checking (**No**) for this option. It will make it easy to access the exam by the students.
 - **Exam Availability:** make the exam available in the set time by checking (**Yes**) for this option.
 - **Announcing the Exam:** activate **Send Notification** option for the students on their email by checking (**Yes**) for this option.

- Set the exam's display period: setting the exam's time and date according to the period announced by the college in the schedule.
 - **Multiple attempts**: do not activate multiple attempt and set it as one attempts.
 - **Force Completion**: do not activate **Force Completion**. This will allow the student re-access the exam during the specified period of the exam.
 - Set Timer activation: setting an appropriate time for the exam that suits the display period of the exam and activating the **Timer**. The **Timer** will send the students' answers and close the exam at the end time.
 - **Activating All at Once** option: displaying the entire exam on one screen for the student.
 - Activating **Random Order** option: by activating this option, the questions will appear randomly in each exam attempt.
 - **Self-evaluation** option: make sure of checking Include this **Test** option. It will make the points appear in the **Evaluation Center**. Avoid, **Hide Result** option.
 - Avoid activating the **Delivery Date** option. **Test Timer** will be enough.
7. **Hide total points** of the exam and the right answers: make sure of setting-up the following before deploying the exam:
- From the exam options: do not activate **View Exam Results** and **Notes** option for the student. In order to hide the right answers from the student, do not check any option from the dropdown menu.
 - From the **Evaluation Center**: go to **Exam Column** options and activate **Hide** from the Student option.
8. Hide the **Final Test** and **Total columns** from the student in the Evaluation Center by editing the Information column:
- From the **Evaluation Center**: go to **Test column** options and activate Hide from the Student option.
9. Hide (Content, Assignments and Discussion Forums) from the student before the beginning of the exam by either not making the links available or by setting the availability time.

10. **Publish** the exam in the test section at the course tools.
11. After the exam completion: the faculty member shall confirm with the **Evaluation Center** to make sure that the students' points are available and all of them have finished the exam. in case of noticing the blue mark in the **Test** column, the faculty member shall open the student's attempt and send it.

The faculty member shall consider the following

1. Questions shall suit with exam duration.
2. Questions variety shall be taken into consideration from easy to hard scale.
3. Grades shall be divided fairly among the question.
4. Constantly making sure of the total number of the questions and the total points of each question during the question creation.
5. Exam settings shall be set based on the course type.
6. **Give a part of point** : when choosing these types of questions (multiple blanks, complete the sentence, ordering and matching), the faculty member shall make sure of activating **Give a part of point** option. It will divide the total points into all the questions.
7. Make sure of choosing the right answers specially for True/false and multiple-choice questions.
8. Creating Pools based on the scientific content taught to the student. Employing the **Pool tool** to create multiple questions that cover the course's scientific content and support the random forms of the final exams.
9. It is recommended to build the exam by using the **Random Blocks** or **Question Groups**.
10. When creating **Random Blocks**, make sure of the questions count needed to be viewed in the exam.
11. When choosing a question that requires uploading a file, the faculty member shall train the students on this in advance and he shall give them adequate time for that in the exam. (e.g. upload steps of solving mathematical questions, etc....). the faculty members shall state the extensions supported by the system within the exam's instructions.

12. **Back-up** the students' points and works, in more than method as a contingency plan if the system has a technical issue. The faculty member is able to download and save the students' points out of the system.

13. Students' points must be reviewed manually in case of any error that accrues by the e-evaluation.

14. Use the secure browser (*Respondus LockDown Browser*) through linking the exam with the tool available in the system.

15. Make sure to inform all the students to prepare the technical requirements needed for taking the exam. (i.e., Desktop or laptop computer running Windows 10 or Mac OS x 10.7)

Instructions for using the distance oral evaluation

This type of evaluation can be used in Theoretical and practical/lab courses by using virtual classrooms.

When using this type of evaluation, the faculty member shall consider the following:

- Set clear evaluation rules for the students.
- Schedule the virtual session in advance.
- Grant the student (**Moderator**) permission to make him able to participate.