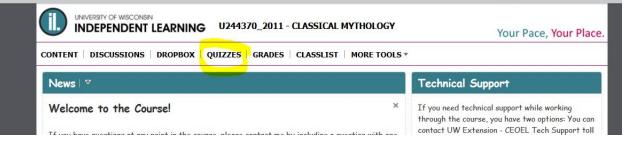
Independent Learning will soon be making use of Software Secure to proctor online exams for our students. The goals inspiring this change are to make the exam process as accessible for our students as the rest of the course and to ensure that standard testing regulations are followed.

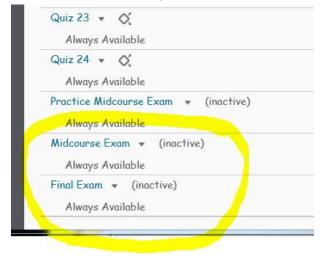
An important aspect of moving the exams into an online environment is that the exams function in a way that tests the information course instructors want to be testing on the exam.

Most exams will make use of randomized questions. This practice will help to ensure exam security because no two students will see the exact same exam. If there are any questions on your exam that you want to appear on all exams all the time, or any sections of your exam that will not function well if randomized, please be sure to notify the DCS IL Academic Program Coordinator.

In order to review your exam in theD2L environment, first click on the Quiz Tab:



Scroll down the list until you see the title of the exam you wish to review:



The first Step in the Review process is previewing the exam. Previewing the exam shows you what students will see when they take the exam, and is a great way to proof directions and question appearance.

To preview an exam, first click the arrow to the right of the exam you wish to review:

Quiz 23 👻	Q.
Always A	vailable
Quiz 24 👻	¢.
Always A	vailable
Practice Mid	lcourse Exam 🔹 (inactive)
Always A	vailable
Midcourse E	xa <mark>m 👻 (</mark> inactive)
Always A	vailable
Final Exam	 (inactive)
Alwaya A	vailable

Then, Select "Preview"

Practice Midcour	Edit	
Always Av <mark>aila</mark> l	A Preview	
Midcourse Exam	 (inactive) 	
Always Availat	ole	

Read through the exam instructions, and then click "Start Quiz" to view the quiz itself:

Qu	iz Details
	rent Time 9 AM Update
	rent User ah Korpi (username: korpi)
-	z Period ays Available
Tim 1:00	e Allowed D:00
	empts wed - 1, Completed - O
In	troduction
	t I of this exam is worth 30% of the total exa rth 10 points), and mix-and-match (worth 10 p

The Second step in the exam review process is to review all of the individual questions to ensure that they have been entered correctly and without typos. (If you have an exam question that you would like to edit or change, now is a great time to do so!)

Go back to the Quiz Tab, scroll down to the exam you wish to view, and click the arrow to the right of the title as you did before. This time, instead of clicking on "Preview," click on "edit."

Practice Midcour	/ Edit	
Always Availa	Preview	
Midcourse Exam	▼ (inactive)	
Always Availa	ble	

You will now see your exam in outline format with each section and question represented.

If you have sections that do not make use of randomization, that is, the same question appears in the same order all the time, you will be able to view and proof the questions on this screen. You will also see which type of question it is (i.e. short answer, true/false, etc.) and how many points each question carries:

Page N	Jame
1	True/False Questions (2 points each
1	Q1. A ziggurat was a temple at th
1	Q2. Oral myths were subject to e
1	Q3. Most ancient peoples thought
1	Q4. No Greek myth tells the stor

If you have sections that make use of randomization, you will instead see this:

stions pe	r page: Apply 😡	
ıg: 📄 Pro	event moving backwards through pages	0
d/Edit G	Questions Edit Values	
age Na	ne	
1 🚞	German U424-102 Midcourse Examinat	ion
1	🗎 I. Short Answers (choose 8 from	15)
1	Q1. Random Question	
1	Q2. Random Question	
1	Q3. Random Question	
1	Q4. Random Question	
1	Q5. Random Question	
1	Q6. Random Question	
1	Q7. Random Question	
1	Q8. Random Question	
1	📄 II. Vokabular	

In order to view the questions, you will need to first click on "Add/Edit Questions." Then click on the question name:

	Name (click	<pre>< question name</pre>	e to edit)		Туре	Points	Difficulty	Bonus
	ն German	U424-102 Mid	course Examin	ation 💌	2	1020	121	127
	Total: 1 Se	ection						
2	🎲 Move	📋 Delete	👭 Order	🖧 Edit Values				

Then, click on the question section:

	I. Short Answers
6	II. Vokabular 👻
6	III. Grammatik 💌
	IV. Kultur 👻
То	tal: 2 Sections 2 Random Sections

You may need to click once more on the question type, depending on the composure of your individual exam.

Finally, you will see a list of questions. Click on each individual question label:

	Name (click question name
	😤 SA 8-A 🚽
	? SA7A -
	? SA6A -
	? SA5A 👻
	? SA 4 A 👻
	? SA 3 A 👻
1	? SA 2 A -
	? SA 8 👻

This will open the question itself for your review:

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2								
8 A							/	(optiona
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5 11012	en Sie	e mo	proen A	bene	1 vor	/		
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Please note any issues or concerns as you review the quiz. The more details and specific your edit requests are, the better equipped the Instructional Design team will be to make those changes.

If at any point in the quiz review process you would like to sit down with someone to discuss the format, process, procedure, exam, or any other questions, please contact the DCS Independent Learning Academic Program Coordinator (Sarah Korpi, <u>skorpi@dcs.wisc.edu</u>) to set a meeting.

Thank you for your work on the online exam project. Together, we will continue to improve upon our quality Independent Learning program.