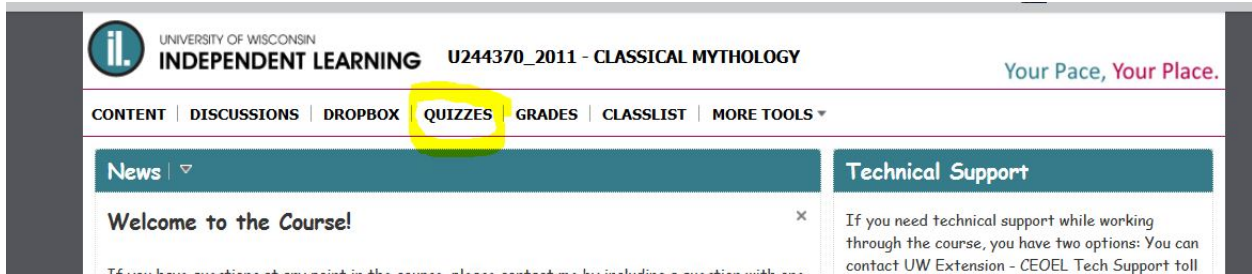Independent Learning will soon be making use of Software Secure to proctor online exams for our students. The goals inspiring this change are to make the exam process as accessible for our students as the rest of the course and to ensure that standard testing regulations are followed.
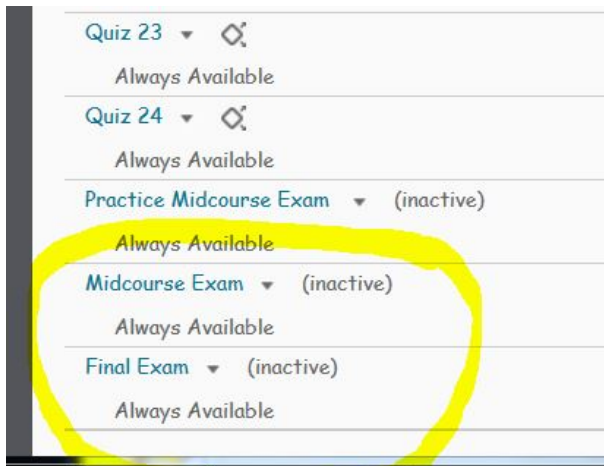
An important aspect of moving the exams into an online environment is that the exams function in a way that tests the information course instructors want to be testing on the exam.

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:
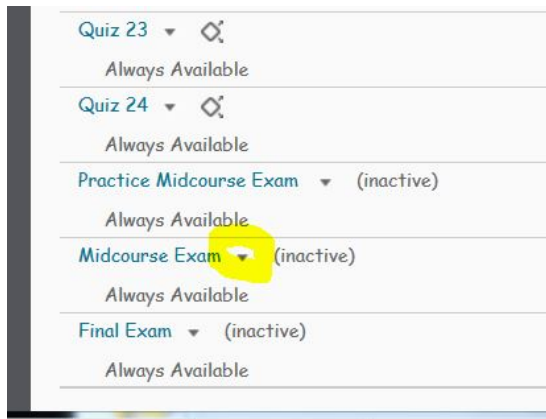

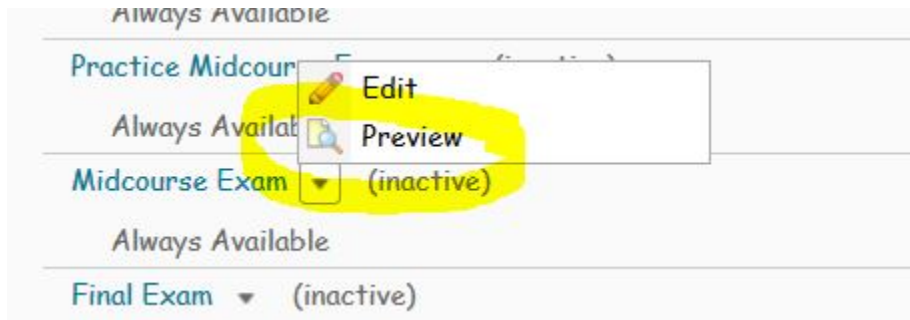Scroll down the list until you see the title of the exam you wish to review:

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.
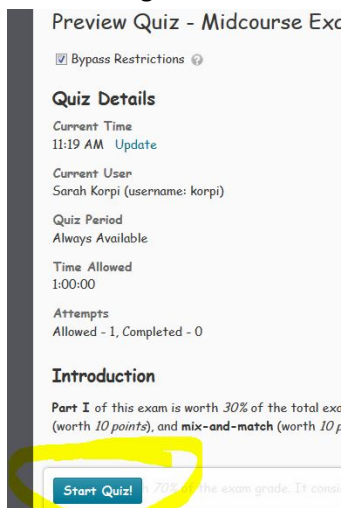
To preview an exam, first click the arrow to the right of the exam you wish to review:
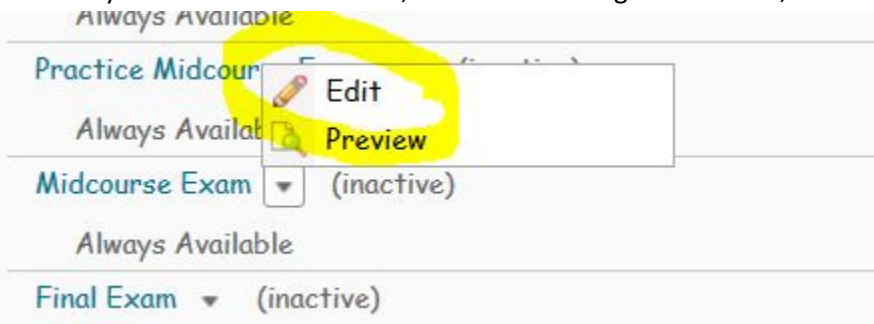
Then, Select "Preview"

Read through the exam instructions, and then click "Start Quiz" to view the quiz itself:
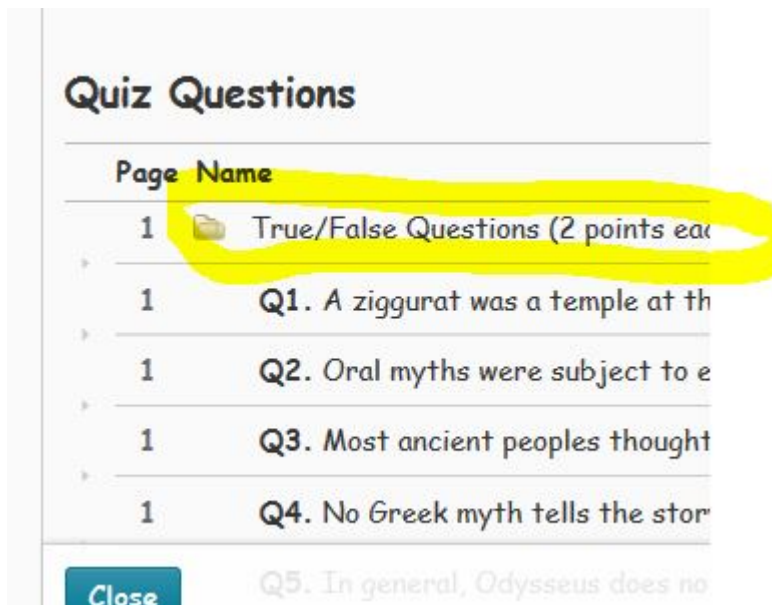
The Second step in the exam review process is to review all of the individual questions to ensure that they have been entered correctly and without typos. (If you have an exam question that you would like to edit or change, now is a great time to do so!)

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."

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:

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

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

Then, click on the question section:

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 ▾
☐ ❓ SA 7 A ▾
☐ ❓ SA 6 A ▾
☐ ❓ SA 5 A ▾
☐ ❓ SA 4 A ▾
☐ ❓ SA 3 A ▾
☐ ❓ SA 2 A ▾
☐ ❓ SA 8 ▾

This will open the question itself for your review:

Edit Long Answer Question

General

Title

SA 8 A   (optional)

Question Text *

Paragr ▾   •••

Was haben Sie morgen Abend vor?

Image

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, skorpi@dcs.wisc.edu) 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.