



Strategies for giving exams online


Accounting is Analytics

Best practices for converting in-class assessments to online assessments


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Presenters

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Use Q & A box for questions; will answer questions at the end

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15 tips and ideas for online exams

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1. Give exams during scheduled class time

- All students take the exam at the **same time**
- Open exam **five minutes before** class starts
- Close exam **five minutes after** class ends
- Students get the **length of the official class time plus one minute** for the exam

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2. Design exams to take entire class period

- **Exam length:** Make exam long enough to fill the class time for majority of students
- **Set expectations:** Let students know ahead of time that they will be pressed for time

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3. How much time to allow for an exam?

1. Create exam
2. A few days later, take the exam yourself
3. Triple your time for student estimate



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4. Use pooled questions

- **Create a pool** of questions for each topic or question area
- Students get questions **drawn at random** from each pool
- Each student's exam is different
- Can do pooled questions in **LMS** and in **publisher platforms** such as MyLab

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5. Create algorithmic questions

- **Create questions using formulas**
- Each student's exam is different
- Can do algorithmic questions in **LMS** and in **publisher platforms** such as MyLab
 - **Bb**: Calculated Formula Questions
 - **Canvas**: Simple Formula Quiz Questions
 - **D2L**: Arithmetic Questions

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6. Create pools of "algorithmic" questions

- If your LMS or publisher software does not allow you to create algorithmic questions, can create pools to accomplish the same thing
- Use Excel to generate sets of numbers for the questions and answers (both correct answers and distractors)

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7. Randomize multiple-choice answers

- Answer order scrambled for each student
- Most LMS and publisher tests allow this
- Do not use "All of the above" as an answer choice – replace with "All of the listed choices are correct"

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8. Send out Excel files as exam

- Make each set of numbers slightly different
- Might make spacing in data set slightly different – subtle differences
- Also can embed student's name in Sheet3 in Cell AZ502, for example

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9. Be consistent with due dates – and stagger due dates

Example

- Homework due each Friday 11 pm
- Quizzes due each Saturday 11 pm
- Exams on specified Mondays during class time

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10. Give a “practice” quiz online before exam

- Make practice quiz worth a small amount
- Students get to try out assessment online before it actually counts

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11. Assign a lot of homework

- Homework practice helps students to learn (exams are meant to get students to practice and learn the material)
- Assign a lot of homework for practice
- Repetition good – especially if you can make that repetition slightly different
- Perhaps less weight to exams

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12. Google that multiple-choice question

- Google the multiple-choice question you are considering before using it
- Chances are good that you will find it on the internet with little effort
- Edit the question to make it different

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13. Use different exam formats – be creative

- Use Zoom or Skype for **oral exams**
- Have students produce **YouTube videos**
- Have students design **digital posters** for a topic or question

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14. Ask complex, specific questions

Define product costs and period costs. Specify a specific real-life company and give four examples of product costs and four examples of period costs at that company.

Use your imagination and your knowledge of product costs and period costs to answer this question.

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15. Realize some cheating will occur

Let it go...



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Jennifer summary

- Set your policy and stick to it
- Communicate a lot
- Put it in writing
- Keep teaching!

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Wendy summary

- Be flexible
- Be kind
- Be consistent
- Be calm

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