

Allow Time for Exams

Instructors have the flexibility of allowing students from five minutes, all the way up to ten days, twelve hours, and fifty five minutes to take an exam or quiz. This feature gives instructors a lot of flexibility in conducting their assessments online. To specify the time allotted for an exam, access the Toolbox for the Exam under the Author tab.

- ✚ Click the **Author** tab.
- ✚ Click the **Week** or **Unit** where the **Exam** is located.
- ✚ Click the **Exam** in the **Navigation Pane**.
- ✚ Click the **Toolbox** button for the **Exam** (see illustration).
- ✚ The **Exam Toolbox** will display (see illustration).

The screenshot shows the 'Quiz/Test Toolbox' interface. At the top, there are tabs for 'Content', 'Toolbox', and 'Test Banks'. Below the tabs, there are three main sections:

- Edit Schedule:** Access to this Content Item is controlled by the course start and end dates. It can be reviewed in the gradebook on 7/23/2050.
- Move Quiz/Test:** Move this item to another Unit or reorder within this Unit.
- Delete Quiz/Test:** Delete this item.

Below these sections, there are configuration options:

- Assign To:** All Class Members (dropdown menu)
- Hide item from students.
- Password: [text input] *Password can only contain Letters (A-Z), Numbers (0-9).*
The Instructor is responsible for notifying students of the password.

Exam Type

- Students can only take the exam once.
- Set Time Limit: 0 days(s) 1 hour(s) :00 minute(s)
- Save student answers and end exam when time has expired.
- Display one question per page to the student.
This option will ignore pages and questions will be displayed to students one at a time. Question order, Pools and Instructions will still be used for the student's exam.
- Student must answer the presented question before moving on to the next. The student will not be able to change their answer once they've moved to the next question.

- ✚ In the **Exam Type** section, specify the number of days, hours, or minutes the students will have to complete the exam.
- ✚ Specify whether or not to save the student answers and end the exam when the time expires.
- ✚ Click the **Save Changes** button.

NOTE:

- ✚ The **Time Limit**, including the number of days, will display for the students when they first open their exam **Content Item**.
- ✚ The countdown clock in the exam will start when the student first enters their exam, and will continue to count down, no matter what, whether or not they are inside the exam, or even online, until time runs out.
- ✚ Best practice usually gives students just enough time to answer the questions relatively quickly for a true assessment of their knowledge.
- ✚ This will also help prevent cheating, or giving them time for searching the web for the correct answers.