

Exams Quick Guide

Summary

This guide introduces you to the following:

- Difference between quizzes and exams
- Ways to reduce cheating
- Online exam process

Watch a demonstration ([v. 3.9 video, instructions may be slightly different. New video coming soon.](#))

Quizzes vs. Exams

Which Tool Do I Use?

Both quizzes and exams use the **Quiz** tool in LearningHub.

Setting Up an Exam

Follow the same process as setting up a quiz in LearningHub.

Differences Between Quizzes and Exams

- Exams are typically **longer** than quizzes.
- Exams generally **carry more weight** in grading.
- Exams are **more likely to be proctored**.
- Exams often **require a password** for access.

Reducing Cheating in Online Exams

- Use **Respondus LockDown Browser**.
 - Set up **exam proctoring**.
 - Restrict students from **viewing the exam** after the time has expired.
 - **Set a strict time limit** to minimize the opportunity for external help.
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Online Exam Process – School of Distance Education Testing Office

Setting Up the Exam

1. **Configure the exam** in LearningHub with **password protection**. Contact **DLiT** for assistance if needed.
2. **(Optional)** Enable the **LockDown Browser** feature.
3. Schedule a **practice session** a week before the first test to ensure students can use LockDown Browser on their devices.

Important: The Testing Office cannot troubleshoot LockDown Browser issues during group sessions. If you cannot help a student work it out:

- Direct them to schedule an **individual appointment** at www.calendly.com/auexamproctor.
- We will disable the lockdown browser for this individual session, outside of the scheduled exam period.

Communicating with Remote Students

1. **Email student details** (names & emails) to **onlineexams@andrews.edu** for remote proctoring.
2. The Testing Office will:
 - Email students a **Zoom link** with proctoring instructions a **week before** the exam.
 - Send a **reminder one day before** the exam.

3. Attendance is taken as students **join Zoom** from any location.
4. **Proctoring options:**
 - The Testing Office can proctor **all students** in a remote class or **only remote students** as needed.
 - If your roster changes, update the **Google spreadsheet** provided by the Testing Office.
 - Forward proctoring emails to any newly added students within a week of the exam date.

Alternative Test Dates

- Students requiring an alternative test date must:
 - Schedule an **individual appointment** at www.calendly.com/auexamproctor.
 - Obtain **instructor approval** for opening the exam on a different date.

Instructor Responsibilities

- It helps if you join the **proctoring session** to recognize students and take attendance.
- If unable to stay, provide a **cell number** in case of permission issues.
- If a class has **more than 18 students**, assist the **Testing Center** in proctoring multiple screens.

Contact Information

- **General Questions:** glynisb@andrews.edu
- **Overrides/Late Permissions:** onlineexams@andrews.edu
- **Exam Setup Assistance:** DLiT@andrews.edu

For more information about online proctoring, visit [Andrews University Remote Exam Website](#).

Additional Resources

- [Quizzing Documentation](#)
- [Andrews University Remote exam website](#)