

QuickGuide

Exams

Summary: In this course, you will be introduced to the following:

- **Difference between Quizzes and Exams**
- **Ways to reduce cheating**
- **Online Exam process**

 Watch a demonstration ([coming soon](#))

 Text-only version ([coming soon](#))

<input type="checkbox"/> Which tool do I use for quizzes and which one do I use for exams.	<p><u>Information:</u></p> <p>Quizzes and exams both use the quiz exam in LearningHub</p>
<input type="checkbox"/> How do I set up an exam	<p><u>Information:</u></p> <p>Follow the instructions for setting up a quiz</p>
<input type="checkbox"/> What are the general differences between quizzes and exams?	<p><u>Information:</u></p> <ul style="list-style-type: none"> • Exams are usually longer than a quiz • Exams is usually worth more than a quiz • Exams are more likely to be proctored • Exams are more likely to have a password
<input type="checkbox"/> What are some ways that I can reduce cheating in an online exam	<p><u>Information:</u></p> <ul style="list-style-type: none"> • Use Respondus Lockdown browser • Do exam proctoring • Don't allow the students to see the exam after the time has expired • Have a tight time set
<input type="checkbox"/> What is the online exam process	<p><u>Information:</u></p> <ul style="list-style-type: none"> • Set up your exam in Learninghub with password protection. Work with DLIT if you need help setting this up.

<p>through the School of Distance Education Testing Office</p>	<ul style="list-style-type: none"> ○ It is optional, but you can also set up the Lockdown Browser option. ● Set up an additional class learning activity with a lockdown browser a week or more prior to the first test date, to check each student has it working on their device. <ul style="list-style-type: none"> ○ We will not have time to troubleshoot the lockdown browser with individual students in a group testing session. If you cannot help a student work it out, tell the student to schedule their exam at another time on the same day, using our individual appointment calendar at www.calendly.com/auexamproctor We will disable the lockdown browser for this individual session, outside of the scheduled exam period. ● Email onlineexams@andrews.edu the names and emails for all remote students, so we can <ul style="list-style-type: none"> ○ email them the zoom link with proctoring info a week before with a reminder one day ahead ○ take attendance as they join via zoom from any location. ● <i>We can proctor all students in a remote class if you prefer, or just those who are truly remote. You can update the google spreadsheet roster we send you whenever the students you send for proctoring changes. Forward our email to any newly added students if you make changes within a week before the exam date.</i> ● If students need an alternate test date: <ul style="list-style-type: none"> ○ have them schedule on our individual appointment calendar at www.calendly.com/sde-exams AND ○ email approval for us to open the exam if outside the dates you set. ● It saves time if you join the session to recognize your students and take attendance. If you are unable to stay throughout, we need a cell number to call in case permissions are needed in rare cases. ● If your class has more than 18 students, please come to the Testing Center to assist in proctoring this across multiple screens. We provide total support but need you to monitor all the screens for your class as our team continues with other appointments. ● Email glynish@andrews.edu with general questions; sdeexams@andrews.edu with override/late permissions or student concerns; and DLiT@andrews.edu re-exam set up. ● For more info about how online proctoring works, visit www.andrews.edu/distance/students/exams.html
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Additional Resources:

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