



<https://olc.utm.my>

UTM e-Learning Online Assessment Tips For Lecturers

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I N T R O D U C T I O N

- UTM e-Learning offers a few tools that can be used for assessment which are forum, quizzes and assignment. Each offer different styles of assessment for different users.
- Instructors may wish to encourage learners to self assess, or may prefer more traditional quiz type assessments as part of formative assessment.
- This training offers instructional screencasts and documents on the various assessment options open through UTM e-Learning and some tips and trick on how to select the suitable tools.

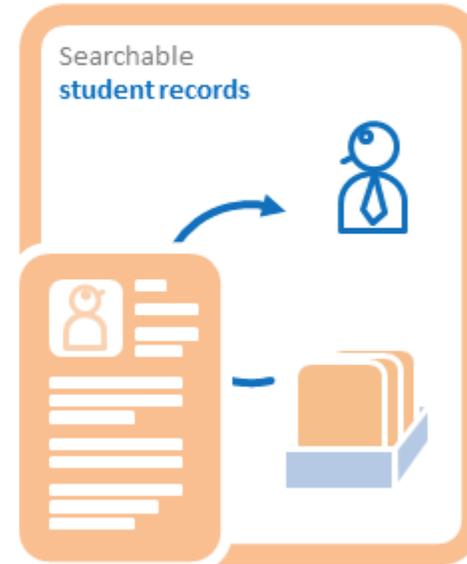
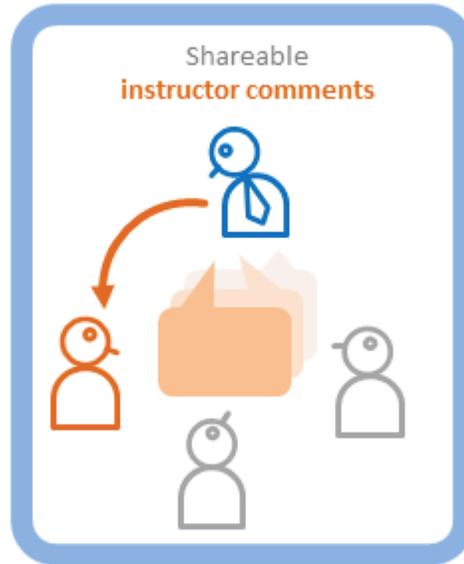
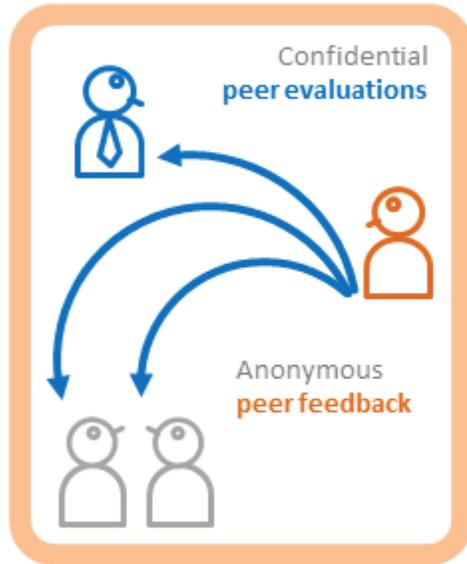




UTM e-LARNING ONLINE ASSESMENT TOOLS

- There are various types of online assessment tools available that can be used from third party application to be chosen.
- Example third party application for online assesment tools available:
 - Online Test - Quizziz, Socrative, Hot Potato
 - Project Report, Case Study report, Article Review - NearPod, EdPuzzle, Padlet or Trello
 - Online Discussion - Google Meet, LifeSize, Skype
 - Learning Portfolio - Wordpress, Blogger, EduBlog
 - Peer assesment - Flipgrid, Padlet/Trello

Student peer evaluations/feedback, shareable instructor comments, and more...



12,358,560 feedback entries

Video Tour



Peer Assessment

<http://teammatesv4.appspot.com/>

O N L I N E A S S E S S M E N T V S U T M e - L E A R N I N G T O O L S

| No | Assesment Method | Formative (F) / Summative (S) | Traditional (T)/ Alternative (A) | Tools |
|----|-----------------------------------|----------------------------------|-------------------------------------|---|
| 1 | E-Portfolio | F or S | A | UTM ePortfolio, Blog |
| 2 | Research Project and Reports | F or S | A | Assignment |
| 3 | Reflection Journal and Paper | F or S | A | Assignment |
| 4 | Case Study analysis and Report | F or S | A | Assignment |
| 5 | Discussion | F | A | Forum |
| 6 | Oral presentation | F or S | A | Video Conferencing Tool, Assignment |

O N L I N E A S S E S S M E N T V S U T M e - L E A R N I N G T O O L S

| No | Assessment Method | Formative (F) / Summative (S) | Traditional (T)/ Alternative (A) | Tools |
|----|--|----------------------------------|-------------------------------------|----------------------|
| 1. | Frequent low-stakes tests. | F | T | Quiz |
| 2. | Final Exam (Timed/ open-book tests) | S | T | Quiz / Assignment |
| 3. | Final Exam (Timed/ closed-book tests) | S | T | Quiz/ Assignment |
| 4. | Final Exam (Take Home tests) | S | T | Assignment |
| 5. | Peer Assessment | F | A | Feedback |



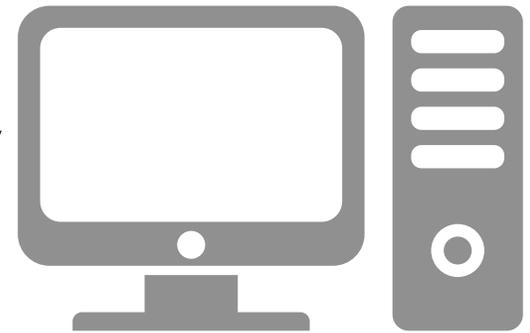
B E F O R E T H E A S S E S S M E N T

1. Decide what type of assessment will be conducted
2. Inform UTMLead - intention to conduct online test/exam/quiz activities by e-Learning, THREE DAYS before the test date for technical assistance during the test.

<https://forms.gle/utJfhYt2Ysjn1j9H9>

Conditions : -

- The test/exam/quiz must only within working hours.
- The maximum number of students that can simultaneously accommodate UTM's eLearning system is 250 students.



DURING THE ASSESSMENT

For students

1. Aware of the scheduled time for the online assessment to be conducted
2. Ensure stable connectivity (preferably wired connection)
3. Use the following link (<http://www.speedtest.net/>) to test that the internet speed is suitable. **Minimum requirement is 2 mbps.**
4. In case of being disconnected: Capture screen the problems that was encountered immediately, before the online assessment ends.
5. If the assessment is carried out at home, ensure a quiet, closed space and prevent any form of distractions.

DURING THE ASSESSMENT

For lecturers

1. Be online at least 5 - 10 minutes before the assessment starts.
2. Be on standby so that students can reach you in case of any problems.
3. Take students' attendance.
4. Verify students ID. ie..
 - Use UTM attendance system
 - Open video conferencing and make sure students show their face
 - Students send their image with exam screen.
5. Monitor students' online assessment process.

A F T E R T H E A S S E S S M E N T

For students

- Ensure all answers have been submitted
- Ensure all evidences of your work are safely kept (save at external drive / screenshot)

For lecturers

- Ensure all students have submitted their answers
- Follow up on students' who have problems during online assessment.
- Evidence of assessment implementations are to be documented (for auditing purposes)



**T I P S F O R
I N S T R U C T O R
D U R I N G
O N L I N E A S S E S M E N T**



AVOIDING ONLINE TEST CHEATING

Students obtain answers to the exams before taking the exam.

Do not post the answers to the exam until the exam deadline is over.

Change your exams regularly (Past year exam paper)

Students have a web browser open in another page and look up answers to questions while taking an exam

Use open book exam

Time the exam properly - long enough for students to answer the questions based on what they know and not by looking up answers.

Use Higher Order thinking type of question (HOTs)

RULE OF THUMB - ALLOCATION OF TIME FOR ONLINE ASSESSMENT

1
2 minutes for each
multiple choice
question (MCQ)

2
2 minutes for every 1
mark given for
structured question



AVOIDING ONLINE TEST CHEATING

Students sharing answer with friends

Randomize the questions and answers

Have a pool of exam questions so that students will not have the exact same exam.

2 or 3 different set of question

Present exam questions one at a time as opposed to having all questions posted. This makes it more difficult to make a screenshot or copy paste.

AVOIDING ONLINE TEST CHEATING

Students consistently have “computer issues”

Have a rule stated in the syllabus that you will not re-open exams

Request students to capture screen the problems that was encountered. Check their data speed.

Open data log and just allow students to submit question that they have not yet answer (keep their previous answer)

If you decided to reopen - This is another good reason not to post answers until after the exam deadline.

TECHNICAL TIPS – ERROR DURING ONLINE TEST

Issue – How to not allow student see answers during quiz/
test/exam

Make sure the Quiz tool General Setting set as follows :

▼ Question behaviour

Shuffle within questions



How questions behave



[Show more...](#)

▶ Review options

Adaptive mode

Adaptive mode (no penalties)

✓ Deferred feedback

Deferred feedback with CBM

Immediate feedback

Immediate feedback with CBM

Interactive with multiple tries

TECHNICAL TIPS - E-LEARNING

Issue – How to not allow student see answers during quiz/
test/exam

Make sure the Quiz tool General Setting set as follows :

▼ Review options ?

During the attempt

- The attempt ?
- Whether correct ?
- Marks ?
- Specific feedback ?
- General feedback ?
- Right answer ?
- Overall feedback ?

Immediately after the attempt

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Later, while the quiz is still open

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

TECHNICAL TIPS - ERROR DURING ONLINE TEST

Issue – Students not yet finished answering, but system appear to have submitted the test/exam/quiz online

Check and select students attempt. Delete attempt if suitable.

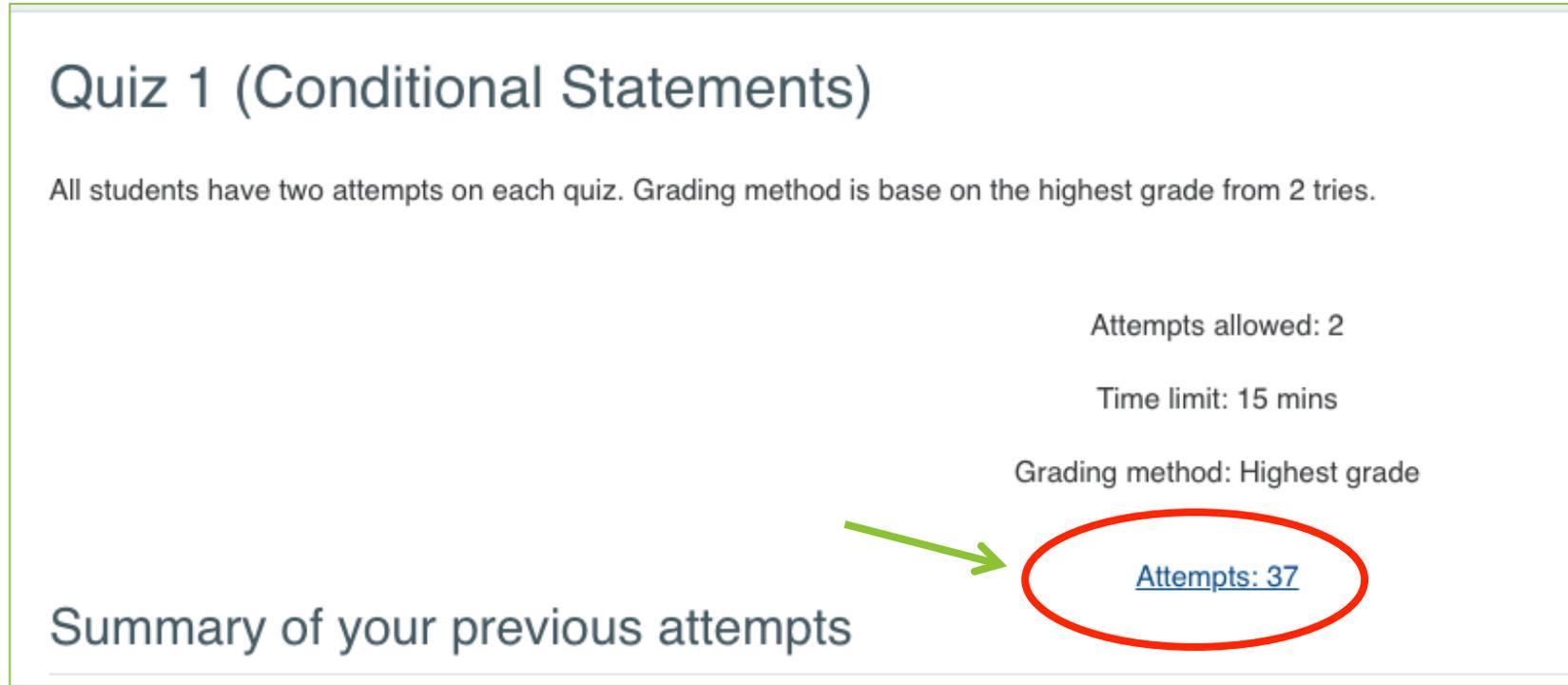
Quiz 1 (Conditional Statements)

All students have two attempts on each quiz. Grading method is base on the highest grade from 2 tries.

Attempts allowed: 2
Time limit: 15 mins
Grading method: Highest grade

[Attempts: 37](#)

Summary of your previous attempts



Select all / Deselect all Regrade selected attempts Delete selected attempts



TECHNICAL TIPS – ERROR DURING ONLINE TEST

Issue – Student can't click on Submit and the test/exam/quiz online is over.

Make sure your general setting - Open attempts are submitted automatically

When time expires



✓ Open attempts are submitted automatically

There is a grace period when open attempts can be submitted, but no more questions answered

Attempts must be submitted before time expires, or they are not counted

Submission grace period



TECHNICAL TIPS – ERROR DURING ONLINE TEST

Issue – Students suddenly disconnected from internet during the test/ exam/quiz online

Request for error screenshot.

Check and select students attempt. Delete attempt if suitable (save students answers).

Allow for re-test but only to answer balance of the question.

▼ Extra restrictions on attempts

Require password



Press enter to save changes

[Show more...](#)

Prepare duplicate Quiz setting with password to attempt.

TECHNICAL TIPS – ERROR DURING ONLINE TEST

Issue – How to reshuffle question and answer for test/exam/quiz online

Prepare a question bank (multiple category if needed)

Add random question to Quiz from Question bank

Editing quiz: kuiz?

Questions: 10 | This quiz is open

Maximum grade

Save

Repaginate Select multiple items

Total of marks: 10.00



Shuffle ?

Page 1

Add ▾

1 Random (Default for SPPP2102-04) (See questions)

1.00

Page 2

Add ▾

2 Random (Default for SPPP2102-04) (See questions)

1.00

TECHNICAL TIPS – ERROR DURING ONLINE TEST

Issue – eLearning error

Request for error screenshot

Prepare alternative way for students to submit the quiz/
test/exam

Q&A

The image features the text "Q&A" rendered in a 3D, blue, sans-serif font. The characters are thick and have a slight shadow on the surface they are resting on, which is a white, reflective plane. The ampersand is a light blue color, while the letters 'Q' and 'A' are a darker blue. The entire scene is set against a plain white background.