

## Brightspace Quiz Tool - Considerations and Guidance for Summative Quizzes

### Who is this guide for?

This document is aimed at people who already know the basics of the quiz tool (how to create quiz questions, create a quiz, add questions to a quiz, make a quiz available to students in a module) and who now wish to ensure that they use the quiz settings to maximise the academic integrity of the quiz. In order to use the guide below you will need to have already created a quiz and added some questions to it.

### General Considerations:

- € **Get your students used to quizzing:** Use formative or low-stakes quizzes to help your students get used to the quiz tool - this is especially important if you are going to ask your students to scan and/or upload files (e.g. rough work, images etc) as part of a quiz response
- € Remember - **if your quiz is hidden then no matter what the availability dates are, students will not be able to see it.**



This is the “Hide from Users” icon. If this appears next to an assignment or quiz then your students will not be able to see the assessment. To remove, click the dropdown arrow next to the assignment or quiz name and select “Make visible to users”

### Useful quiz settings - available from “Edit Quiz”

- € **Shuffle** the questions at the quiz level - this means that students will see the same questions but in different order, question one etc will vary from student to student. If you use sections and questions pools in your quiz, these will also be shuffled - but the questions *within* sections will not be shuffled (unless you set that up separately)
- € **Shuffle** the answers at the question level - students see the same answers, but in different orders. Not suitable if one of your answers is “None of the above”!
- € Make use of **Question Pools:** This allows you to deliver a random set of questions to your students. e.g. Each student sees a random selection of 5 questions from a bank of 20 questions. You can use multiple **question pools** in your quiz.
- € Consider offering a **number of questions per page** and **preventing students from moving backwards through pages** - this means that once a student answers a question

that they cannot review it; it also means that they cannot scan the quiz at the start to see what sort of questions it holds. It makes the quiz more difficult for the student but lessens the ability of students to help each other - particularly if questions are also **shuffled**

- € When adding questions to your quiz, keep an eye on the points values and try to end up with a quiz that totals to a sensible points value e.g. 25 rather than 19 etc. **You can review this**
- € **Quiz Properties Tab - Description:** This text is visible to the student before a quiz becomes available – it is visible on the Quiz Summary screen (which appears when the student clicks on to the quiz name). If the quiz is available, the student will be able click “Start Quiz” from this page. The **Description** text can be used to provide an overview of the quiz or to provide any important instructional advice. If your quiz is happening remotely and is a summative quiz it is advisable to use it to provide an email address/phone number that students can use to contact you or another designated person should they have a problem.
- € **Quiz Properties Tab – Page Header / Footer:** If there is any information which you would like to be visible to your students during the entire quiz then you can use the **Page Header / Footer** option to hold this content.

## Set an appropriate Availability Time, Due Date, Duration

There are three settings to consider here: **Quiz due date**, **Quiz availability start and end dates**, **Quiz duration**. All are located on the **Quiz restrictions tab**.

Are you concerned about students collaborating on their answers? If yes, then keep the quiz duration on the tight side

### *Be aware that Availability Time is not the same as Duration*

**NOTE:** Quiz duration, the time that each individual has to complete a quiz attempt, only begins when that student clicks “Start”. This has an important implication.

- Scenario: your quiz is available from 10am to 11am, and has an enforced duration of 45 minutes.
- Student A logs in at 10am, clicks start at 10am, is still working at 10.45 but has used up the 45minutes quiz duration so the quiz stops accepting changes from the student, and the student submits. A submission time of 10.45am will show.
- Student B logs in at 10am, but does not click start until 10.30am - this student still has 45 minutes from clicking start to complete the quiz so will be able to keep answering the quiz until 11.15am. At that point the student submits. A submission time of 11.15am will show.
- Why is this important? Because Student B could potentially seek help from other students e.g. Student A who have already completed the quiz.
- While it is unlikely that this would happen in reality, it is important to be aware of it. One recommended way of minimising the risk is to highlight in the QUIZ INSTRUCTIONS that the quiz has a DUE time, which should equal the quiz availability start time plus the quiz duration. E.g. start time of 9am, duration of 70 minutes, Quiz due time: 10.10am The QUIZ INSTRUCTIONS could also state that submissions received after the DUE TIME may attract penalties (this will allow you to use your discretion on each individual quiz attempt).

For more general information on the quiz tool see [Brightspace 8: Quizzes](#)