Scholar: Test Giving Tips for Instructors

- **Don't give exams in class.**
  - If you need to give an exam in class:
    - Stagger the start times so that students are not all clicking the Test & Quizzes tool in your site or the *Start* button on an assessment at the same time.
    - We recommend staggering groups of students of 10-15 every 5 minutes.

- **Don't give an exam with a short window of time** (such as a block of 2-4 hours).
  - Instead, do give extended time periods for students to take exams.
  - Option: Do use a timed exam (such as 2 hours to complete the exam), but give an extended amount of time (such as 5 days) to start and finish the exam.
    - Test --> Settings --> Timed Assessment
      - Timed Assessment
        - Timed Assessment with Time Limit: 01 hrs. 00 min.
        - Assessment will be submitted automatically when time is up.

- **If you are worried about students sharing information or cheating:**
  1. **Question pools:** Allow tests to pull different questions for each user and can randomize questions.
     - [What are Question Pools?](#)
     - [Creating a Question Pool](#)
     - [Adding Questions to a Question Pool from an assessment](#)
     - [Creating an Assessment/Survey from a Question Pool](#)
  2. **Feedback Settings:** Set feedback for correct responses and grades to be shown only at a time you decide that everyone has taken the exam.
     - Test --> Settings --> Feedback
       - Feedback Authoring
         - Question-Level Feedback
         - Selection-Level (A,B,C,...) Feedback
         - Both
       - Feedback Delivery
         - Immediate Feedback
         - Feedback on submission
         - No Feedback will be displayed to the student
         - Feedback will be displayed to the student at a specific date
         - Choose Date after Exam


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- Don’t put your entire assessment on one page.
  - Think about dividing your assessment into parts or questions on separate pages. Doing so will lessen the chance of your students losing information if network connection is lost.
  - Test --> Settings --> Assessment Navigation --> Question Layout
    ▼ Assessment Organization
      Navigation
        □ Linear access to questions with NO return to previous pages.
        □ Random access to questions from a Table of Contents. (Then
          Question Layout
        □ Each Question is on a separate Web page
        □ Each Part is on a separate Web page
        □ The complete Assessment is displayed on one Web page

Scholar: Test Taking Tips for Students

For your students:

Students, follow these tips to have the best possible testing experience in your Scholar course sites.

1. **Use a recommended browser.** An unsupported browser can cause problems such as a missing "submit" button or not display pages correctly in the assessment.
2. **Do not have more than one instance, such as multiple windows or tabs, of Scholar open to your test/exam.**
3. **Use the built-in navigation in Scholar** rather than the browser’s Back and Forward buttons. Browser navigation can produce unexpected results.
   1. Provide us with relevant details, such as:
      1. The name of the **course and instructor**
      2. The Site Title (what you see on the tab for the course)
      3. The name of the exam
      4. Your **browser** and OS you are using, and
      5. Description of what happened in as much **detail** as possible to help us investigate and advise you.
5. **Inform your professor** of the issue and that you have put in a ticket with 4Help. Your professor may need to reopen the assessment for you.
Help! I need Support!

**Online Resources & References**

- Instructor’s Checklist for Scholar Site Setup:
- Search for FAQs and answers to “How do I ...?”:
  - [http://answers.vt.edu/](http://answers.vt.edu/)
- Online Learning & Collaboration Services
  - Scholar FAQ, handouts, guides, & videos:
    [http://www.olcs.lt.vt.edu/scholar/scholar.html](http://www.olcs.lt.vt.edu/scholar/scholar.html)
- Faculty Development Institute – Short Courses & Training
  - Visit the FDI website at [http://www.fdi.vt.edu/](http://www.fdi.vt.edu/), click the appropriate term, and register for Scholar training with your PID.

**Live Help**

For questions, comments, suggestions, bug reports, or anything that needs attention, please see the 4Help web form at [http://4help.vt.edu/](http://4help.vt.edu/) or call 540-231-HELP (4357).

Note: *When requesting assistance, please include as much information about the following:*

- **Your VT PID.**
- **Scholar Site Title** – What appears on the Tab for this Site
- **Scholar Course Name, Course #, and Professor’s Name**
- **User’s Name and PID** that is experiencing the problem
- Complete **error messages** The **Day, Time**, and what you were doing when the error occurred.
- **Solutions** or **suggestions** already attempted.
- **Browser** (Such as Firefox 3.6 or Internet Explorer 8) and **OS**
- **For in-depth assistance or for a consultation concerning instructional strategies & Scholar tools, sign-up for a Scholar Guided Work session through [www.fdi.vt.edu](http://www.fdi.vt.edu).**