



BEST PRACTICES IN ONLINE TESTING AND EVALUATION

Controller of Examination, SMIU

Overview

Differences between Online and Onsite Evaluations

Alternate Assessment Options

Designing Alternate Assessment Options

Open Book/Take Home Exams

Considerations for Designing Open Book/Take Home Exams

Guidelines for Faculty & Staff Members

Best Practices globally



Differences between Online and Onsite



The only change to exams is that they are digital. All existing assessment rules and processes apply to online exams. In the examination students will type rather than write their answers and submit answers digitally

The content, question formats, and the marking guide for the exam will be the same as they would be with paper exams except

long question/answers which will be avoided as many students don't have good typing speed. Further best practices are mentioned later in the document.

Alternate Assessment Methods

MCQ'S

Open Book or it may be followed by viva

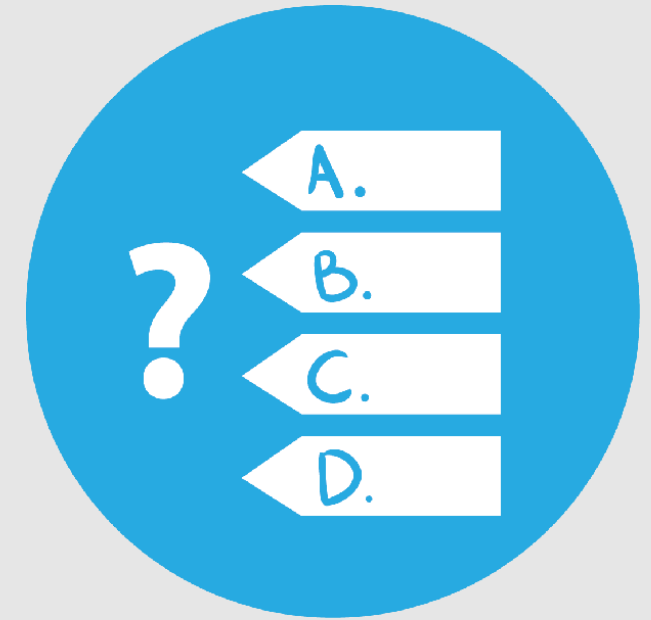
Close Book

Take Home Exams followed by viva

Writing Short Answers

Essay

Assignments



Alternate Assessment Methods Cont..

Explanation of a multiple-choice answer (students must explain why the answer they chose to a multiple-choice question is correct, or why the alternative answers are wrong)

Meaningful paragraph (given a list of specific terms, students must use the terms in a paragraph that demonstrates that they understand the terms and their interconnections)

Short-answer exam (rather than asking multiple-choice questions, make some questions short-answer, to require students to show their understanding of key concepts)



Alternate Assessment Methods Cont..

Quizzes

- Series of quizzes, to be decided in start of semester.
- Include several questions that relate directly to online discussions
- Randomize the question and answer order and must be time barred. If you choose to randomize answers, consider not using answers such as all the above, both a and b are true, etc. The randomization may cause these answers to be invalid.

Open Book & Take Home Exams

(Alternate Assessment)



Memory Aids, Books and Internet Access etc.

Take Home: Questions are pre-provided

Critical, Analytical, and High-Order thinking

Distinct Questions

Designing Questions more important than to set Open Book exam

Example: Case Studies

Example: Critically examine concept of value for money. What consumer theoretical perspective drives the notion of the “Value”?



OPEN BOOK

- Open-book exams allow you to take notes, texts or resource materials into an exam situation. They test your ability to find and apply information and knowledge, so are often used in subjects requiring direct reference to written materials, like law statutes, statistics or Marketing

E X A M S

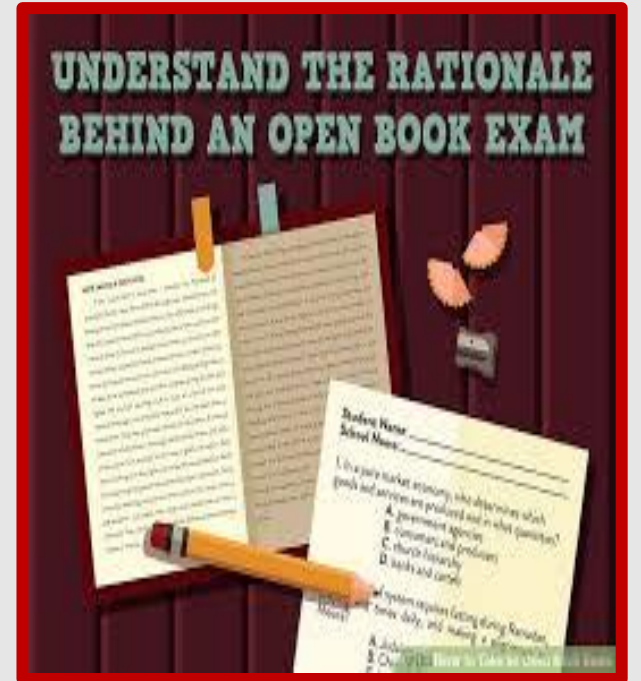
TAKE HOME

- Take home open-book exams you do at home. Question(s) are handed out, answers are attempted without help from others, and the exam is returned within a specified period of time (often the next day).

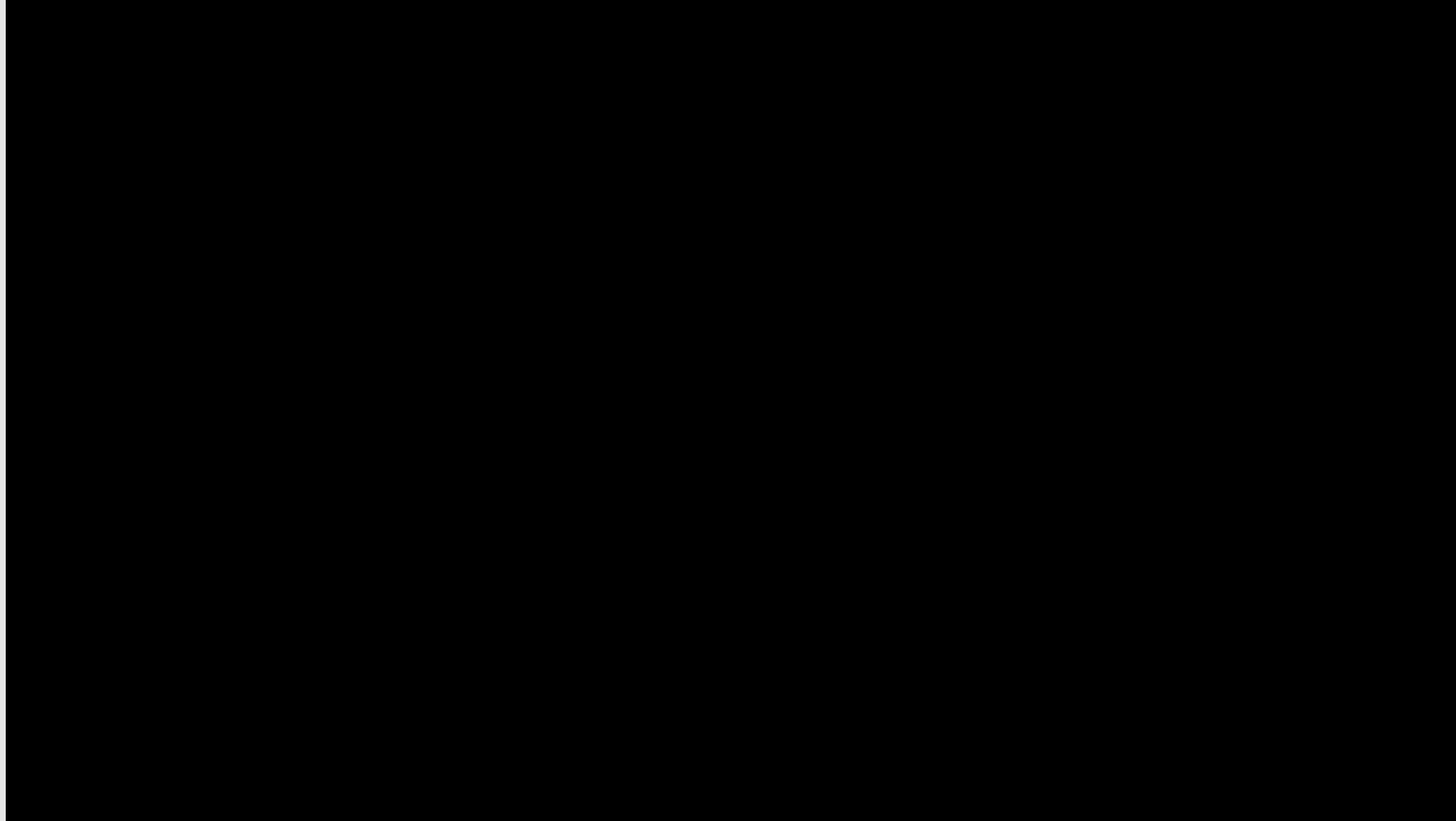
Alternate Assessment Considerations for Designing Open Book & Take Home Exams

Designing Questions is more important than to set Open Book exam

- Questions need to be devised to assess the interpretation and application of knowledge,
- To assess the interpretation and application of knowledge Make use of case-based exam questions that require application of critical reasoning skills in response to a trigger scenario
- Devise clear and unambiguous questions to limit student confusion
- Design questions and overall exam paper with the learning outcomes in mind i.e. what skills and knowledge are you assessing



OPEN BOOK EXAMS TUTORIAL VIDEO



Assessment Breakdown

Nature of Examinations	Assessment Type	Weightage
Quizzes	MCQ,s, T/F, Fill in etc.	10%
Mid-term	Projects, Quiz & Assignments	20%
Assignments	Assignments	10%
Class Participation	Class Participation	5%
Project / Presentation / Case Study	Project / Presentation / Case Study or any other	15%
Final	<ol style="list-style-type: none">1. MCQ'S2. Open Book or it may be followed by viva3. Close Book4. Take Home Exams followed by viva5. Writing Short Answers6. Essay7. Assignments8. Explanation of a multiple-choice answer9. Short-answer exam, etc.	40%

GUIDELINES FOR FACULTY AND STAFF

- Communicate to Students at the beginning about the assessment criteria and break-down
- Develop a question bank at LMS after every lecture
- For randomization, do not include options like “both A & B” in MCQs
- Conduct an Un-marked/low-marked Demo Exam prior to original exam
- Utilize a Plagiarism detection tool
- Communicate clear Information to Students regarding exams



Prevention from use of ill means in Exams

Ensure assignments are manageable

Encourage Students to maintain academic integrity

Use of Safe Browser

Avoid multiple choice questions that are easy to Google

Present one question per page

Viva Voice

Open Book Exams/Take Home Exams

Explanatory MCQs

Random MCQs from Questions Bank

Plagiarism Check

Stricter time limitations

Proctoring via Zoom/MS Teams (record and review)

Using MOSS (Measure of Software Similarity)



BEST PRACTISES AND METHODS OF CONDUCTING ONLINE EXAMS

HARVARD UNIVERSITY

- Statistics - Introduction to Stochastic Processes
 - Open-note and open-book
- Economics
 - Open-note assessments

NORTHWESTERN UNIVERSITY

- Undergraduate Studies In Mathematics
 - Canvas, a web-based [learning management system](#), a platform for online exams. Students using Canvas encountering three primary online exam formats: essay exams; exams that have been converted to a series of smaller quizzes; and exams given online in combination with tools that lock down students' web browsers so they cannot look up outside information or leave the exam until it is submitted

BEST PRACTISES AND METHODS OF CONDUCTING ONLINE EXAMS

**London
Metropolitan
University**

- **Fine Arts-MFA**

- Assessment will include the production of online project documentation (including an online evaluative report, online project proposal and annotated research material).

- **Fashion Marketing and Journalism-**

- Reports, essays, Online group work and individual portfolio work.

BPP University

- **Law, Business and Technology**

- E-Assessment by using software inspera

Kansas University

- **Most of the Departments**

- CODL partners with a third-party company, ProctorU, taking online proctoring exam

BEST PRACTISES AND METHODS OF CONDUCTING ONLINE EXAMS

**INSTITUTE OF
BUSINESS
ADMINISTRATION -
IBA**

- **Consumer Behavior**
 - Take Home examination.
- **Business to Business Marketing**
 - Open book/case studies.

NUST & FAST

- **Theory of Programming Language**
- **Block Chain**
- **Social Network Analysis**
 - E-Assessment followed by viva

Bahria University

- **English**
- **Statistics**
 - Google doc/Open Book & Take Home

SZABIST

- **Marketing Management**
- **Statistics**
 - Assignments / Take Home / Open book



THANK YOU