GENERAL GUIDELINES FOR ADMINISTERING EFFECTIVE EXAMS ONLINE WITH BLACKBOARD

STUDENTS' GUIDE

Exam Questions

- Create specific questions related to the examples given/discussed in class.
- Randomize the questions to maximize academic integrity (Blackboard has a feature for this):

    ◊ You can create a pool of questions for specific topics.
    ◊ Students get random questions from each pool.

- For multiple-choice questions:

    ◊ In addition to random questions, you can also randomize the multiple-choice answers (Blackboard has a feature for this).

- Consider allowing multiple attempts to cater for students who might have Internet connectivity issues (the recommended number of attempts is 2).

Time

- Use time limit features available on Blackboard for the exam availability.
- Give exams during scheduled class time when possible.
- Inform students in advance that the time limit will be enforced by Blackboard. (You can enable the Auto-Submit feature on Blackboard so the test will save and submit automatically when time expires).

Alternatives to Online Exams

- Take-home exams.
- Oral exams via Blackboard Collaborate Ultra.
- Presentations: Ask students to record their presentations and send it to you.
- A series of smaller assignments.
- Blogs, wikis and journal assignments (under Blackboard tools).
- Simulation projects (for math and science courses):

    ◊ Free interactive online simulation projects at the University of Colorado Boulder (PhET): https://phet.colorado.edu

- Final portfolio with revisions and annotations (for writing courses):

    ◊ Give students the opportunity to revise certain number of assignments and compile them into a final report.

- Computer software projects (for computer software related courses):

    ◊ Use open-source software.
    ◊ Grant access to remote terminal.

- Design projects (for design courses):

    ◊ Students can create prototypes at home and share their progress with you via Blackboard Collaborate Ultra.

    These are best practice guidelines, but instructors are free to use their own methods.