Exam Settings Checklist

A quick checklist to ensure your exam is ready to go

- Have you done an **Exam Preview**? This should let you check that question points and question answers are correct. Make sure these are correct.

  Is the "**Shuffle Answers**" box checked? This should not be done if available answers include phrases like "both A&B"

  Options

  ☑ Shuffle Answers

- Do you have a **time limit**? In general you should assume 1 to 2 minutes per question, depending on the complexity of your test.

  ☑ Time Limit [|] Minutes

- Is "**Let Students See Their Quiz Responses**" unchecked? If checked, this will allow students to go back and see questions and answers – this should not be used for exams you want to keep private.

  ☐ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

- Do you need to show only one question at a time? This isn't always necessary and can be controversial – students are taught to skip around a test to do the hard questions first, but it can prevent students from taking the test simultaneously and sharing answers.

  ☑ Show one question at a time
    ☐ Lock questions after answering

- Do you have a **Due date**? All Exams should have a Due date that matches the end of their availability date.

  Due
  [   ] 📅

- Do you have an **available from** and an **available to** date?

  Available from   **Until**
  [   ] 📅   [   ] 📅