Checklist for Configuring Online Quizzes in Blended Learning Courses

Disclaimer

While this checklist addresses many of the steps necessary in preparing online quizzes for blended courses, please refer to the documentation accompanying your course management system (CMS) or other online assessment system for tool-specific, step-by-step instructions. However, please note that online quiz configuration may be expedited in some cases by using third-party tools that integrate with your CMS (e.g., Respondus, Questionmark, or proprietary programs accompanying publisher-provided question banks). Check with your technical support personnel for assistance.

General Online Quiz Recommendations

- Do not rely upon online quizzes as the primary method of assessment in your blended learning course.
- Keep the combined weight of online quizzes fairly low relative to other assignments/assessments contributing to the final course grade (e.g., 10-20%).
- Decide upon quiz requirements which you must communicate to students (e.g., proctoring; open/closed book; resources allowed; collaboration allowed; etc.).
- Remember: the more emphasis placed on the quiz, the more instructor effort is required to prepare and administer the quiz.

Quiz Construction

☐ Create enough quiz items to form a question bank from which a sub-set may be pulled (e.g., if students will see 10 items, create a bank of 20 items; if students will see 50 items, create a bank of 100 items).

☐ Create quiz items at the appropriate cognitive level required by your learning objectives. (Avoid writing only low level items.) See examples at: http://online.ucf.edu/wp-content/blogs.dir/21/files/2016/01/10-Examples-of-Question-Improvements.pdf

☐ Avoid response options which rely on a given sequence of options (e.g., "all of the above" or "A and B"). If these types of response options must be included, use actual wording rather than these labels (e.g., "blue, red, and green" or "both north and east"). This avoids problems when randomizing order of response options.

☐ Review quiz items for "give away clues" (e.g., "an… apple") or other problems.

Quiz Settings (after constructing quizzes)

☐ Randomize quiz items drawn from larger question bank, but ensure that each possible quiz is equivalent.

☐ Set a reasonable period of time for quiz availability (e.g., one week rather than one hour).

☐ Set reasonable time limits for the quiz session.

☐ Only use Internet Protocol (IP) restriction if providing a dedicated proctored testing facility.

☐ If using an approved, remote proctor, establish a proctor password for the quiz.