Best Practices for Online Assessments

For Instructors

- Plan ahead! Give yourself plenty of time to [review the instructions for building assessments](#) and to actually build the test, allowing time to review the assessment for mistakes and making revisions.
- Make yourself available prior to the test and as the testing window is open, as students have last minute questions.
- Create questions that move beyond simple facts that students can easily look up. Write questions that prompt students to apply concepts to new scenarios or ask them to identify the best of multiple correct answers.
- Become familiar with [how to setup testing exceptions for students](#). You may have agreed to have students take exams outside of the testing window or you may have students who receive extended time accommodations for testing.
- Consider offering a low-stakes quiz prior to a high-stakes assessment. This gives students a chance to get familiar with the testing tool and to ensure their technology is functioning as it should.
- If you can delay a high-stakes assessment, try to do so. High-stakes tests in an online environment during this time might be more stress on the students than it's worth.
- Consider offering as many low-stakes quizzes so you can keep students engaged in learning and do spot-checks on their learning.
- Become familiar with ways to [lower the chances of cheating](#).
- **Be flexible with your students**. Remember that this is a stressful time for everyone

For Students

- Use a hard-wired network connection, if possible.
- Do not open Isidore in more than one tab or window.
- Pay attention to the timer (if taking a timed test).
- Use the "Save" button periodically.
- Use the "Back" and "Next" buttons within the test to navigate, instead of your browser's "Back" button.
- Be sure to click on the "Submit for Grading" button once you've answered all of the questions.
- Consider typing longer essay responses in Word or Notepad so you can save your response as you type. Then you can copy and paste the response into Isidore.
- If your instructor asks you to embed a picture from your camera, follow the steps [shown in this video](#).
- If you encounter technical problems, immediately email your instructor. Also email elearning@udayton.edu so we can investigate.

Questions? Contact the Office of eLearning

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Some recommendations are adapted from IU's [Keep Teaching](#) website.

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