

## FAQ for conducting exams online

For more information on many of these suggestions visit: [Teaching Online – Resources for Instructors](#).

If the FAQs below do not address your concerns, please contact David Lavoie at [dlavoie@fdu.edu](mailto:dlavoie@fdu.edu) or call 201-692-7232.

### Am I required to use Blackboard to administer tests?

No, but Blackboard (Webcampus.fdu.edu) has tools that are designed to help you conduct exams online. Other options include emailing exam questions to students and having them return the questions to you the same way, or posting exam questions in your class announcements in Blackboard and having students email their answers. These options work best for essay questions.

### I want to use Blackboard to administer my tests, but I have students who need extra time to accommodate for a disability. What should I do?

Ideally allow all students as much time as they need. Many of our students will be completing tests in distracting environments. If you must time your exam, provide extra time by following these steps: [Extended Time Tutorial](#).

### How can I proctor exams that are delivered online?

There is no perfect way for you to proctor exams online at this time. FDU does not have a license to proctoring tools, and available proctoring tools have limitations. It is best to discourage cheating in other ways. Here are some ideas:

#### Design for open book:

- *Instead of multiple choice, consider a “take-home exam” comprised primarily of essay questions. Cheating can be more easily detected using this method.*

#### Ask the students to rise to the challenge:

- *Require students to include a statement on their submitted test or assignment as follows: “I certify that this is my own work and if this statement is untrue I acknowledge that I will have committed an academic offense.” This statement can serve as a deterrent as it can be used in any post hoc investigation of academic dishonesty.*

#### If all students sit for the exam at the same time, i.e. during normal class hours:

- *Require the students to establish a live video connection to the class using Zoom. **Use this method with caution and only if truly necessary.** While a live Zoom connection where the test takers are visible to you should serve as a strong deterrent to cheating, it may also increase anxiety in some students.*

#### If you must use multiple choice, short answer, etc.:

- *Develop your own set of test questions as opposed to relying on a test bank. This will help limit student’s access to online answer guides prior to taking the test.*
- *Generate a sufficiently large pool of multiple-choice questions. The questions in the pool can be randomized on a test. Webcampus can help you create multiple versions of a test so the likelihood of any two students receiving the same test is extremely low. For instructions, visit: [Creating Test Pools in Webcampus](#).*
- *Set the exam options so that the student is required to respond to a question before they can proceed to the next question. You can also set an option that prevents the student from going back to a previous question.*
- *Develop test questions that use contemporary articles/references. This reduces the shelf life of any “old tests/exams” that the students may have obtained from former students.*
- *Administer the test requiring all students to login and take the exam at a predefined time. Specify that the entire exam must be completed in one sitting with a hard start and stop. **Use this method with caution and only if truly necessary. Many students may be taking the exam in noisy or distracting environments.** (others in family working from home, children or pets causing distractions, etc.)*