

Quiz (or Exam): [title]

Point value: [# points]

How many questions?

Purpose/Description/Instructions *[choose one of these as the heading or create your own]*

What is the topic of the questions for this quiz or exam? What specific course content does the quiz or exam pull from?

What type of questions are on the quiz/exam -- Multiple-choice? Short answer? Another type? Are they application-based questions where, for example, students will be provided with a case or scenario on which the questions are then based?

If it is multiple choice, are questions randomized? Is it timed? Is it proctored? If so, how do students set up a time to take the quiz or exam? Can they use their book, notes, etc.?

Is this a formative or summative assessment? For example: Is this a knowledge-check quiz? If so, can students take it multiple times to improve their score? In that case, what grade do they get (e.g., highest attempt, last attempt, etc.). Or is this a midterm or final exam for assessment?

Can students expect feedback for each question? If yes, is it auto-generated, or will you grade the quiz/exam individually and provide feedback? When will they receive their grade and/or feedback? How should they use your feedback?

Grading Criteria

- How many points is each question worth, or does it vary?
- How will essay questions be evaluated? How long should essay responses be? (in terms of paragraphs, not pages).
- Will partial credit be awarded? On what basis, and how will it be calculated?
- If they disagree with an answer, can they “appeal” and provide good reasoning?

Submission Information

- Tell students if they must complete it in one sitting, or if they can save and return at a later time.
- Remind them of whether it is timed and/or proctored, and how many attempts they have.
- Let them know if all questions appear on one page, or if they will have to click through, and if they go back to previous questions after saving a response.

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- Remind them to save their answers as they go along, and to hit submit.
- Tell them how they can see their feedback (if feedback is provided), and when they can see it (Bb allows you multiple choices here – immediately after they take it, after everyone has taken it, right answers only, all answers with feedback, etc.).

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