## Online Assessment Best Practices for Faculty

### Course Policies

- Include an Academic Integrity statement in your course syllabi and on each exam.  Sample statements are available on the Office of Academic Integrity's website.
- Be sure that your statement clearly spells out what behaviors and materials are unauthorized. The Office of Academic Integrity provides useful resources and definitions.
- Quiz students on the course syllabus during the first week of class to ensure that they are familiar with your expectations.

### Assignments

- Assign a variety of types of assessments during your course.  Don't assign just tests and quizzes. Consider essays, papers, projects, discussions, blogs, wikis, e-portfolios, etc.
- Tweak assignments from term to term so that students will need to create original work.
- Avoid assigning a single term paper or exam that counts for a large percentage of the grade of students.
- Require students to submit parts of a big assignment over a period of time, i.e proposal, introduction, outline, draft.
- For papers and other extended written assignments, use SafeAssign in Blackboard for plagiarism detection. For more information and a tutorial on SafeAssign, visit the SafeAssign web page on the Office of Academic Integrity's website.

### Exams

- When developing exams, design questions that require students to use higher order thinking skills.  Avoid questions that allow students to "hunt" for answers.
- Consider using a mix of objective questions (multiple choice/true-false) and subjective questions (short answer/essay).
- Assign several short quizzes rather one or two lengthy exams.
- Provide students with the exam format, exam length and time limitations before the exam.
- Use the built-in Blackboard exam tools:
    - Use test pools so that students will not receive the same exam questions.
    - Include a timer on exams and select "ON" for "Auto-Submit".  When "Auto-Submit" is "ON", the exam will save and submit automatically when the time expires.  This option is a better option than "Force Completion".  If "Force Completion" is enabled and a student gets kicked out of an exam for technical reasons, they will need to re-start the exam.
    - Set "Display After" and "Display Until" dates to control how long the exam is available.
    - Randomize questions and randomize answers.
    - Present one question at a time.
    - Display correct, submitted and answers only after the due date.

If you have questions about online assessment best practices, contact us.