

Best Practices for Designing Online Tests: Ensuring Academic Integrity and Technical Preparedness



Academic Integrity

Clearly communicate the importance of academic integrity and have conversations with students about it throughout the course



Clear Instructions

Provide clear instructions such as information on the test format, time limit and any specific requirements



Question Variation

Incorporate a variety of question types to assess different levels of skills and understanding



Randomization

Randomize question order and/ or answer choices



Accessibility

Ensure the quiz is accessible, eg by adding proper image Alternative text and using the platform's accessibility checker

Help students prepare for technical challenges by:



Encouraging students to perform system checks (eg internet connection, browser compatibility) well before the test



Providing a practice test to familiarize students with the format and technical aspects of the online assessment



Recommending using a computer over a mobile device for a more reliable and efficient test experience



Advising students not to open the quiz in multiple browsers/ tabs/ devices simultaneously to prevent work from being overwritten inadvertently



Informing students what they should do if they encounter technical issues, such as switching to a backup device/ connection, capturing details/ screenshot of the error encountered and contacting technical support (UService IT).