Online Exam Checklist

The Learning Innovation Support Unit (LISU), have put together a checklist to help avoid some of the most common online exam issues.

When setting up your online exams:

Check:

- The completion tracking on overall page setting is set to yes
- The relevant course codes are fed into course code groups under participants
- Assessment information and test links are all taking you to the right place
- The restrictions are hidden in every section (belong to, before etc), so that the students see 'hidden unless/otherwise'

If in doubt, view the course as a learner by clicking your profile icon and switching your role to student to ensure they see the correct information.

Ensure:

- The Activity Completion settings are correct and that the right files are in use
- The Declaration of Originality check box is open in advance of exam start time
- All Turnitin settings are switched on where appropriate (in submission settings)
- All disability provisions have been applied where needed

If there is a group override - you must add the extra time to the exam timer not just the end time.

Additional guidance can be found on the [Online Exams webpage](#).