Best Practices for Instructors Conducting Online Exams

Follow the checklist and use the resources linked below while preparing for and conducting an online exam using OWL Tests and Quizzes.

Checklist:
- ☐ Ensure each question is on its own page
- ☐ Inform students what to expect from the exam format
  - ☐ Navigation and layout of the exam
  - ☐ Time limit, open and close date/time
- ☐ Communicate to students where to find technical support during their exam
  - ☐ For OWL, Zoom, general computer problems – WTS Helpdesk (https://wts.uwo.ca/helpdesk/index.html)
  - ☐ For Proctortrack – Western Exam Support Chat in OWL (https://remoteproctoring.uwo.ca/support)
  - ☐ For other exam platforms (e.g. Gradescope) - your instructor
  - ☐ For exam content – your instructor
- ☐ Have alternate make-up exam questions prepared ahead of time

Tips while administering an online exam:
- Avoid editing an exam while it is in progress
- Expect that students could encounter problems; have a contingency plan in place for these situations
- Be present while your exam is running in case students reach out to you with problems
- Communicate to your students if problems do occur

Technical Help Resources for Instructors:
- For help creating or administering non-proctored online exams: WTS Helpdesk (https://wts.uwo.ca/helpdesk/index.html)
- For help creating or administering a proctored online exam: Exam Central (https://remoteproctoring.uwo.ca/)

Additional Best Practices Resources:
- Test Tool: Best Practices (https://wts.uwo.ca/elearning/posts/test-tool-best-practices.html)
- eLearning Student Assessments (https://teaching.uwo.ca/elearning/student_assessment/index.html)