

## Must-knows about Online Exam on ANGEL

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### For instructors

The best thing to make sure that an online test is set up correctly is to take the test as if you were a student. Instructions are available at <http://bit.ly/TestRun>

1. Generally, Firefox 3.6 performs better than Internet Explorer with ANGEL. Please refer to [Things Students Must Know about ANGEL](#) and [Things Faculty Must Know about ANGEL](#) to use the proper version of browser. Both handouts are available at <http://www.pserie.psu.edu/faculty/teachingcenter/angel/>.
2. Please also make sure the access (*Screen 1* below) to the test item is longer than the time students have to complete the online test (*Screen 2* below), otherwise students would be caught in an infinite loop of time expiration and not being able to submit anything.

*Screen 1, Access* under *Settings/Access* tab/*View Restrictions* shows this test is available for 15 minutes starting at 5:15 pm.

*Screen 2, Time Limit* under *Settings/Interaction* tab, shows that the amount of time students are given to finish the test is 10 minutes, well within the 15-minute access window above.

Please make sure the option of **Automatically submit assessment when time expires** is checked. See *Screen 2* above.

3. Also under the *Settings/Interaction* tab,
  - a) double check the number of attempts allowed;
  - b) whether you want to warn or allow students to make a submission if a question is left unanswered (“validation”);
  - c) If the “Save” button is shown (recommended), students can save their answers and resume the test before the test expires. Be careful with the possibility of timing out.
  - d) Make sure the submissions will **not** be anonymous (**leave this option unchecked**);

Submission Settings

Mastery Settings  If score is above  % deny additional attempts

Attempts Allowed

Validation

Save Option  Show save button

Anonymous Mode  Make submissions anonymous

### Other things to check

- “Question Pool” questions are NOT recommended.
- Multiple-select questions need to be used with cautions, please refer to [http://bit.ly/multiple\\_select](http://bit.ly/multiple_select)
- Do you intend to randomize the order of the questions? If so, does the order of questions appear on the screen matter?
- Do you intend to randomize the options provided for each question? If yes, be aware of options like “None of the above” or “All of the above.”
- If you choose to display one exam question per screen, is the “Don’t allow backtrack” option selected? This setting is located under **Interaction** of the *Assessment* or the **Configure** link/**Interaction** tab of the *Question Set*.
- If your *Assessment* has more than one *Questions Set*, should each *Question Set* use the default settings of the entire *Assessment*? If not, you will need to double check the **Configure** link /**Interaction** tab link of each individual *Question Set*.

### For students

1. Again, it is crucial to use the proper version of the proper browser for online testing. Please refer to [Things Students Must Know about ANGEL](http://www.pserie.psu.edu/faculty/teachingcenter/angel/) at <http://www.pserie.psu.edu/faculty/teachingcenter/angel/>.
2. It is **NOT Recommended** to use the *Back* button in a browser to return to the previous page.
3. Students should have **only one browser window open** when they are working on the online test. There are two reasons for this. First, if a student opens a separate tab or a separate browser window, the student may violate academic integrity policy. Second, if the student hasn't been active in the ANGEL window for a while, they may be timed out by the system. But since a separate tab is open, they may be forced to exit from the browser completely and then re-log on to ANGEL to continue their online test. This process may cause loss of their answers.
4. No submission would be recorded unless the student clicks on the **Submit** button.
5. If the exam has a time limit and the time runs out, ANGEL will submit all answered questions automatically.