

CHECKLIST FOR ASSESSMENTS IN CANVAS

Before online assessments take place:

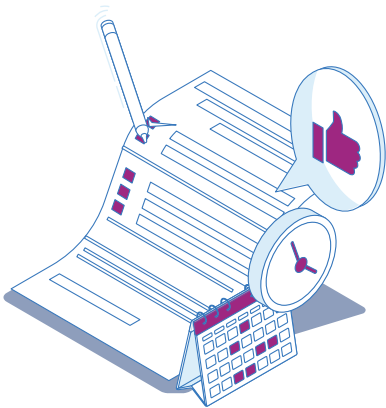


Have you communicated all relevant information in good time to your students? This can include:

- Date, Time and Duration of the Assessment, including when they can access it.
- Any special instructions including the brief and formatting guidelines.
- How to contact you before, or during the live online assessment (students could, for example ask questions through Canvas Inbox, Canvas Chat or a dedicated Discussion Thread for assessments).

Remind students that if they have any technical issues, to please contact **Canvas 24/7 support** by either accessing Canvas' Help Menu which appears in the platform's main menu, or calling Canvas 24/7 support on 1800 817 304.

Settings for all assessment types:



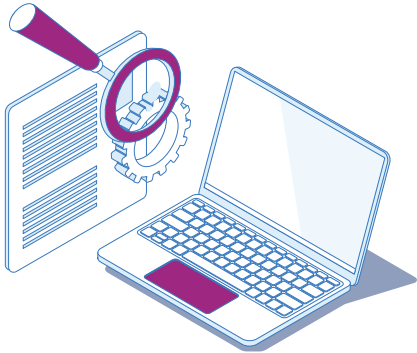
- In your assessment settings, have you allowed sufficient time for late submissions in the 'Until' Date?
- In your assessment settings, does the 'Available from' Date match the planned "sitting" time for your assessment?
- In your assessment settings, does the 'Due' Date allow for extra time beyond the timetabled exam?
- In the module settings, have you selected 'Hide totals in student grades summary'?
- In the gradebook, is your module Grade Posting Policy set to Manual for all assessments?
- In the module menu, is the "Files" Item hidden or have you ensured that any assessment files are restricted?
- Is your quiz or assignment published?

Settings for New Quizzes:



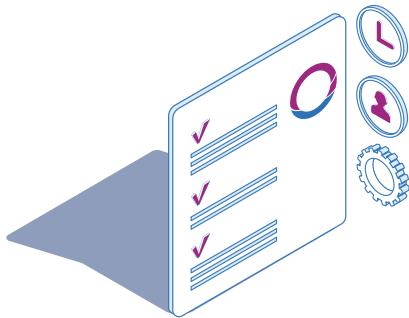
- Have you run a Practice Quiz with your students?
- In the quiz settings, have you selected 'Restrict student result view'?
- In the quiz settings, is the time limit appropriate? Does it include time for reading and submission of questions?
- In the quiz settings, are you randomising answers and questions to limit collusion?
- In the quiz settings, do you need to add any additional security measures such as an access code? If so, have you clearly communicated the code to students?
- In the quiz settings, have you enabled the use of the calculator if appropriate?

Settings for Assignments:



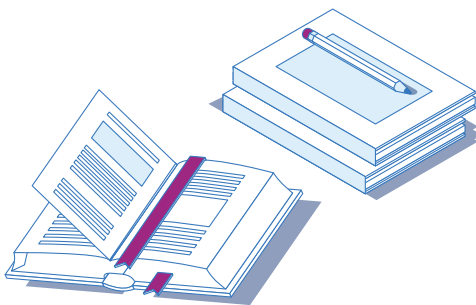
- In the assignment settings, is the submission type correct for the assignment?
- In the assignment settings, have you included all relevant information in the description?
- Is your assignment in the correct assignment group with the correct weighting?
- In speedgrader, have you hidden marks for students before grading?

Settings for Ouriginal Assignments:



- In the assignment settings, is the submission type "Online" and "File Upload" or "Text Entry"?
- In the assignment settings, is "Original" selected under "Plagiarism Review"?
- In the "Plagiarism Review" settings, have you indicated whether student submissions should be anonymous or not?
- In the "Plagiarism Review" settings, have you indicated when students will be able to see the Ouriginal report?

Settings for Assignments for Open Book Exams:



- In the assignment settings, have you provided clear instructions for students on the questions they have to answer?
- In the assignment settings, have you set the submission type to "Online" and "File Upload"?
- In the assignment settings, have you set the 'Available from' Date to correctly coincide with the testing period (so students can only access the exam questions when appropriate)?
- In the assignment settings, have you ensured that students can submit late by setting a due date but not overly-limiting the 'Until' Date?