CHECKLIST FOR ASSESSMENTS IN CANVAS
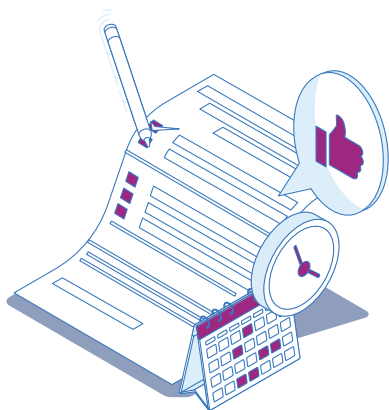
Before online assessments take place:

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 dedicated Discussion Threads 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.
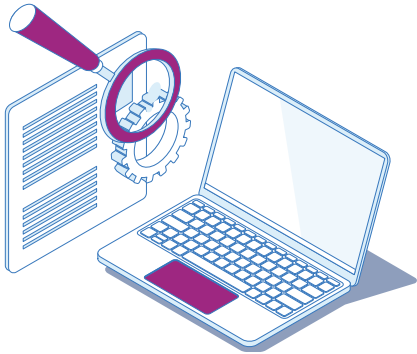
Settings for all assessment types:

- ☐ 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?
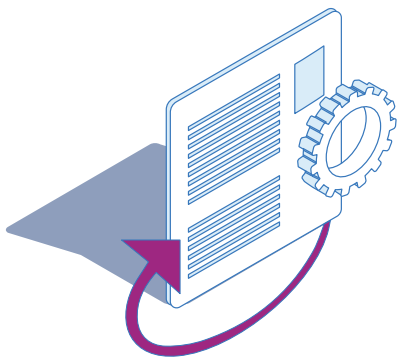
Settings for New Quizzes:

- ☐ 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?
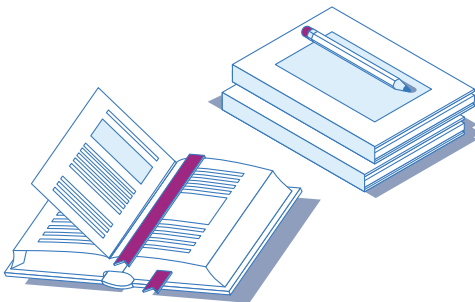
Settings for Assignments:

- ☐ 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 Turnitin Assignments:

- ☐ In the Turnitin settings, have you selected 'Never' next to 'Show report to students'?

- ☐ In the Turnitin settings, have you set the turnitin due date to the same as the due date in Canvas?

- ☐ In the Turnitin settings, is the "Feedback Release Date" correct?

- ☐ In the Turnitin settings, have you ticked the boxes for "Allow submission of any file type"?

- ☐ In the Turnitin settings, have you ticked the boxes for "Allow late submissions"?

- ☐ In the Turnitin settings, have you allowed students the ability to resubmit under the "Generate Similarity 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?

DEPARTMENT OF TECHNOLOGY ENHANCED LEARNING