

Canvas Checklist for Online Exams

Centre for Digital Education
Ionad um Oideachas Digiteach



New Quiz

- Does the 'Available from' Date match the exam timetable?
- Does the 'Due' Date allow for 20 minutes beyond the timetabled exam?
- Have you allowed sufficient time for late submissions through the 'Until' Date?
- For timed quizzes, do your quiz instructions make the student aware of the latest possible time they can begin the quiz? **Please note:** the timer overrides the Until Date.
- In the quiz settings, have you selected 'Restrict student result view'?
- Is your course Grade Posting Policy set to **Manual**?
- For imported quizzes, is the Grade Posting Policy on the quiz column in the Gradebook set to **Manual**?
- Is the quiz **published**?
- In the **course settings**, have you selected 'Hide totals in student grades summary'?

Old Quiz

- Does the 'Available from' Date match the exam timetable?
- Does the 'Due' Date allow for 20 minutes beyond the timetabled exam?
- Have you allowed sufficient time for late submissions through the 'Until' Date?
- For timed quizzes, do your quiz instructions make the student aware of the latest possible time they can begin the quiz? **Please note:** the Until Date overrides the timer.
- Have you unchecked 'Let Students see their quiz responses'?
- Have you unchecked 'Allow Multiple Attempts'?
- Is your **course** Grade Posting Policy set to **Manual**?
- For imported quizzes, is the Grade Posting Policy on the quiz column in the Gradebook set to **Manual**?
- Is the quiz **published**?
- In the **course settings**, have you selected 'Hide totals in student grades summary'?

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Assignment

- Does the 'Available from' Date match the exam timetable?
- Does the 'Due' Date allow for 20 minutes beyond the timetabled exam?
- Have you allowed sufficient time for late submissions through the 'Until' Date?
- Have you enabled Turnitin using the 'Plagiarism Review' option?
- If using Turnitin, have you selected 'Never' next to 'Show report to students'?
- Is your assignment **published**?
- Is your course Grade Posting Policy set to **Manual**?
- Is the **Files Area** on the course Main Menu hidden?
- In the **course settings**, have you selected 'Hide totals in student grades summary'?