

Winter 2024 – Final Exam Memo – Instructors & Staff
Appendix B

Notes regarding the setup and operation of Digital Exams (i.e. via a laptop, on Canvas)

Communication with Students

- **Provide clear instructions** to students on how to respond in the event of technical issues. They should email you their work immediately and complete the [Technical Issues Form](#). See more details on this process on the T&L [Technical Issues Procedure](#) page.
- **Communicate all exam details before the exam**, ideally verbally and in writing, including:
 - **Contact details during the exam** (if/when/how students can contact you during the exam period)
 - **Exam length** (the time you expect students to be working on the exam)
 - **Exam-writing window** (start and end time for accessing the exam)
 - **Authorized resources** allowed or needed during the exam (e.g., calculators, software, textbooks). This should also include a clear list of internet-based resources students are and are not allowed to use.
- Indicate that any extra time provided for uploading should not be used to continue writing the exam.

Review of Exam Settings in Canvas

- **The description** should include all exam instructions. See the T&L Post [Ensuring a Smoother Remote Exam](#) for a visual example. You may also download and edit from the [Exam Instructions Template](#).
- Verify that any files added to the assignment have been published. Note that images and files uploaded to an assignment or quiz will only be displayed to students if you have indicated the copyright status for the file and published it. Check the 'Files' tab to ensure all necessary files are published.
- For Canvas 'Assignments', the **Submission Type** should be set to 'Online' and 'File Upload' if students are expected to upload a file.
 - **Restrict Upload File Types** to ensure student submissions are compatible with your device, the Canvas Speedgrader, and Turnitin.
 - **Turnitin** plagiarism review should be enabled.
- **Available From** date should be the start of the exam window.
- **The due** date should be the end of the exam writing window.
- **Until** date should be the end of the exam upload window. This is typically 15 minutes after the due date to allow students time to upload their exams.
- Verifying that any Canvas-based [accommodations](#) have been set up correctly is important.
- **Contact askit@yorku.ca before the exam if you need assistance in setting up or reviewing any exam settings.**

Quiz-Specific Settings

This section only applies to exams using the 'Canvas Quizzes' Learning Tools. Note that all the above 'exam settings' checks are also necessary when using a quiz.

- **Include a mock exam** before the scheduled exam. The mock exam should use the same settings and question types as the scheduled assessment. The mock exam mirrors elements

of the actual exam, intended to ensure that students meet (or may troubleshoot) any technical requirements for access before completing the actual assessment and to promote a smooth experience. Ex: Requiring the latest browser/tool update, disabling firewalls, etc. during this testing phase.

- **Use the 'preview' feature** to run through the exam and verify the Canvas Quiz displays as intended. Depending on how you have set up your Quiz, verifications may include correct/incorrect answer selections, optional feedback display, accurate points awarded on submission, and intended display of questions if using a question bank.
- **Review all quiz settings** for accuracy and to assist with academic honesty, including:
 - time limit,
 - answer shuffling,
 - whether or not students are allowed multiple attempts,
 - whether or not students can see their answers after the exam. **Please note**, by default New Quizzes release quiz results to students after submission. To restrict this, enable **Restrict student result view** in the quiz settings.

For a detailed explanation of how to conduct an exam review in each of Canvas' assessment tools, please review the following videos:

- [Exam review demo: Assignments \(6 min\)](#)
- [Exam review demo: Classic Quizzes \(5 min\)](#)
- [Exam review demo: New Quizzes \(8 min\)](#)

If you'd like a member of the CITE team to complete a review of your exam, please open a ticket by emailing askit@yorku.ca.

Getting Technical Help During Your Exam

If you require support, contact the Schulich IS&T Helpdesk. They can be found on the 3rd floor of the Seymour Schulich Building, and their opening hours can be found [here](#). You can also reach the Helpdesk at (416) 736-5824 or in advance via email at askit@yorku.ca.

As always, we are so grateful for your efforts to provide a smooth experience for our students. If you have any questions or concerns, the team at the [CITE office](#) is at your disposal to assist wherever they can. For academic and policy questions, please contact ada@schulich.yorku.ca.

On that note, good luck to all in ensuring smooth examinations.

Sincerely,

SSB Office of Curriculum Innovation & Teaching Excellence (CITE)

Schulich School of Business, York University

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