

Wrapping Up Your Course

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Session Outline

Conducting an online review class

Invigilating an online exam

Promoting Academic Integrity

Online grading

Q & A

Conducting an Online Review

The Online Review Class

Remind students of course deliverables

Reduce anxiety about final assessment

- answer questions
- set expectations
- give instructions – where, when and how to access
- practice with BB tests – review quiz

Asynchronous Reviews

Use tools and formats already familiar to the students

- Study guides
 - .pdf
 - [Quizlet](#)
- Blackboard announcement
- Discussion board / Padlet

Synchronous Reviews

Q and A

Interactive quiz

Synchronous Reviews

Q and A

Interactive quiz



www.menti.com Enter code 19 75 9

Invigilating an Online Exam

Questions? www.menti.com Enter code 19 75 9



Invigilation Challenges

Familiarity with Blackboard tests

Connectivity

- have a plan to address issues

Instructor is not physically present

- provide clear test instructions

Be Available for Questions

Prompt response

Public or private questions

- Email
- [Mentimeter](#)
- Seneca phone extension – [Cisco Jabber](#)
- Collaborate Ultra – private chat

Test it with your students!

Configuring Test Options

Ensure testing technology does not become a barrier to student success

Academic Integrity is best promoted through test design

Keep to a format students are familiar with

This is a unique situation

Configuring Test Options

[How to Create a Final Exam in Blackboard](#)

Single attempt

Do not use Force Completion

Set a timer - allow extra time for navigation, keyboarding etc.

Turn on Auto Submit

Make Date Available for a 24 hr period - eg 12 am to 11:59 pm

Do not set a password

Configuring Test Options

Create exceptions for accommodated students

Do not set a Due Date

Include test in grade center calculations**

Do not Show Test Results – set all options to “---Choose---”

Display questions All at Once or One at a Time

- do not Prohibit Backtracking

Randomize questions**

Make test available

Promoting Academic Integrity

Questions? www.menti.com Enter code 19 75 9



When do Students Cheat?

- When they feel pressured to achieve high grades
- When they have poor time management skills
- When there is little interest in the assessment
- When the assessment is perceived to not be relevant to their future learning (eg. exams ask them to recall information rather than think or be creative.)
- When instructions are not clear or confusing
- When they do not understand or are confused about what is cheating and what isn't

Academic Integrity Strategies

Awareness of academic integrity

- [Academic Integrity Policy](#)
- [Integrity in Action](#) module

Alternative assessments / Question and exam design

Decrease stressful situations

- alignment of questions to learning outcomes
- clear instructions
- access to instructor

Academic Integrity Declaration

“By beginning this test, I affirm that I will not give or receive any unauthorized help on this exam and that all work provided will be my own. I agree to abide by Seneca’s Academic Integrity Policy and I understand that any violation of academic integrity will be subject to the penalties outlined in the policy.”

INSTRUCTIONS

Instructions

Please read these instructions carefully.

1. You must complete all questions on the test. You may answer questions in any order.
2. You may use a calculator during this test. No other aids are allowed.
3. After each multiple choice question, provide an explanation for your choice in the following question.

For help during exam

If you have a question during the test, email me at linda.facchini@senecacollege.ca or call my office extension at (416) 491-5050 ext. 26051

Academic Integrity

Seneca upholds a learning community that values academic integrity, honesty, fairness, trust, respect, responsibility and courage. These values enhance Seneca's commitment to deliver high-quality education and teaching excellence, while supporting a positive learning environment. Ensure that you are aware of Seneca's Academic Integrity Policy which can be found at: <http://www.senecacollege.ca/about/policies/academic-integrity-policy.htm> Review section 2 of the policy for details regarding approaches to supporting integrity. Section 2.3 and Appendix B of the policy describe various sanctions that can be applied, if there is suspected academic misconduct (e.g., contract cheating, cheating, falsification, impersonation or plagiarism).

By beginning this test, I affirm that I will not give or receive any unauthorized help on this exam and that all work provided will be my own. I agree to abide by Seneca's Academic Integrity Policy and I understand that any violation of academic integrity will be subject to the penalties outlined in the policy.

Timed Test

This test has a time limit of 1 hour.

Timer Setting

This test will save and submit automatically when the time expires.

Force Completion

This test can be saved and resumed at any point until time has expired. The timer will continue to run if you leave the test.

Click **Begin** to start: Sample Exam. Click **Cancel** to go back.

Click Begin to start. Click Cancel to quit.

Cancel

Begin

Online Grading

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Final Grades

Final grades are not official until reviewed by promotion committees

In grade center...

- Hide total column from students
- Hide weighted total column from students
- Hide final assessment grade from students

[Hide a Column from Students](#)

Blackboard Grading Tools - Tests

Multiple Choice & True/False questions graded automatically

Short answer, essay and file upload questions need manual grading



Possible to reset the test

- determine time used
- create exception for time remaining
- ignore first attempt

Blackboard Grading Tools - Assignments

All assignments need manual grading 

Assignments can be:

- graded in-line [How to do Inline Grading in MySeneca](#)
- downloaded for grading off-line

Can view SafeAssign report

[MySeneca Safe Assign Tool](#)

Resources

[Academic Continuity website](#)

[How to Create a Final Exam in Blackboard](#) (video)

Blackboard [Test Manager](#) (step-by-step instructions)

[Blackboard Assignments](#)

[Hide a Column from Students](#)

[How to do Inline Grading in My.Seneca](#) (video)

[MySeneca Safe Assign Tool](#) (module)



Thank you!

Photo by [Emma Matthews Digital Content Production](#) on [Unsplash](#)

Questions?

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Online teaching & assessment support
IT support

Blackboard training

Request for Support form
bit.ly/ACsupport

bbsupport@senecacollege.ca