

In-Person Test Strategies

Version 3

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When administering an in-person test, consider the following to promote honesty, trust, fairness, respect, responsibility and courage:

- **Onecard:** Have students authenticate themselves using their Seneca Onecard.
- **Sign-in sheet:** This is a sheet of paper or way of tracking the students who are entering into the classroom.
- **Clear tables:** It recommend to have students keep their tables clear of any bags or papers so that they are not distracted during the test. This may involve them placing their belongs on the floor in front of them.
- **Silence phones:** Remind students to silence their phones and store them away.
- **Paper-based:** Consider using different versions of the test printed in different colours with different questions.
- **Computer-based:** Consider using pools of questions of similar difficulty using a question bank ([Generating a Question Bank from a Learn@Seneca Blackboard Ultra Document | Blackboard Ultra | Seneca Polytechnic](#)).