

TLTC LEARN Quiz / Exam Checklist

Are my quizzes ready to go?

Criteria	Reviewed
Properties	
1. Questions are correctly entered into quiz with correct responses indicated	
2. Question options such as randomization have been applied	
Restrictions	
3. Quiz is set to Active or Inactive controlling student access to the quiz	
4. Start and End date and time have been applied or updated	
5. Respondus Lockdown Browser option is enabled if it is being used for advanced security	
6. Lab/Classroom computers have Respondus Lockdown Browser installed if being used	
7. Time limit is set and enforced if including a time limit in quiz	
8. Late Submissions settings have been set if being enforced	
9. Special access has been granted for students needing accommodations	
Assessment	
10. Automatic Grade and Auto Export to Grades option are correctly selected or deselected depending on requirements of the quiz	
Submission Views	
11. Default view is reviewed to confirm quiz details being displayed to students	
12. Additional View has been added if date or other restrictions are required for student submission view	
General	
13. Reviewed Secure Assessment Best Practice document	
14. Previewed Quiz to confirm above settings are applied correctly	

For more information about LEARN visit the TLTC's blog and support site at <http://blogs.rrc.ca/tltc>.
 For LEARN Support contact learn@rrc.ca