

Assessment is the focus of study for many students, so it is important to get exam processes correct as we move online. To ensure that this happens, we need to continue using the peer review of exam processes that are outlined in the Assessment Policy and Procedures Manual (APPM):

1.1.8 Assessment methods should be valid, reliable and consistent

Quality assurance of assessment is an integral component of assessment design. Assessment methods and judgements must be valid and reliable, and regularly subjected to peer review, discussion and consensus. The setting and marking of assessment tasks should be subject to moderation processes to improve their validity and reliability. External benchmarking should be included where appropriate.

and adapt them for when exams are delivered using online quizzes.

This *Guide* is for course coordinators and peer reviewers and takes you through what is involved in the peer review of an online exam that is being delivered using the quiz tool.

Logistics

It is not usually possible for academics to directly access a quiz from a URL to conduct a peer review unless they are associated with the course through Medici/PCMS. This is due to the security associated with learn**online**. For this reason, it is best to set up an online meeting in Zoom with your reviewer to work through your online exam.

Once your exam is ready, contact the person who has been selected to be your reviewer (this maybe someone who has been mandated by your Unit as reviewer). Make a time to meet with them in **Zoom** to demonstrate how your online exam will work. Share your screen displaying the quiz with your reviewer.

learn**online** help – [Sharing screens in Zoom](#)

Peer review of online exams process

There are four major stages of the peer review process for online exams delivered using the quiz tool – three that you may be familiar with and a fourth that checks/ensures that the exam is effectively delivered in the online environment.



Exam Questions

- Course objectives
- Level
- Previous exams



Fairness

- Amount
- Time
- Weighting



Presentation

- Clarity
- Typos



Online delivery

- Website text
- Attempts
- Review
- Schedule
- 'COVID hour'
- Layout

Exam Questions

The first review point is in relation to the exam questions themselves. These exam question-based review points will need to be addressed by a subject matter expert.

- Do they address the course objectives that they are linked to in the course outline?
- Are they at the appropriate level for this cohort of students?
- Do they compare well with, and are they distinct from, questions asked in previous offerings?

You can use a sample overview matrix like the one below which shows content focus and knowledge level for each question against course objectives at 4 levels of knowledge and 4 topics.

Knowledge Level	Topic 1	Topic 2	Topic 3	Topic 4	Total Items	% of quiz
Comprehend	3	3	3	3	12	20.0%
Apply	4	4	3	4	15	37.5%
Analyse	3	2	3	2	10	25.0%
Evaluate	0	1	1	1	3	7.5%
TOTAL	10	10	10	10	40	100%

Fairness

The next main review point is fairness in relation to the amount of questions that need to be answered within the allocated timeframe.

- An appropriate number of questions have been asked
- Enough time has been allowed to answer all questions
- Marks allocated to each question are appropriate
- **MCQ Keys are the only correct options and are indisputably correct**
- **MCQ Distractors are plausible**
- No 'cuing' is provided in MCQ options

Even though students have been given an extra hour to complete online exams, it is important that this time has not been filled with extra questions! A useful strategy is to time yourself or a colleague from your discipline when completing the quiz and multiplying this time by 3 or 4 to predict how long it might take a competent student. Another rough measurement is to allocate one minute for each simple MCQ, keeping in mind that more complex questions will take longer.

Again, these fairness-related review points will need to be performed by a subject matter expert.

Presentation

The presentation of the online exam needs to ensure that there is no ambiguity in the questions presented to students. Review questions asked at this stage include:

- Questions and instructions are clearly worded
- Questions are written in accessible language and free from extraneous information
- Questions and instructions free of typographical errors
- Questions are presented in ways that capitalise on online affordances without creating unnecessary cognitive load for students (e.g. consider screen layout, use of images, etc.)

Presentation-related review points do not necessarily need to be performed by a subject matter expert. In fact, it may be better if this is **not** done by a subject matter expert as “fresh” eyes can pick up things not seen by those close to the subject.

Online delivery

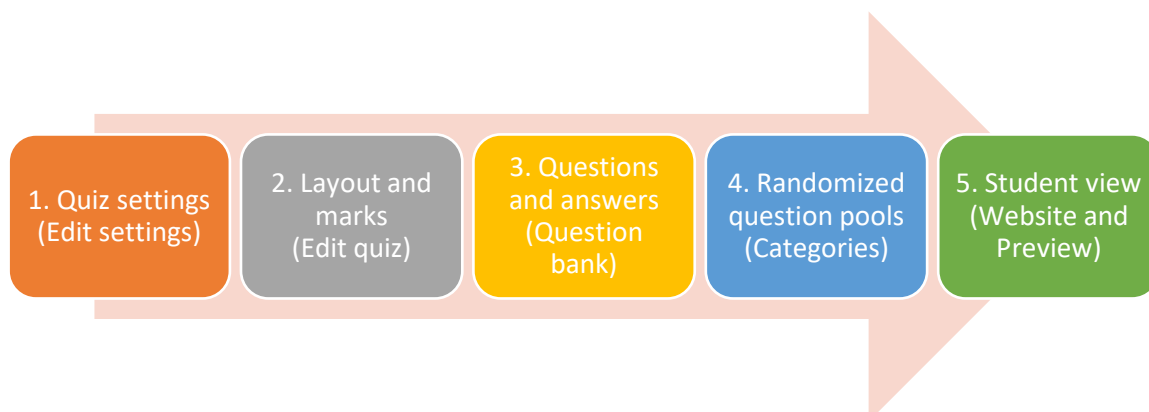
The final review point is related to online delivery and this area has several new technical requirements that are important to get right.

These include:

- scheduling the quiz to open and close in line with the exam timetables provided by SAS.
- restricting the number of attempts to 1
- removing all review options to stop the quiz from giving feedback which is not allowed in an exam
- the layout of the exam questions (1-2 questions per page)
- location of the quiz in the course website (see recommended text)
- the description field of the quiz contains recommended text.

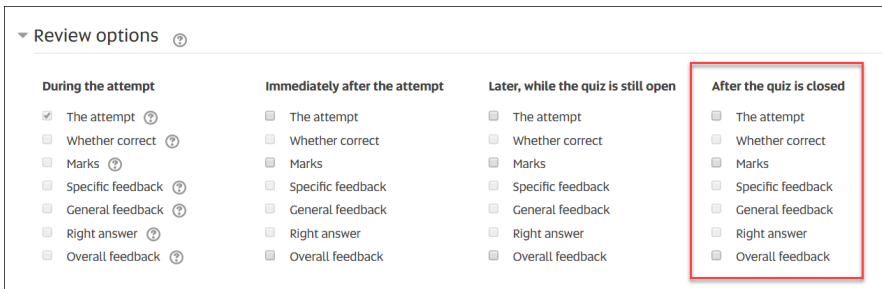
This online delivery component of the peer review does not necessarily need to be performed by a content expert.

Once you have determined who will be performing the reviews there is a 5-step process to complete.



1. Quiz Settings

To review this portion of the online exam you will need to first access the Quiz and then select **Edit settings** (located in the Administration block in learnonline, and behind the three cogs on the top right-hand corner in UniSA Online). The table below outlines the settings that need to be checked.

Setting	Consideration
Open/close time	Check that the open and close time follows the scheduled time from SAS
Time limit	Set the open and close times to the correct duration, including an extra "COVID-19 hour"
Attempts allowed	Set to 1
Navigation	Free
Review options	All review options unticked 

2. Layout and Marks

To review the layout of the quiz questions you will need to access another area of the Quiz called **Edit Quiz**. To do this, first access the **Quiz** and then select **Edit Quiz** (located in the Administration block in learnonline, and behind the three cogs on the top right-hand corner in UniSA Online).

When reviewing the Edit quiz section, you need to consider

- Are the questions laid out as one or two questions per page?
- Are the marks correct for the question?

Displaying 1 to 2 questions per page is recommended to ensure student work is periodically saved while doing the quiz. If this layout does not make sense for a group of questions, then more questions can be added to a page, but in general, we are asking people to set questions out as one or two questions per page.

If you need to shift the questions around the crosshairs tool on the left of the question can be used to achieve this.

This is also the best place to review (and, if necessary, adjust) the marks allocated for each question in the online exam. The default is 1 point per question – but for essay questions, the point value is generally higher. Use the pencil next to the question to edit the value of the question.

The example below is from an upcoming exam which has a Section A with multiple choice questions and a Section B with short answer questions (essay-type) that are laid out as three or four questions (and a description) per page of the quiz-based exam. It would be better to split page 3 into two pages. Also, note that all of the questions are scored as worth one mark, which is likely to be an error.

The screenshot shows the 'Editing quiz' interface for an exam. At the top, there is a navigation bar with 'HOME', 'COURSES', 'ONLINE EXAM', 'EXAM', and 'EDIT QUIZ'. Below this, the title 'Editing quiz Exam' is displayed. The interface includes several controls: 'Questions: 23 | Quiz closed (opens ...)', 'Maximum grade: 100.00', 'Save', 'Repaginate', 'Select multiple items', and 'Total of marks: 21.00'. A 'Shuffle' checkbox is also present. The questions are organized into pages: Page 1 (Section A - Multiple Choice), Page 2, Page 3, Page 4 (Part B), Page 5, Page 6, Page 7, Page 8, and Page 9. Each question row shows a question icon, a question number, a question description, a question type icon, a question mark icon, and a mark value of 1.00. A red box highlights the question icon for question 1, and a red arrow points to the question mark icon for question 11.

3. Questions and Answers

From the Edit quiz page you are able to preview each of the questions in the quiz by selecting the magnifying glass icon on the right of the question.



This **Preview Question** pop-up allows you to read through the question for clarity and appropriateness. You are able to see the correct response(s) by selecting the Fill in correct button on the Preview Question pop-up,

Preview question: Powers1

Question 1
Not complete
Marked out of 1.00

The expression $\sqrt{x^6 y^{-4} z^2}$ simplifies to

Select one:

- $\frac{x^3}{y^2 z}$
- $x^3 y^2 z$
- None of the other choices are correct.
- $\frac{x^3 z}{y^2}$

Check

Start again Save **Fill in correct responses** Submit and finish Close preview

which automatically highlights the correct response(s) for the reviewer.

Preview question: Powers1

Question 1
Not complete
Marked out of 1.00

The expression $\sqrt{x^6 y^{-4} z^2}$ simplifies to

Select one:

- $\frac{x^3}{y^2 z}$
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- None of the other choices are correct.
- $\frac{x^3 z}{y^2}$

Check

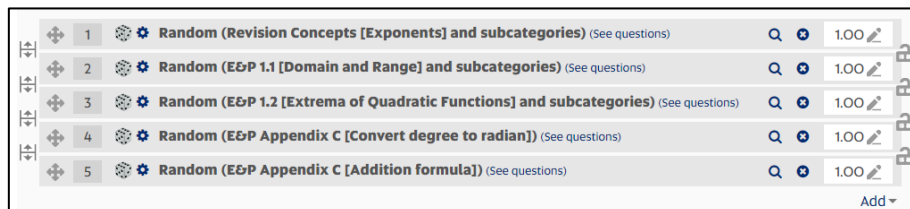
Start again Save Fill in correct responses Submit and finish Close preview

Once you are happy with the questions and answers, you can go onto step 5, unless you have a quiz that contains randomised questions.

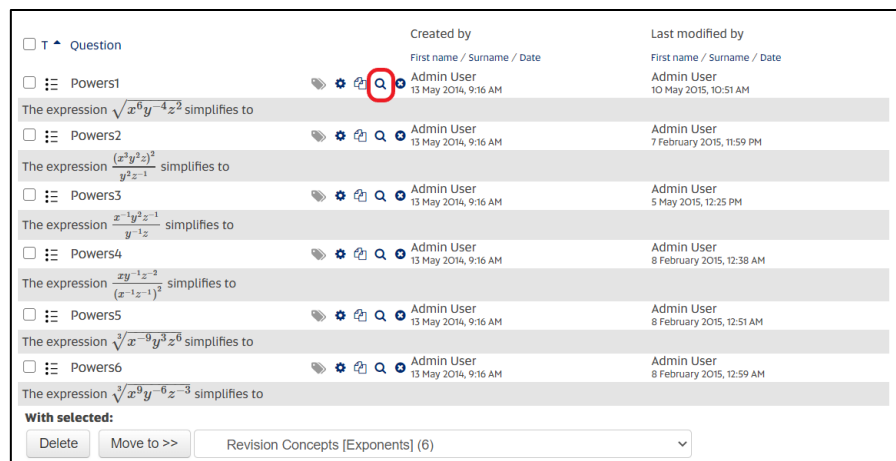
4. Randomised question pools

If the quiz is set up to utilise the random question feature you will see a question type that has a small dice icon in the Edit quiz screen.

For each random question, there is a link that says **(See questions)** that goes to the category holding the random questions that the quiz will select from.



You will then see all the possible questions in the category. You can use the magnifying glass here to preview each of the possible questions as before in the Preview Question pop-up.



5. Student view

The final check is to review the online exam as the student will experience it.

Go to the course website and see where the quiz is located.

Confirm:

- Is it visible to students?
- Is it introduced using the recommended text?
- When you select the quiz do you see the recommended text?

Use the quiz **Preview tool** (Quiz > Administration > Preview in learnonline; or Quiz > Triple cogs > Preview in UniSA Online) and then **Start Attempt**. Then go through the questions, moving back and forth to check that the navigation is free for students. Make random selections and submit these at the end.

- Was there any feedback received? (there shouldn't be for an exam)

If all is okay, then the online exam is ready to go!

Investing the time in peer review of quizzes used for online exams will help to ensure that assessments at UniSA are both valid and reliable.