

THIS COURSE IS PART OF WEBINAR SERIES: ONLINE LEARNING
FOR ALL BROUGHT TO YOU BY CADE, UPM
https://cade.upmedu.my/online_learning_for_all-3711

CONDUCTING SUMMATIVE ASSESSMENT VIA E-EXAM: GUIDELINES FOR BEGINNERS

BY NUR AIRA ABD RAHIM

DEPARTMENT OF PROFESSIONAL DEVELOPMENT & CONTINUING
EDUCATION (JPPPL), FACULTY OF EDUCATIONAL STUDIES, UPM SERDANG
nuraira@upmedu.my



PRESENTATION DATE:
8 APRIL 2020 | 2:30 - 3:30 PM



“Change is the only constant in
life”

—A GREEK PHILOSOPHER



01

INTRODUCTION

Brief intro about summative e-assessment

02

E-EXAM GUIDELINES

Quick guiding principles about designing e-exam to get you started

03

DESIGNING E-EXAM

Some demonstration/ examples for designing e-exam in PutraBlast

04

ONLINE PROCTORING TIPS

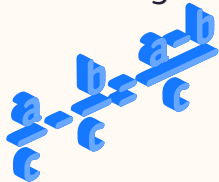
How can we ensure the students are not cheating? We can't! But here are some pro-tips to minimize it

INTRODUCTION

eAssessment

Diagnostic

- Provides the teacher with information about what students already know and are able to do
- Completed BEFORE teaching



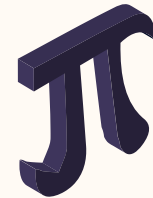
Formative

- Monitoring and feedback to student progress, not for grading purposes .
- Completed DURING teaching



Summative

- Sum up of what students have learned, are graded
- Completed AFTER instruction



SUMMATIVE ASSESSMENT

01.

Aims to evaluate student learning and academic performance at the end of semester and often have a high point value, and take place under controlled conditions.

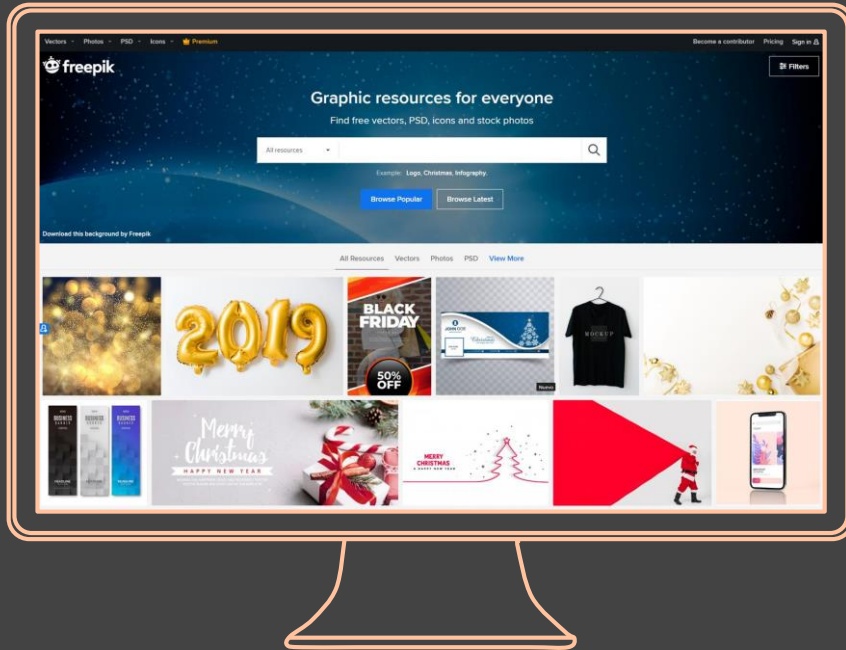
Source: CADe

SUMMATIVE e-ASSESSMENT

01.

- Conducted online
- Submitted online
- Has digital proof
- Progress is trackable digitally

Source: CADe



E-EXAMINATION

E-exam is a form of summative assessment that is typically timed, proctored online, and conducted on candidate's own computer using a standardized e-platform/ e-tools

KEY TAKEAWAYS FROM THIS SESSION

1. Participants will be able to recreate conventional face-to-face exam into an online format (e-examination) using functions in PutraBlast
2. Participants will learn some important guiding principles in setting & development of questions that are suitable for e-examination
3. Participants will learn some tips to proctor minimize the risk of cheating in online examinations



GETTING STARTED

Some Do's &
Don'ts

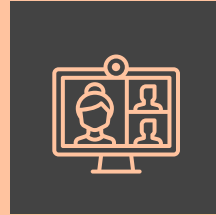


LET'S START WITH SOME DON'TS



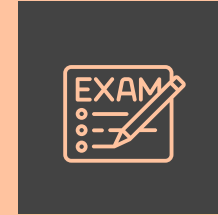
X SOFT COPY

Do not provide soft copies of the exam to the students and ask them to answer at home and submit it “online”



X UNLIMITED ACCESS

Not recommended to conduct the e-exam without any time-bound



X LOW LEVEL QUESTIONS

Due to the nature of e-exam, it is not recommended to ask low levels type of questions when conducting e-exam

INSTEAD, HERE ARE THE DO'S



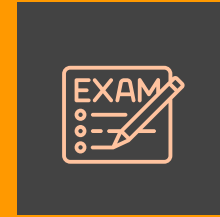
USE ONLINE PLATFORM

Re-create your exam in a secured, trackable online platform (e.g. PutraBlast)



TIMED

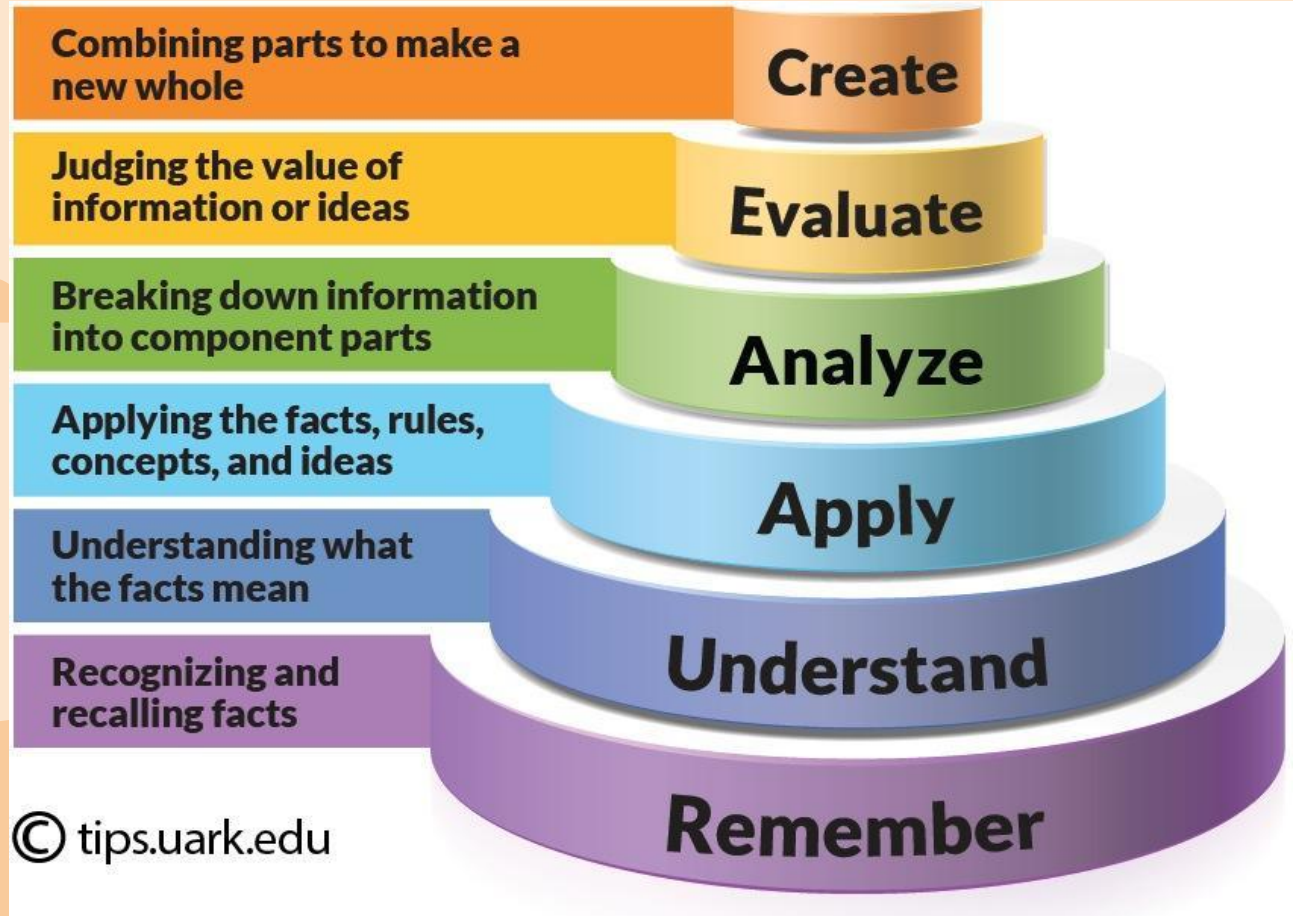
Set a time limit; recommended to be conducted synchronously unless the answers are not easily replicable



ADAPT THE QUESTIONS

Adapt and revise your exam questions. Do upgrade low level questions to higher order thinking questions

**For redesigning
your questions,
please refer to
Bloom's Taxonomy
of Learning**



GUIDING PRINCIPLES FOR QUALITY E-EXAMINATION

TIMING

Set time limit
(Est 2 min = 1 MCQ)

Open the quiz/e-exam
at the the same,
specified time for all

Not recommended to
keep your exam
available or open for
extended periods of
time (unless questions
are designed for such
time limit)

QUESTION BANK

Develop a pool of
exam questions

Develop different
category of
questions
















Randomize the
questions

Not recommended
for low level
questions; unless it
is sequenced prior
to answering more
elaborate
answer/higher level
questions

Develop different
types of questions
in PutraBlast (see
next slide)

QUESTION TYPES

Types of Questions in Quiz

	Multiple Choice		Essay		Drag and drop into text
	True/False		Calculation		Drag and drop markers
	Matching		Calculated Multichoice		Drag and drop onto image
	Short Answer		Calculated Simple		Select missing words
	Numerical		Embedded answers (Cloze)		Random short answer matching

SAMPLE OF QUESTIONS AND HOW TO ADAPT TO E-EXAM FORMAT

EXAMPLE QUESTION

C1: What is a stratified random sampling?



UPGRADE TO (AT LEAST) C3 APPLICATION TYPE OF QUESTION

Explain under what research condition stratified random sampling can be used?
Please provide relevant examples in your answers

SAMPLE OF QUESTIONS AND HOW TO ADAPT TO E-EXAM FORMAT

EXAMPLE QUESTION

C1: Please state the definition of non-formal learning

(answers are available in the lecture notes provided to the students)



Please select the type of learning setting that is the most accurate for the following situation:

A 45-year old legal assistant is trying to improve her computer skills by taking a short course about Microsoft Office 2020. The Microsoft trainer was her former colleague.

- A. Formal
- B. Non-formal
- C. Informal

SAMPLE OF QUESTIONS AND HOW TO ADAPT TO E-EXAM FORMAT

EXAMPLE QUESTION

Q1: An active digital footprint is recorded when personal data is released deliberately by a user for the purpose of sharing information about oneself in the Internet

- A. True
- B. False



You may ask the same question, but sequence the next question to ask for more elaborate explanation or higher level question

Please explain your answer in Question 1 and provide an example. Write below:

SAMPLE OF QUESTIONS AND HOW TO ADAPT TO E-EXAM FORMAT

EXAMPLE QUESTION

C1: Please state the formula for calculating standard deviation



Based on the following values provided, please calculate the standard deviation for this data.

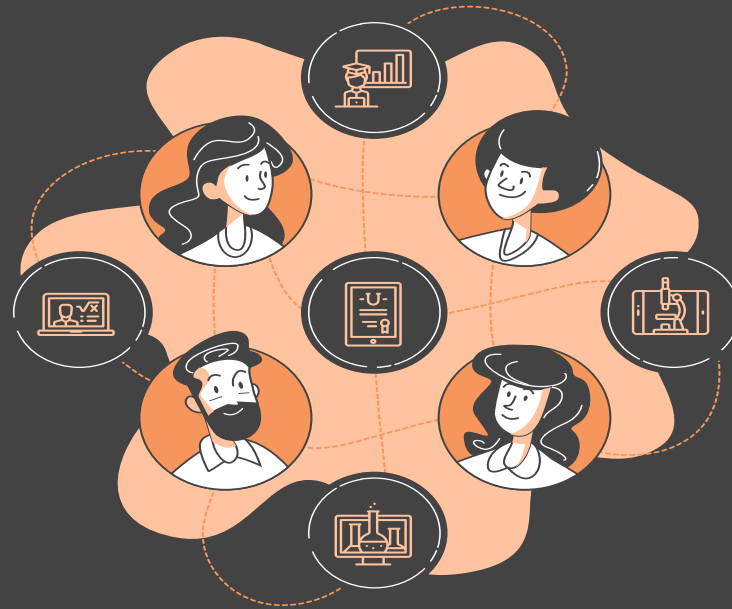
Please attach your written answer (upload attachment). Make sure the following is clearly illustrated in your attachment:

1. Formula of standard deviation
2. Calculation steps
3. The final answer from the calculation

PREPARING YOUR STUDENTS FOR THE E-EXAMINATION

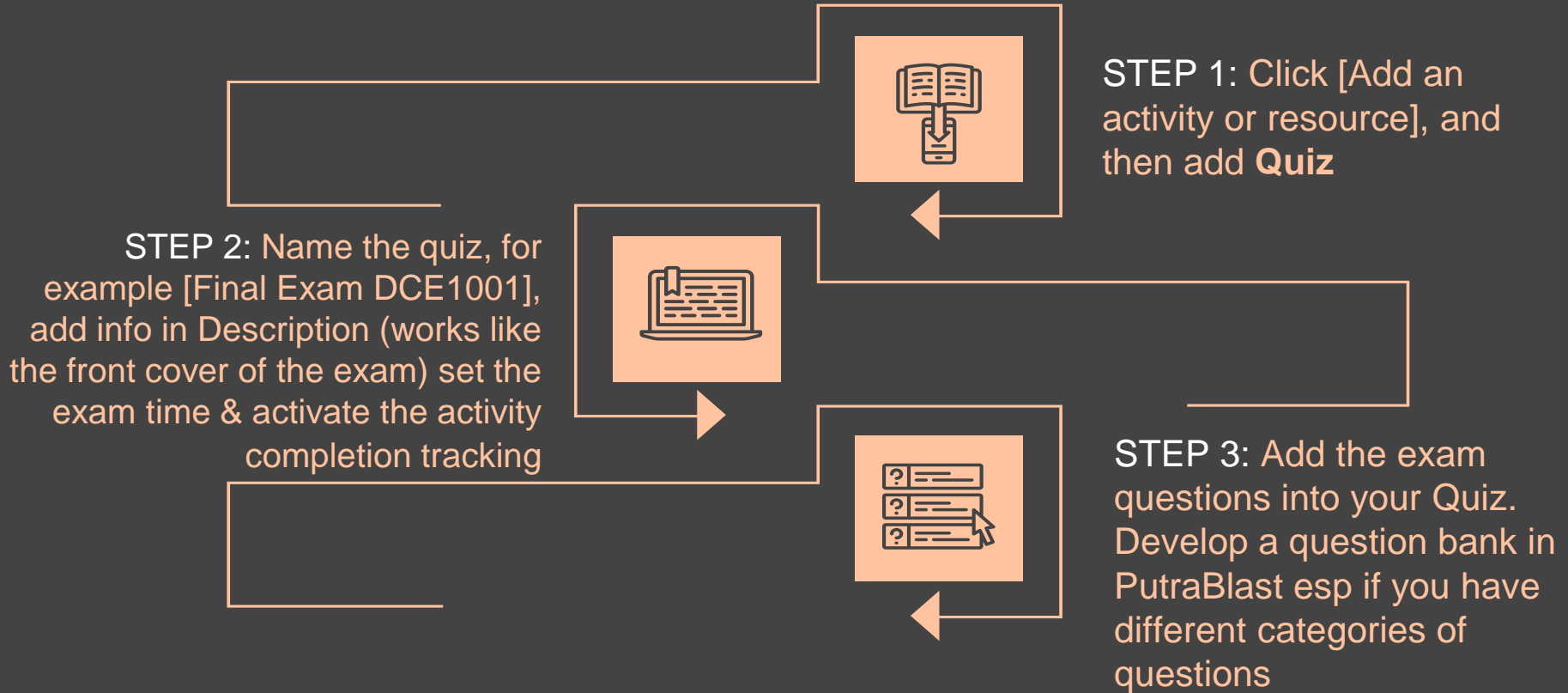
Set the tone & expectation of the e-exam upfront,
including the emphasis on academic integrity

Create a practice
exam session to get
your students
familiarize with how
the e-exam works in
PutraBlast



Remind the students on
the time to sit for the
exam (they must pre-
arranged for a suitable
location to take the
exam); or if there is any
access issue, they must
make prior arrangement
with the respective
lecturer

HOW TO CREATE E-EXAMINATION IN PUTRABLAST



QUICK PUTRABLAST DEMONSTRATION



ONLINE PROCTORING TIPS



HOW TO PROCTOR E-EXAM / MINIMIZE RISK OF CHEATING IN E-EXAM



Create a bank of questions, including different types of questions (MCQ, TF, open ended, etc)



Randomize the sequence of the exam questions as well as the answer choices (for MCQ)



Present your exam question one at a time and timed the completion of the e-exam



Conduct the e-exam synchronously and set to allow one attempt only for the e-exam

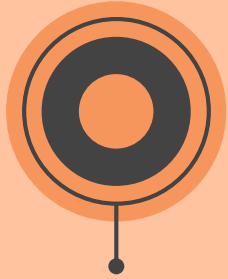


During the e-exam, you can check the live log (in PutraBlast) to monitor the students who are currently completing the e-exam online



30 mins before the exam, ask all students to check in into Zoom/Skype, with web camera & their student ID ready. Can use in conjunction with online attendance

CHALLENGES / LIMITATIONS



**FIRST TIME
PREPARATION TO
DEVELOP AN E-
EXAMINATION CAN
BE VERY TIME
CONSUMING**



**ACCESS CAN BE
DISRUPTED BY
UNSTABLE INTERNET
LINE / FAIL OF
TECHNOLOGY. NEED
TO STANDBY PLAN B**



**WE CANNOT FULLY
ELIMINATE THE RISK
OF ONLINE
CHEATING; WE CAN
ONLY MINIMIZE IT**



**OPTIONS AND
SETTINGS ARE
DELIMIT BY THE
FEATURES
AVAILABLE IN THE
CHOSEN PLATFORM**



DOCUMENTATION FOR YOUR E- EXAMINATION: COMPLETION LOG & GRADES

COMPILING E-EXAMINATION RECORD

**TAKE AND
PRINT ONLINE
ATTENDANCE**

**PRINT ACTIVITY
COMPLETION OR
LOG REPORT**

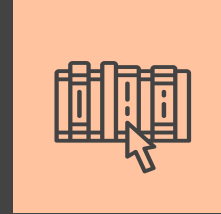
**DOWNLOAD
RESULTS OR
RESPONSES
UNDER QUIZ
ADMINISTRATION
IN PUTRABLAST**

OTHER RESOURCES



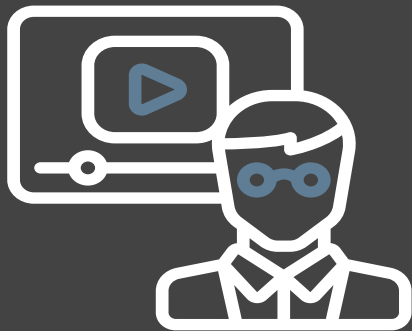
OTHER DIGITAL TOOLS

1. [H5P](#) (inside PutraBlast)
2. [PutraPacer](#)
3. [Exam.net](#) (currently free throughout 2020 for first time user)



ADDITIONAL INFORMATION

1. [Using the Quiz tool in Moodle \(PutraBlast\) or Quiz User Guide](#)
2. [Guidelines to Reduce the Risk of Cheating in E-Exam](#)
3. [PutraBlast Module How to Add Assessment \(Quiz & Assignment\) - must enroll first](#)



THANK YOU VERY MUCH

#kitajagakita