

SacCT

Large Exams

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

RECOMMENDATIONS FOR LARGE EXAMS

Many instructors use the Tests tool in SacCT to create and deliver quizzes and exams online. When working with larger exams such as a midterm, final or exams that contain more than 50 questions, there are several recommendations you must follow in the exam setup to ensure that students can successfully access and complete-exams:

- Limit the number of questions in an exam to a maximum of 50 questions
- Split larger exams into several parts as needed

The following sections provide further details for these recommendations.

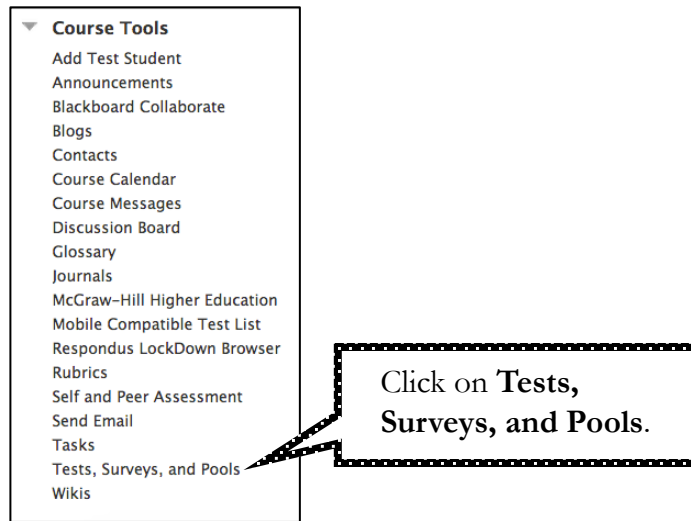
Editing Existing Large Exams

If your midterm or final exam is more than 50 questions in length, split the exam into several parts. For example, if your exam is 100 questions in length, you can split the exam in half. In this example, there would be two parts to the exam: Large Exam – Part A and Large Exam – Part B.

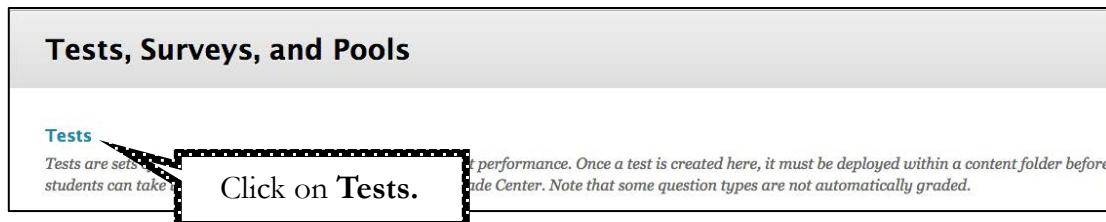
Split Large Exams

Please follow the steps below to split an existing exam in your SacCT course into two parts.

- step 1.* Locate the **Control Panel** menu on bottom left of course and click on **Course Tools**.
- step 2.* From the course tools menu select **Tests, Surveys, and Pools**.

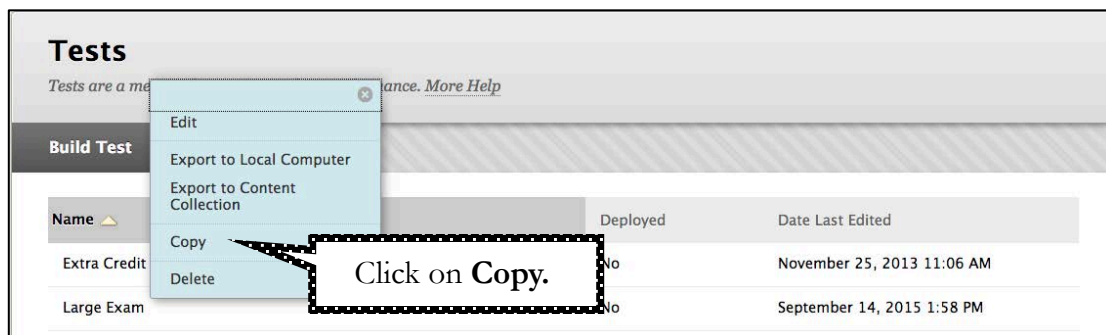


step 3. From the Tests, Surveys, and Pools page select **Tests**.



step 4. Locate the large exam from the list of tests. With your mouse, hover over the exam name and click the drop-down arrow.

step 5. Select **Copy**. (Complete this step twice. One copy will be used as the first part of the exam. The other copy will be used as the second part of the exam.)



Tests
Tests are a means of assessing student performance. [More Help](#)

Build Test Import Test

Name	Deployed	Date Last Edited
Extra Credit	No	November 25, 2013 11:06 AM
Large Exam	No	September 14, 2015 1:58 PM
Large Exam(1)	No	September 14, 2015 2:47 PM
Large Exam(2)	No	September 15, 2015 9:23 AM

This is the original exam.

These exams are the copies.

step 6. After copying the original exam twice, you can now begin editing the copies of the exam. Hover over the title of the first copy of the exam and click on the drop down menu. Then select **Edit**.

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Large Exam(2)	No	September 15, 2015 9:23 AM

Click on Edit.

- Edit
- Export to Local Computer
- Export to Content Collection
- Copy
- Delete

step 7. Locate and click the drop down arrow to the right the exam title, i.e. Test Canvas: Large Exam (1), select **Edit**.

Test Canvas: Large Exam(1) ⌵

The Test Canvas allows you to add and edit questions, add questions, reorder questions, and review the test. [More Help](#)

Create Question Reuse Question Upload Questions

Click on Edit.

- Edit

step 8. Change the name of the test to indicate that this is the first part of the test. For example, add 'Part A' to the end of the title.

step 9. Then click **Submit**.

Test Information

Enter a **Name** for the Test. This is a required field. The name is the title text that appears in the Content Area. Users identify the Test. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Test Information

* Name

Description

step 10. Scroll down to the list of questions and delete questions after the 50th question.

step 11. Select the checkbox next to each question to be deleted and select the **Delete** button at the bottom of the screen.

Select: **All** **None** | Select by Type:

Delete Points Update Hide Question Details

Click on **Delete**.

step 12. A pop-up screen will display, click **OK**.

The page at <https://sacct.csus.edu> says:
14 question(s) will be deleted. Continue?

Cancel OK

Click on **OK**.

step 13. Repeat steps 7-11 for the second copy of the test. Please note: for the second copy of the exam, you will be deleting questions before the 51st question.



TIP : Creating New Exams

If you are creating a new exam, ensure that the total number of questions does not exceed the maximum of 50 questions. For information on how to create a new exam please refer to the [SacCT: Online Tests](#) handout.

Need further assistance? Please visit our [Faculty Resources](#) website.

Add Exams to Content Area, Folder or Learning Module

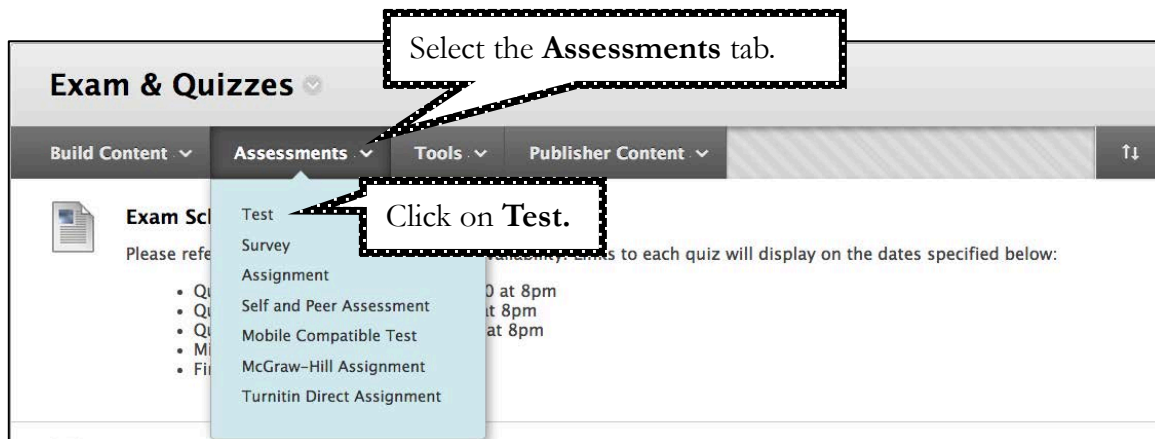
Once you have split your exam into two or more parts, you are now ready to add the exams into a content area, folder or learning module for students to access.

If you had previously added the original exam into an area of your course, navigate to that location to add the new Part A and Part B of the exam. Refer to the test options of your original exam to set the options for Part A and Part B.

step 1. Go to the location (Content Area, Folder, Learning Module) in your course where you have the link to the original test for the students.

step 2. Click the gray **Assessments** tab at the top of your screen.

step 3. Then select **Test**.



step 4. From the **Add an existing test** list select one part of the split exam (i.e Part A). Then click **Submit**.

1. Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test

Add an Existing Test

-- Select Test Below --

Extra Credit - Web 2.0

Sample

Large Exam

Large Exam: Part A

Large Exam: Part B

Click on the 'Part A' exam.

2. Submit

*Click **Submit** to add this Test. Click **Cancel** to quit.*

Click Submit.

step 5. Adjust the test options to match the original exam and click **Submit**.

step 6. Repeat steps 2-5 to add the 'Part B' exam.

Finally, you can remove or make unavailable the original exam link from the content area, folder or learning module. This way students will only have access to the new Part A and Part B exams.

To remove original exam from content area, click the drop down arrow next to exam name and select Delete. Or make unavailable by editing the Test Options, and select No next to Make the Link Available.