Canvas Exam Settings

- Time Limit
- Not allowing multiple attempts
- Shuffle answers
- Show one question at a time
- Not allowing students to go back to a question

Standard Language

- For instructors: Below is standard language to send to students prior to taking an exam. You will need to enter details for your exams. Please email this to the class in advance so that they don't need to spend exam time reading the information. In the question body, each short answer/essay question needs to note in the amount of time that students should budget for that question. [In paper exams, we signal that with the space that we leave on the page. We need to be more explicit about time on electronic exams.

Please read carefully:
This is a closed book, closed notes, closed phones, closed resources exam with no outside help permitted. We expect that you will take the exam demonstrating the academic integrity expected of student pharmacist and defined in the Code of Conduct.

This exam contains XX# multiple choice, X# T/F or matching, and X# short answer/essay questions. Once the exam starts, the total time allotted for the exam is YYY minutes. We expect short answer/essay questions to take no more than ZZ minutes of time, leaving you XX/YYY minutes for each multiple choice, T/F or matching question.

Questions will be revealed to you one at a time. You will only be allowed to answer each question ONCE. You will not be able to go back and change your answer after you've submitted a question. Please read and answer carefully the first time and budget your time. Answers will be revealed after everyone has taken the exam.

You will only be allowed to take the exam once. If you exit the exam page, you will not be allowed back in. Once you start the exam, be prepared to finish in one sitting. If you leave the Canvas site while taking the exam and go into another webpage or application, Canvas will track this activity. Don't do this. Stay on the Canvas site for the exam until complete and do not wander the internet or outside of Canvas.

In the case of an exam or internet malfunction, you may reach the course coordinator by email, or by phone or text at XXX-XXX-XXXX. Do so immediately. The course coordinator has the ability to allow you to reopen the exam.

If you have questions related to the exam questions, you may email the course coordinator. Please be advised that you cannot simply refer to a question by number or an answer by letter. Everyone's exam questions and answers will be randomized. You will need to provide some description of the question. Please also remember that it is a violation of academic integrity to attempt to make copies of this exam.
Exam Tips

- Inform students of how many questions, what type of questions and how much time they have for the whole exam.
- If you have short answer or essay questions put them at the beginning of the exam to help them manage time. If you have an estimate on how long it should take to answer these questions you can also give them those details.
- If using photos in your exam make sure they are all “active” Save your photos in canvas folder. Make sure that folder is published in canvas before your quiz goes live.

Adding extra time for DAS exams

- Use “Moderate Quiz” feature to allow for student extensions (exceptions)
- This feature only becomes available once you have published your exam

Select Student(s) and Add Extension(s)

Access Moderate Quiz
Click on the Title of a Quiz to see the option to “Moderate this Quiz”

Select one or more students
From within the Moderate This Quiz option, edit and create an extension for a single student or multiple students
- Click on the Edit pencil to add an Extension for one student or
- Checkmark to the left of multiple students and select “Change Extensions”
Add one or more extensions

- **Extra Attempts** – if the student has already taken the Quiz, allow for an extra attempt by entering 1 or more.
- **Extra Time** - If the student needs extra time on a Quiz (ex. the Time Limit is 45 and they need 90 minutes), then enter the “extra time” needed for the student.
- **Unlock**:
  If the Available From date has not yet been reached and the student is taking the Quiz early, checkmark the box to “Manually unlock the quiz for the next attempt”. If the Available Until date has passed and the student is taking the Quiz late, checkmark the box to “Manually unlock the quiz for the next attempt”.
  **Note**: Manually unlocking the quiz means that there is no end date for the Quiz for the selected student.

Add an Extension while a quiz is in progress

Within Moderate Quiz you may also notice that a quiz is in progress when you see a running clock under the Time column for a student. If there is a need to adjust a Quiz while it is in progress:

- Click on the Clock icon

- Add a specific time for the Quiz to end for the student

- To give students different availability and due dates, we recommend using the Differentiated Assignments feature.