

## Check list for teachers when using Remindo for e-assessment

To go through in the run-up of the exam

This check list is based on experiences when using Remindo for e-assessment at the UU. The check list helps you focus on important steps and focus areas for your e-assessment. Steps that have been completed can be ticked (even digitally in this pdf). Through the button 'Add sticky note', you can add notes to the pdf.



The preparation order is different for each exam. In case you have any questions in response to the check list below, please contact your key user (as soon as possible). In addition, you can also contact your key user after exam performance. Supportsite: [remindo-support.sites.uu.nl/?lang=en](http://remindo-support.sites.uu.nl/?lang=en)

### **General (timetabling, exam performance, and contacting the key user)**

**Testing room:** scheduling before *e-assessment* (for GW, 4 weeks before the exam performance at the latest, for other faculties, 2 weeks before exam performance). Please note! During exam periods, it could occur that - even 2-4 weeks in advance - there will be no more room for e-assessments to be scheduled.

Additional facilities: essential facilities reported when scheduling the exam (such as headphones for video clips, an additional keyboard, etc.) or reported in case the facilities are still known when scheduling the exam.

**Testing room students with additional exam time:** Option 1: separate testing room scheduled for e-assessment with students with additional exam time. Option 2: testing room scheduled for both regular students and students with additional exam time, in which the duration of the exam **and** additional exam time is taken into account.

**Cooperation with key user:** Contacted your key user about the exam? When using e-assessment, you work together with your key user. When using e-assessment for the first time, an intake will be scheduled.

**Supervisors:** sufficient supervisors should be available when conducting e-assessment. In case multiple exam locations for the same exam, a supervisor must be present at each separate location. (E-supervisors are present at each e-assessment for technical support, but they will not replace the regular supervisors.)

**Student instruction document:** Will be send to students before exam performance to prepare them how to make an exam in Remindo. *The document can be found on the supportsite in English and Dutch:*

[remindo-support.sites.uu.nl/handleiding/manuals/?lang=en](http://remindo-support.sites.uu.nl/handleiding/manuals/?lang=en)

**Teacher instruction document, approval and monitoring of exam performance:**

I looked through the teach instruction document. *The document can be found on the supportsite in English and Dutch:*

[remindo-support.sites.uu.nl/handleiding/manuals/?lang=en](http://remindo-support.sites.uu.nl/handleiding/manuals/?lang=en)

Or as a web page:

[remindo-support.sites.uu.nl/wp-content/uploads/sites/79/2017/01/Monitoring\\_test-taking-process\\_19-02-2018\\_EN.pdf](http://remindo-support.sites.uu.nl/wp-content/uploads/sites/79/2017/01/Monitoring_test-taking-process_19-02-2018_EN.pdf)

**Students with additional exam time:** student names and student numbers should be reported to the key use (including the additional number of minutes these students will receive), as set up by the teacher.

**Distribution of assessment:** inform your key user which teacher should assess which question, as set up by the teacher himself. (This is only possible when teachers are already linked to the study).

**Approval:** Inform (your key user) which teachers should receive the rights to approve of students during exam performance.

**Scrap paper:** If scrap paper is allowed or students want to make notes on a piece of paper, bring scrap paper with you.

**Resit:** The same rules apply: schedule the e-assessment resit two weeks in advance.

**Last minute changes:** communicated these to the key user, to make sure that they are up-to-date and could perform a check if necessary.

## **Settings per question (general)**

*More information on each question type can be found on the supportsite.*

**Points/bonus points:** The correct amount of points has been set.

*Applicable to all question types.*

**Correct answer:** The correct answer is specified/ticked.

*Applicable to all question types.*

**Minus points:** Turned on/off for incorrect answers, when turned on: number of minus points per incorrect answer has been specified.

*Applicable to multiple-choice questions, multiple-response questions, matching questions, graphic associate questions.*

**Scoring method:** I deliberately choose Correct answer / Scoring distribution / Quotient rule / Product Rule.

*Applicable to multiple-choice questions, multiple-response questions, matching questions, graphic associate questions.*

**Assessment criteria:** clear description (and if desired: sub divided into separate assessment criteria for which points can be assigned).

Note! If you want different teachers to correct different (sub) questions, you shouldn't combine these questions into a Combined question, but add them as separate questions and record them as a separate Line in the recipe

*Applicable to open questions, upload questions.*

**Mixing:** Mixing answer options on / off / partly on and off.

*Applicable to multiple-choice questions, multiple-response questions.*

**Text formatting:** Students are or aren't allowed to adjust the formatting of their own text (italics, bold, etc.).

*Applicable to open questions.*

**Limit to Answers/Associations/Choices:** Has a limit been set for the number of answers/associations/choices.

*Applicable to multiple-response questions, graphic association questions, hotspot question, drag and drop questions.*

**Points per association/per choice/per area:** Number of points per (correct) association, choice, or area has been set.

*Applicable to graphic association questions and hotspot questions.*

**Areas:** Areas to which the student should drag a(n) pointer/image are correctly indicated. Images cannot cover two areas at the same time.

*Applicable to drag and drop questions.*

## **Settings (exam) recipe**

**Recipe has been activated.**

**Recipe has been saved after last alterations.**

**Recipe has been checked for errors** (Lines or Warnings marked in red: for example, because a question has been added to the exam twice.

**Negate guessing:** Turned on/off. This is an important option for exams containing closed questions. (See [remindo-support.sites.uu.nl/handleiding/recipe-negate-guessing/?lang=en](http://remindo-support.sites.uu.nl/handleiding/recipe-negate-guessing/?lang=en))

**Caesura:** The caesura has been set correctly in the recipe settings.

(See [remindo-support.sites.uu.nl/handleiding/recipe-configuring-the-caesura/?lang=en](http://remindo-support.sites.uu.nl/handleiding/recipe-configuring-the-caesura/?lang=en))

**Checking Recipe:** The exam has been checked (in student view) and corrected on the following options:

No descriptions of the answer have been incorporated in the question.

If documents have been added to the exam, check these by opening them (Please note! Word-documents cannot be opened during a secured exam, but pdf-files can).

Images are displayed in an appropriate size. Numbering of questions and indication of sub questions have been added if necessary.

More information can be found on: [remindo-support.sites.uu.nl/handleiding/recipe-view-test-preview/?lang=en](http://remindo-support.sites.uu.nl/handleiding/recipe-view-test-preview/?lang=en) (choose the option: Test this recipe)

### **Optional**

**Pdf, testing on paper:** A pdf of the exam has been printed if desired.

**Reviews, scheduling:** if a digital review is desired in the secured testing environment: schedule this at least two weeks in advance.

**Reviews, key user:** If the review is held digitally, please inform the key user.

Want to look up more information on Remindo? Google '**Remindo support**' to find the online supportsite or go to: [remindo-support.sites.uu.nl/?lang=en](https://remindo-support.sites.uu.nl/?lang=en)

Good luck with your e-assessment!