

Exam tips and tricks

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https://www.csu.edu.au/division/learning-and-teaching/interact2_help/teaching-and-professional-staff/tests-pools-and-surveys

Export/import a test

https://www.csu.edu.au/division/learning-and-teaching/interact2_help/teaching-and-professional-staff/tests-pools-and-surveys/reuse-a-test-or-survey

How to reuse or create exams

Does an exam already exist in the subject site or does a new exam need to be created?

- Look on the left-hand navigation for an exam tab. OR
- Look at the *Test tool* and see if an exam has been created and where it has been deployed. From the subject's control panel, click *Subject tools*, then click *Tests, Surveys, and Pools*, then click on *Tests*.

SUBJECT MANAGEMENT

▼ CONTROL PANEL

▶ Content Collection

▼ Subject Tools

Accessibility Report

Achievements

Announcements

Attendance

Blogs

Contacts

Date Management

Discussion Board

Glossary

Journals

Merge

Progress Weighting Tool

Rubrics

Self and Peer Assessment

Send Email

Site Analytics

Subject Calendar

Tasks

Tests, Surveys and Pools

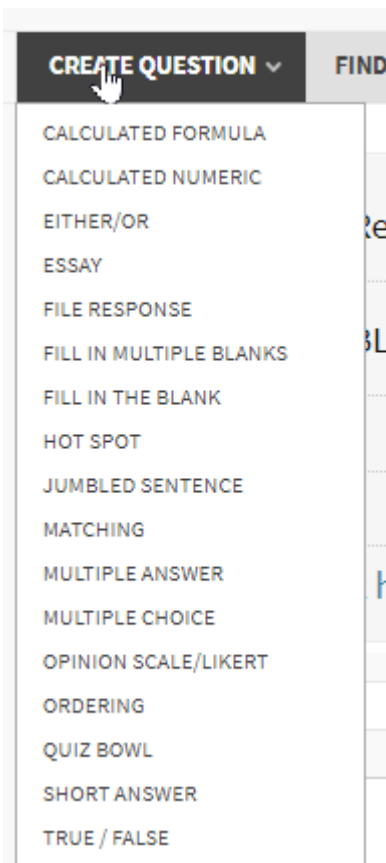
If exam does not exist, you will need to build a new exam.

EXAM TIPS & TRICKS

Start by building pools of questions. You will need to decide on the question types, for example: Multiple choice question; File Response (i.e. upload a Word doc, excel spreadsheet), Short Answer etc.

Build a pool of Questions

1. On the *Control Panel*, expand the *Subject Tools* section and select *Tests, Surveys, and Pools*.
2. On the *Tests, Surveys, and Pools* page, select *Pools*.
3. On the *Pools* page, select *Build Pool*.
4. Complete the *Pool Information* page and select *SUBMIT*.
5. To add questions, you can use *Create Questions*, *Find Questions*, and *Upload Questions*.



Creating Short Answer/Essay Questions

- Create all short answer questions as an essay question as there is no limit on response characters.
- Create in separate pools (**no question sets to be used because they randomise the questions**).

When the essay questions are copied and pasted into the Interact2 editor, the questions display as bold for the students (the bold doesn't show in edit mode).

When not all of the essay questions need to be answered

(For example, when only **three** out of **four** essay questions **need to be answered**)

- Add the following text to the start of each question.

Essay question - answer X of the X. Please type 'NA' into the text box of the question/s you choose not to complete.

- Create the questions and add instructions at the start of each question. Add text to prompt students to type 'NA' in the text box of the question they choose not to complete.

When there are two components to an essay question

When there are two parts to an essay question, the following text may clarify how to organise the answers for students:

In the answer box below, write the letter and your answer.
e.g. a. Your answer

Please place a blank line space after the end of the essay answer questions and the blurb above.

Splitting a case study

If there is a case study relevant to multiple questions, add this to the top of each question.

Add this wording to the first question:

The next six questions will be related to this case study/diagram (choose relevant). The case study/diagram (choose relevant) will be provided in each question for reference.

Appendix or Additional Resources

If there is an Appendix or Additional Resources provided to students to use while answering questions (e.g: **Exam Data sheet** for a Chemistry exam) they should be uploaded to the INSTRUCTIONS.

Begin: [Click here for CHM104 202230 Theory Final Exam](#)

INSTRUCTIONS

Description

By completing and submitting this exam, I declare that the answers are my own work and I will not knowingly share the contents or my answers with any other person before I or they have completed and submitted the exam.

Instructions

- If you lose access to your exam attempt, you can re-access your exam by clicking on the same link you used to enter the exam. However, the exam time will continue to pass even if you are not in the system completing your exam.
- Read all the instructions at the start of your exam.
- Don't use the Blackboard app to complete your Interact2 online exam. Many of the settings that ensure a smooth test experience do not translate to the app environment.
- Don't refresh the page, close the window, or use the browser's back button while you take a test as this may cause loss of data.
- The cut and paste functionality has been disabled in most of the online exams. Please ensure you author your written responses within the text field provided. If you try to cut and paste text into the exam response field it will not work.
- Click [Exam data sheet.pdf](#) to access your exam data sheet. Please keep this open until you have submitted your attempt.

You can do this by editing the **Test Information**. Please note: All instructions to students should be provided in the Description and Instructions sections. See *Creating a test* and *Deploying a test* below for more detail.

Creating file response questions

If a file response question is requested.

Place the following statement in the Instructions for the exam:

There are some file response question/s in this test. Please ensure that the file you are uploading is compatible across various platforms. Some file type suggestions are .doc;.docx; jpeg; png; pdf; excel.

Please also leave yourself enough time to upload your file responses. It is recommended that you upload your file as you complete a file response question.

The screenshot shows the Blackboard 'CREATE QUESTION' interface. The 'DESCRIPTION' field contains a declaration statement. The 'INSTRUCTIONS' field contains a bulleted list of exam rules. The last bullet point is highlighted in yellow, matching the text provided in the document.

Field	Content
Description	By completing and submitting this exam, I declare that the answers are my own work and I will not knowingly share the contents or my answers with any other person before I or they have completed and submitted the exam.
Instructions	<ul style="list-style-type: none"> • If you lose access to your exam attempt, you can re-access your exam by clicking on the same link you used to enter the exam. However, the exam time will continue to pass even if you are not in the system completing your exam. • Read all the instructions at the start of your exam. • Don't use the Blackboard app to complete your Interact2 online exam. Many of the settings that ensure a smooth test experience do not translate to the app environment. • Don't refresh the page, close the window, or use the browser's back button while you take a test as this may cause loss of data. • The cut and paste functionality has been disabled in most of the online exams. Please ensure you author your written responses within the text field provided. If you try to cut and paste text into the exam response field it will not work. • There are some file response question/s in this test. Please ensure that the file you are uploading is compatible across various platforms. Some file type suggestions are .doc;.docx; jpeg; png; pdf; excel.

Then also place the following in the file response question itself:

Please ensure that you leave yourself enough time to upload your file responses. It is recommended that you upload your file as you complete a file response question.

Create a test / Build a test

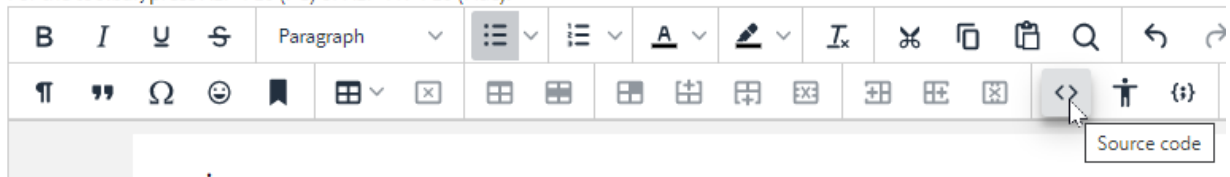
1. On the *Control Panel*, expand the *Subject Tools* section and select *Tests, Surveys, and Pools*.
2. On the *Tests, Surveys, and Pools* page, select *Tests*.
3. On the test page, select *Build test*.
4. On the *Test Information* page, type a name. Provide a description and instructions if required.
5. The following wording should be in the *Description* box

By completing and submitting this exam, I declare that the answers are my own work and I will not knowingly share the contents or my answers with any other person before I or they have completed and submitted the exam.

6. The following wording should be in the *Instructions* box. If not, go to step 7.
 - If you lose access to your exam attempt, you can re-access your exam by clicking on the same link you used to enter the exam. However, the exam time will continue to pass even if you are not in the system completing your exam.
 - Read all the instructions at the start of your exam.
 - Don't use the Blackboard app to complete your Interact2 online exam. Many of the settings that ensure a smooth test experience do not translate to the app environment.
 - Don't refresh the page, close the window, or use the browser's back button while you take a test as this may cause loss of data.
 - The cut and paste functionality has been disabled in most of the online exams. Please ensure you author your written responses within the text field provided. If you try to cut and paste text into the exam response field it will not work.
7. If the *Instructions* box has no content, the following standard instructions code should be pasted into the *Instructions* box via the *html source code* icon on the Edit menu. This source code contains the function to disable cut & paste.

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



```
<p>.</p>
<p>
<script type="text/javascript" src="https://interact2.csu.edu.au/bbcswebdav/xid-9903603_1"></script>
</p>
<p>
```



```
<script id="exam_script" src="https://interact2.csu.edu.au/bbcswebdav/xid-19314462_1" type="text/javascript"></script>
```

- If you lose access to your exam attempt, you can re-access your exam by clicking on the same link you used to enter the exam. However, the exam time will continue to pass even if you are not in the system completing your exam.
- Read all the instructions at the start of your exam.
- Don't use the Blackboard app to complete your Interact2 online exam. Many of the settings that ensure a smooth test experience do not translate to the app environment.
- Don't refresh the page, close the window, or use the browser's back button while you take a test as this may cause loss of
- The cut and paste functionality has been disabled in most of the online exams. Please ensure you author your written responses within the text field provided. If you try to cut and paste text into the exam response field it will not work.

8. Click **Save**.
9. Further information may be added at the bottom of these standard instructions as required.
10. Select **SUBMIT**
11. On the *Test* from the **Reuse Question menu**, select a required option.
12. Select pool and question type and **SUBMIT**. Repeat steps 11 and 12 as required.
13. Select **OK**

Random block

1. Create a Test. From the *Reuse Question* menu, select **Create Random Block**.
2. In the pop-up window, select the check boxes for one or more pools.

Choose Criteria

View ▼ Reset to Default

▼ **Pool**

☒ Pool A

▼ **Question types**

☒ All Pool Questions

☐ Calculated Formula

☐ Calculated Numeric

☐ Either/Or

☐ Essay

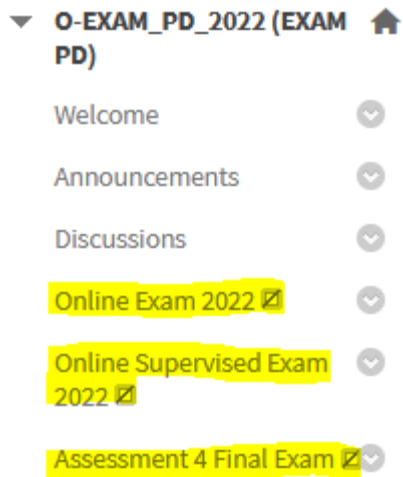
3. Select the check box for at least one question type to include. All questions that meet the criteria appear.
4. Select **SUBMIT**. The random block of questions should now be added to the test.
5. Select *Number of Questions* to display to access the pop-up box and type the number of questions you want students to see. Select **SUBMIT**.
6. Select *Points per question* to access the pop-up box. Type a point value. This point value is assigned to each question in the random block.
7. Select *Preview questions* that match selected criteria to expand or collapse the list of questions. You can view and edit individual questions.

Deploying the test in a content area

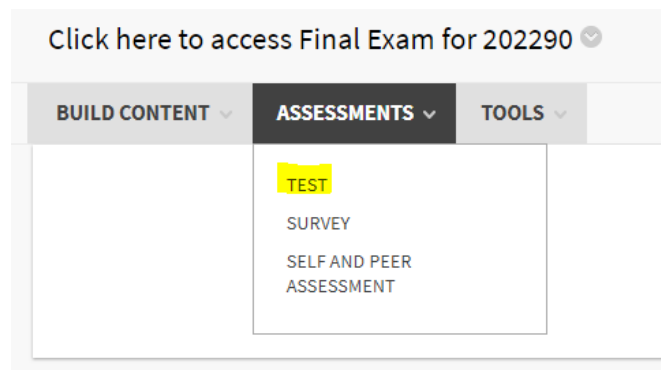
1. **Navigate** to the Content Area where you want to deploy the Test.

(IMPORTANT: If you set the tab to 'Hide Link' while you are working on the test you must remember to 'show link' once the Test Options (date and time availability) have been set, otherwise students will not be able to access the exam.

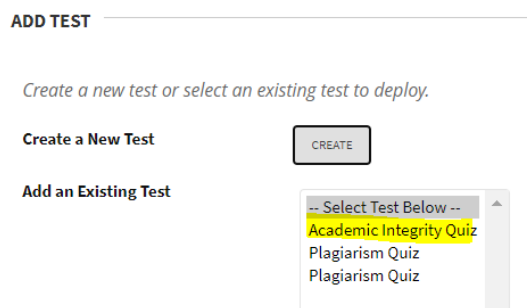
EXAM TIPS & TRICKS



2. **Select** Assessments to access the menu and select Test.



3. **Select** the test from the list (this is where good naming practice helps identify the test to be deployed).



4. **SUBMIT**

Once the Test has been submitted, the Test Options page opens.

Setting the Test Options

These are the settings which we encourage be applied to exams being built in Interact 2. These settings were selected to ensure a stable exam experience for students and to minimise technical issues.

The default test options are:

Show test description to students before they begin the test: Yes

Show instructions to students before they begin the test: Yes

Open test in new window: No

The screenshot shows the 'TEST INFORMATION' section of the Interact 2 interface. It includes a 'Name' field with a placeholder 'Click here for [Subject Code]', a 'Choose Colour of Name' dropdown set to 'Black', and a 'Content Link Description' field with a rich text editor. Below this is a 'Test Description' field containing a declaration: 'By completing and submitting this exam, I declare that the answers are my own work and I will not knowingly share the contents or my answers with any other person before I or they have completed and submitted the exam.' Underneath the description are three checkboxes: 'Show test description to students before they begin the test.' (checked), 'Show instructions to students before they begin the test.' (checked), and 'Open test in new window' (radio buttons for 'Yes' and 'No', with 'No' selected).

Make available to students: Yes

Add a new announcement for this test: No

Force completion: No – not recommended by DLT

Set timer: Add the total duration of the exam in minutes

Set timer/Auto submit: Yes/On

Display After: Matched to exam day/date and time information

Display Until: Matched to exam day/date and time information

Show Test Results and Feedback to Students: Untick everything

Questions displayed one at a time: Yes – by selecting this option the test shows one question at a time, otherwise the entire exam shows all at once and this can cause issues for students with weak or unstable network connection.

Prohibit Backtracking: No – the 'Prohibit Backtracking' function can cause significant issues for students, particularly if students lose internet access during their exam (a frequent occurrence) and potentially cannot complete a response due to the system saving their incomplete answer. Or if a student needs to refresh to make a response box appear that can be interpreted by the system as a submission and thus prohibit backtracking prevents them from returning to the question to compose a response.

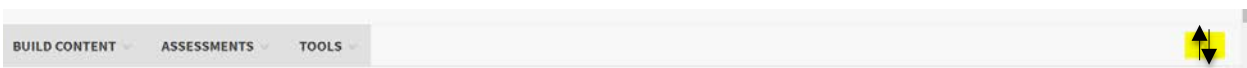
Randomise Question: No

Note: There may be times where you may need to deviate from the above recommended settings due to the exam design.

Reorder test

Once the Test is deployed move from bottom of page to the top.

Click on reorder icon (see below)



Move exam up to top of list (see below)

EXAM TIPS & TRICKS

Reorder: Content

Items

FIN560 Sample exam 2090 SAQ

Click here for ASC171 Online Exam

ACC311 2130 SAQ 1

Numeracy Quiz

Click here for BMS224 Online Exam

▲ ▼

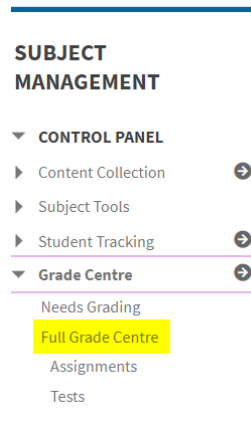
Move Up

CANCEL

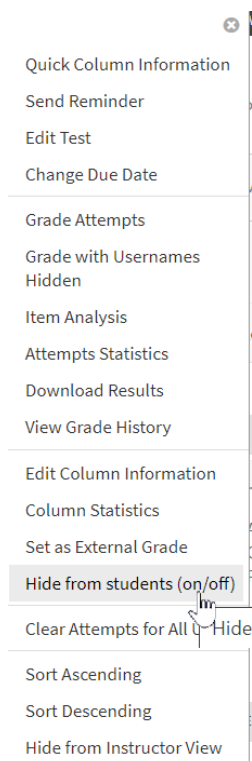
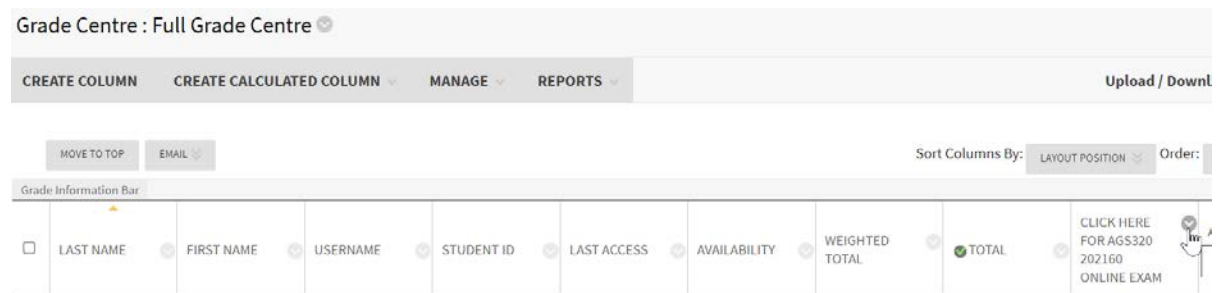
SUBMIT

Hiding Grade Centre column

To prevent exam marks being made available to students you should hide the exam column from students in Grade Centre by following the steps below.



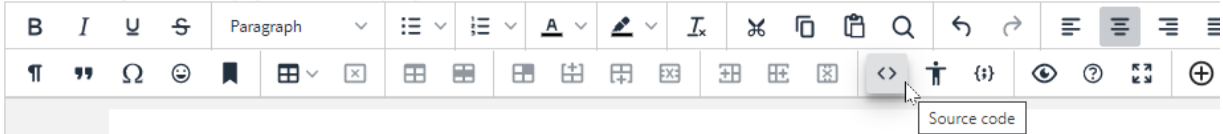
Click on down arrow beside relevant exam in Grade Centre



Prevent Copy and Paste/Spell check

The following source code should be added to the top of the HTML by clicking on the source code icon in the Instructions box to disable the cut and paste functionality in the Test.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The code to disable copy and paste and grammarly is below:

```
<p>.</p>
```

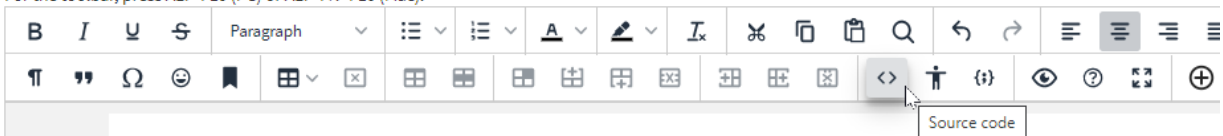
```
<script type="text/javascript" src="https://interact2.csu.edu.au/bbcswebdav/xid-9903603_1"></script>
```

Code to remove bold

Interact 2 when creating exam questions of any type automatically bold all the text.

The following source code should be added to the top of the HTML in the Instructions box to turn this bold off. *This will not affect any text you have selected as bold.*

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



```
<p>
```

```
<script id="exam_script" src="https://interact2.csu.edu.au/bbcswebdav/xid-19314462_1" type="text/javascript"></script>
```

```
</p>
```

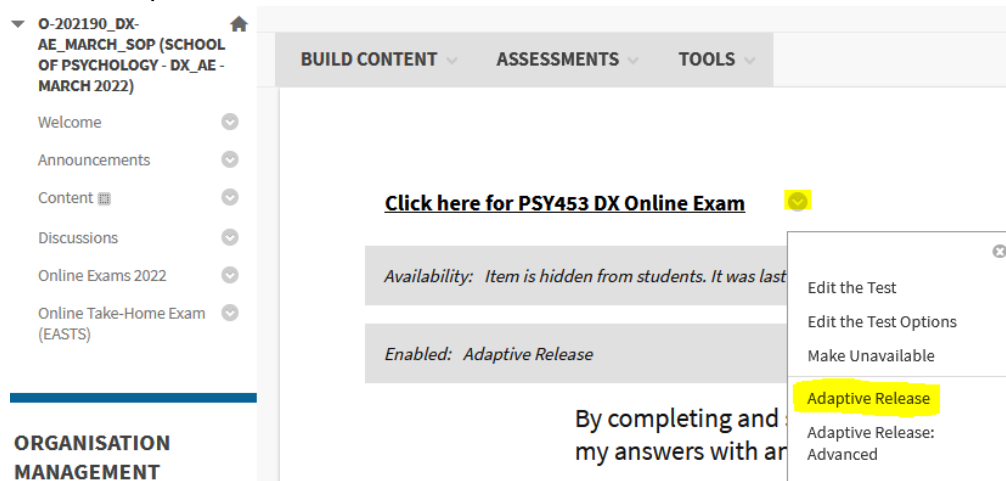
DX and AE Exams in Organisation sites

Currently the School-based Organisation sites are set up by the Exams office in consultation with schools and facilities.

DX and AE students are allocated membership to a subject/cohort 'Group' by DSA and then an 'Adaptive Release' rule is created to release the exam to relevant student Groups.

"Adaptive Release" rules need to be added to the test AFTER the test deployed in the Organization site. The steps are as follows.

- Click the chevron beside the test
- Select adaptive release



- Check the start and finish times are set as per the day/date time of the scheduled exam
- Scroll down to Membership
- From the 'Items to Select' window, highlight the correct subject group to add to selected items. There may be multiple subject cohorts to select and arrow across to the 'Selected Items' window.
- Once you have moved across all the relevant 'Groups' hit SUBMIT
Note: leave the default settings on for the GRADE and REVIEW STATUS sections.

Adaptive Release

DATE

Choose Date

<input checked="" type="checkbox"/> Display After	15/03/2022	14:00
<input checked="" type="checkbox"/> Display Until	15/03/2022	16:25

MEMBERSHIP

Username

Organisation Groups

Items to Select		Selected Items
PSY453_AE-DX_Distance	<input type="button" value="➤"/>	
	<input type="button" value="⬅"/>	
<input type="button" value="INVERT SELECTION"/> <input type="button" value="SELECT ALL"/>		<input type="button" value="INVERT SELECTION"/> <input type="button" value="SELECT ALL"/>

Exceptions for exams

DSA set up exceptions for exams. The exceptions don't have dates. **Don't add the dates as this will clear the dates off the adaptive release and the test will automatically be open to all students.**

Preview a test

It is important to preview a test before it is released to students. This is a great way to QA the test and ward against any student issues.

Completing a test with the edit mode on allows the instructor to take a test but does not record results in the Grade Centre.

1. Navigate to the content area where the test is deployed.
2. Click the **test name**.
3. Select the **Begin** button.
4. To test the cut and paste function is disabled please try to copy text into an answer box.
5. Check that all test options are correct e.g display time and date