

Online Quiz Exams - Add the Practice quiz with required settings

All courses with an online exam must have a Practice Quiz added to the course site.

When and where

This must be available at least **3 weeks prior** to the scheduled exam.

Make sure you clearly identify this as the **Practice Exam** and it is prominent for your students to find.

The Required text for the Practice exam must also be added to the course site adjacent to the practice quiz itself. See the guide **Required text on course sites with an Online Exam**.

What is to be included

The practice exam should only contain one example of each type of question from the actual exam.

For example, if the exam is made up of MCQ and Essay questions, the practice exam should contain one MCQ and one Essay question to allow students to familiarise themselves with the question type and test their computer system.

You want to keep these examples separate from the actual exam though by adding them to their own category in the Question Bank.

The practice exam is not for revision.

Why

This will ensure students are well-prepared for what they will encounter in the actual exam and/or provide an opportunity to resolve any issues that may occur before the actual exam.

Settings

1. Add a new formative quiz titled Practice exam.
2. In the Description field add any special requirements or explanations that will help students understand the question types and your expectations.
3. The main quiz settings can be set as:
4. Open the quiz at least 3 weeks before the scheduled exam.
5. There is no time limit as there are only example questions.
6. Attempts can be left as unlimited.