



TALE Teaching Tip:

Zoom Option for Administering Exams

We have been holding our classes at the regularly scheduled times using Zoom since we moved to online delivery. Our students were already comfortable taking pictures of their work to submit to an assignment folder in BOLT to meet the requirements of Math Lab held on-campus the first half of the semester. We also surveyed our students to determine resources available. We've been clear in our expectations and the students' responsibilities. ~ Regina Bobak and Tara Diehl, Academic Enrichment

Disclaimer: this does not prevent ALL dishonesty but definitely helped curve it.

Here is a process we used to administer our Unit 3 Exams and will be using for the Final Exams.

1. Sent the exam as a PDF document and Zoom link via email a few minutes prior to the start of class. You could post in BOLT if you prefer. We gave the option to print or view from the computer. Regina provided two versions, the print version allowed space to work each problem (just like in class) and the computer version was one page where students used blank paper to work the problems (some students don't have access to a printer).
2. Students joined the Zoom session, preferably using their cell phones and turned on their video. *Make sure you can see each student working (hands should not move out of the video). Fix any issues with students immediately.
3. Students completed the exam as the Zoom session (optional to record the session).
4. Students took pictures using CamScanner or another app to save as a PDF document (we needed a format that we could provide feedback on their work using our tablets with pens and return to each student). We each used a different option for submitting the work:
 - a. Tara had students take their pictures and send the PDF document via email prior to leaving the Zoom session. Note: you may need to have your email file size limit increased.
 - b. Regina had students notify using chat in Zoom that they had completed the exam and she documented the time on a spreadsheet. Students then immediately took pictures and uploaded the PDF document to an assignment folder in BOLT.

Recommendations:

Do a test run prior to the actual exam. During one of the regularly scheduled classes, students were required to turn on their video and orient in a way that we could see them working. Be prepared for students not having a lot of space (working on beds, etc.). Regina sent a PDF document by email to make sure they were able to open it while being in Zoom and they had to submit their work from class that day to an assignment folder in PDF or Word file. This allowed her to assist students who had trouble completing the task prior to the exam.

Note: our algebra courses are capped at 25.



Teaching and Learning Enhancement (TALE) Center

What you need to know about your students' situational factors to make this workable:

- Will students have the technology or bandwidth to use zoom while taking the exam? Neither encountered students with this issue.
- Will students be able to take the exam during the scheduled class time? Regina had a few students take the exam at a different time but used the same format.
- What do you do with students who have accommodative documentation? The students who have extended test time were provided that time. Regina's courses are back-to-back so she used the same Zoom session. She placed the second class into a waiting room and had them join at the same time so she only had to explain everything once as to not interfere with the students still in the room for the additional time. She also set special access to extend the due date on the assignment folder in BOLT.

We did administer a survey prior to teaching online to determine the best route for online delivery. Here is the survey. You may want to make modifications at this point as this was when we initially thought we were only teaching two weeks online.

Informational Survey to Move Course Online

Likert Scale Question

Scale: Never, Rarely, Occasionally, Regularly, Always

1. Do you have access to:
 - a. a computer/laptop/tablet
 - b. high-speed internet (DSL or better)
 - c. earbuds/airpods/speakers
 - d. microphone/telephone/cell phone/headset with microphone
 - e. webcam
 - f. printer
 - g. scanner/camera
 - h. pencil and paper
 - i. ability to download apps/software
 - j. a quiet place to work

Written Response Questions

2. List any commitments that you will have during the two online weeks that you would not normally have while attending classes on campus (i.e. sibling care, job, etc).
3. Share any concerns you may have during these two weeks online.