

GIVING ASSIGNMENTS & EXAMS REMOTELY

A BRIEF GUIDE

This guide is a reference for McGill instructors who will be giving their assignments and exams remotely. Start by checking out [5 Principles for Making Decisions about Assessment in Challenging Times](#). If you have an instructional purpose in mind and are not sure which tool to use, see this [table of teaching and assessment tools](#).

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McGill

Teaching and
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WHAT'S THE DIFFERENCE BETWEEN OPEN-BOOK EXAMS AND TAKE-HOME EXAMS?

Open-book exams have a set time limit for completion. For example, students start the exam at a specific time and have 3 hours to complete it. Given that students are now in different time zones and some students registered with the OSD may require a time accommodation, it is recommended that open-book exams be available to students for a minimum 48-hour period. Students choose their start time, and once the exam is underway, they have 3 hours (or any designated time period) to complete it. Times can be set in myCourses. See [Overview of Quizzes, Surveys and Self Assessments in myCourses](#) and [Best Practices: The Quiz Tool](#). For more information on open-book exams, see the University of Newcastle's [Guide For Academics - Open Book Exams](#).

A take-home exam allows more flexibility. For example, a take-home exam can be open for 48 hours and students can take as much time as they need within that time to complete the exam. Some students registered with the OSD may require a time accommodation; it is therefore recommended that take-home exams be available to students for a minimum 48-hour period.

Both take-home and open-book exams are unsupervised and allow students free access to resources, such as their textbooks, course notes, and internet sources while completing them.

HOW CAN MY STUDENTS GIVE THEIR ORAL PRESENTATIONS?

Students can:

- Record themselves using a smart phone, tablet, or laptop and share the recording in myCourses with you or the whole class.
- Use the [Video assignment](#) tool in myCourses, which has a group project feature that allows students to collaborate on video assignments. This tool also allows you to timestamp your feedback comments.
- Give their presentations and share their slides live with the whole class using Zoom.

SHOULD I SET UP MY ASSESSMENTS IN THE MYCOURSES QUIZ TOOL OR THE MYCOURSES ASSIGNMENTS TOOL?

The [Quiz tool](#) is used to create quizzes and exams. It allows you to create a variety of auto-gradable question types, such as True/False, Multiple Choice, and Multi-Select questions, Short Answer, Multi-Short Answer and Fill in the Blanks questions, Matching and Ordering questions, and Arithmetic and Significant Figures questions. Long Answer questions must be graded manually. You can manage student access times, quiz/exam duration times, number of attempts permitted, and randomize question options and question order. See [Overview of Quizzes, Surveys and Self Assessments in myCourses](#) and [Best Practices: The Quiz Tool](#).

The [Assignments tool](#) allows you to create folders where students can upload documents, pictures, or any other files that they must submit to you. You can download and/or grade your students' electronic submissions from these folders.



WHAT FILE FORMATS CAN STUDENTS SUBMIT TO MYCOURSES?

myCourses allows students to upload documents (e.g., docx, pdf), pictures (e.g., jpeg, png), audio (e.g., mp3, wav), or any other file type. For mathematical calculations, for example, students can take a photo of their work with their phone and upload it to myCourses. See [Overview of assignments in myCourses](#).

HOW CAN MY STUDENTS SUBMIT GROUP ASSIGNMENTS?

In myCourses, you can set up your students in groups or you can allow them to sign up for their own groups. See [Creating groups in myCourses](#).

HOW CAN I RANDOMIZE QUIZ/EXAM QUESTIONS IN MYCOURSES?

See this video: [Create a New Quiz with a Randomized Set of Questions](#).

HOW CAN I MINIMIZE CHEATING ON EXAMS?

Scroll down [this page](#) to the section entitled *Foster academic integrity*.

CAN I HAVE MY STUDENTS DO ONLINE PROCTORED EXAMS?

In the current context, McGill does not recommend the use of online proctored exams, for example, using tools such as Respondus Lockdown, Respondus Monitor or Zoom. Scroll down [this page](#) to *Issues with using online proctored exams*.

HOW CAN I PROVIDE STUDENTS WITH FEEDBACK ON THEIR ASSIGNMENTS AND EXAMS?

You can provide students with written and audio recorded feedback comments. See [Grading assignments in myCourses](#) and [Recording audio in myCourses](#). You can also use the [built-in assignment annotation feature](#) to markup submissions using highlighting, freehand drawing and associated commenting.

HOW CAN I GRADE ASSIGNMENTS OFFLINE?

Log in to myCourses to see [step-by-step instructions](#).



HOW CAN I LET MY STUDENTS KNOW WHAT THEIR GRADES ARE?

See [Overview of grades in myCourses](#).

HOW CAN I ADDRESS ACCOMMODATIONS FOR STUDENTS REGISTERED WITH THE OSD?

See the [OSD's FAQs for instructors](#).

WHERE CAN I FIND INFORMATION ON REVISED GRADING AND ASSESSMENT POLICIES FOR WINTER 2020?

See the [Adjusted Academic Measures](#) page: “Rather than determine a singular way forward, the possible adjustments take into account the complexities our students face, and are presented as a basket of options so that each student can be empowered to make choices that fit their unique situation.”

