Best Practices for Assessment in Online Courses
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1. Give campus-based, proctored tests when it is feasible to do so.
2. Give timed online tests.
3. Make online tests available for a limited period of time.
4. Design online test questions in a manner that it isn’t easy for learners to look up information and still complete the test on time.
5. Utilize a variety of question types, i.e. multiple choice, fill-in, and short answer.
6. Include several questions that relate directly to online discussions. These questions will be difficult to answer by someone who hasn’t actually participated in the discussions.
7. Take security measures such as issue a password to enter the online test; arrange that a learner contact you before gaining access to the test; or utilize a lockdown browser to prevent printing, copying, going to another URL, or accessing other applications.
8. Randomize the question and answer order. If you choose to randomize answers, consider not using answers such as ‘all the above,’ ‘both a and b are true,’ etc. The randomization may cause these answers to be invalid.
9. Deliver one question at a time.
10. Don’t release the test to learners after the test has been completed.
11. Don’t rely on online testing for grading learners. Make sure you have at least two other methods of evaluation, such as papers, discussion participation, or projects.
12. Utilize a plagiarism detection tool for papers.