

The aim of this Guide is to provide you with some suggested methods to conduct online assessment and information of their feasibility and potential limitations for you to make an informed decision.

In Lingnan, we have students coming from all over the world; therefore, students will be in a different location and different time zone. They may have different Internet infrastructure and may not be able to access some websites such as Youku.com and/or Youtube.com. For example, we have received reports that some students cannot access Moodle outside of Hong Kong. In setting your assessment, it would be better if you could take these constraints into consideration. In general, it is suggested to adopt an assessment method which can accommodate the majority of your students. For the situation where your students need extra support, a specific method should be adopted; you may need to consult your department first, and seek professional support from the Teaching and Learning Centre at your discretion.

**Asynchronous Online Assessment (Take home exam):**

<p>1 Moodle’s TurnItIn assignment supplement with e-mail submission</p>	<p>This is the recommended method. Changing the final exam to an open book and take home exam format and ask student to submit online via Moodle + Turnitin (for a guide to create a Turnitin assignment), please use the link below:  <a href="https://tlc.ln.edu.hk/tlc/wp-content/uploads/2019/08/A2_Using_Turnitin_To_Assist_Students_in_Avoiding_Plagiarism_2019.pdf">https://tlc.ln.edu.hk/tlc/wp-content/uploads/2019/08/A2_Using_Turnitin_To_Assist_Students_in_Avoiding_Plagiarism_2019.pdf</a></p> <p>For student who are not able to assessment Moodle, please tell them to send their word to you via email. Our email is powered by Microsoft’s cloud-based technology which is assessable anywhere with an Internet connection. After receiving the students’ files, you can submit the files on their behalf to TurnItIn for checking. Please see the instruction below:</p> <p><b>Step 1 - click on the TurnItIn assignment in your course:</b></p> <div data-bbox="424 1196 1350 1429"> </div> <p><b>Step 2 - find the student you want to upload on behalf of and click the upload icon:</b></p> <div data-bbox="416 1554 1134 2121"> <table border="1"> <thead> <tr> <th>Part 1</th> <th>Title</th> <th>Start Date</th> <th>Due Date</th> <th>Post Date</th> <th>Marks Available</th> <th>Export</th> </tr> </thead> <tbody> <tr> <td>Take Home Exam Part 1</td> <td></td> <td>19 Nov 2019 - 22:58</td> <td>26 Dec 2019 - 22:58</td> <td>26 Dec 2019 - 22:58</td> <td>100</td> <td>[Icons]</td> </tr> </tbody> </table>   <table border="1"> <thead> <tr> <th>First Name / Last Name</th> <th>Submission Title</th> <th>Turnitin Paper ID</th> <th>Submitted</th> <th>Similarity</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>Student 1</td> <td>--</td> <td>--</td> <td>--</td> <td>--</td> <td>--</td> </tr> <tr> <td>Student 2</td> <td>--</td> <td>--</td> <td>--</td> <td>--</td> <td>--</td> </tr> </tbody> </table> </div>	Part 1	Title	Start Date	Due Date	Post Date	Marks Available	Export	Take Home Exam Part 1		19 Nov 2019 - 22:58	26 Dec 2019 - 22:58	26 Dec 2019 - 22:58	100	[Icons]	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Student 1	--	--	--	--	--	Student 2	--	--	--	--	--
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**Step3 – Upload the file you received through email:**

▼ Submit Paper

Submission Title \*  **1. Enter a Submission Title**

File to Submit ? Maximum size for new files: 40MB, maximum attachments: 1

**2. Upload the file**

**3. Click the Add Submission Button**

There are required fields in this form marked \* .

**Synchronous Online Assessment (Online Test):**

We recommend doing this with caution since students may be in different time zones and with unstable Internet connections. It is also hard to monitor the integrity of the test; therefore, the question should be set in a smart way to ensure the effectiveness of the assessment.

1	Moodle Quiz	The primary tools for doing online test is Moodle’s quiz module. For instructions to create a Moodle quiz, please refer to <a href="https://tlc.ln.edu.hk/tlc/wp-content/uploads/2019/08/A6_Create_a_Quiz_2019.pdf">https://tlc.ln.edu.hk/tlc/wp-content/uploads/2019/08/A6_Create_a_Quiz_2019.pdf</a>
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2 Qualtrics  
(<http://lingnan.qualtrics.com>)

It is a cloud-based survey tool that is reported to be assessible with an Internet connection. However, it does NOT automatically mark the test. The way to use Qualtrics for an exam is threefold:

1. Setup the test and make it password protected
2. Send the link to the student via email
3. Before the schedule exam time, email the student the passcode

One of the main disadvantage of this tool is that it is more involved in the setup and marking is a manual process (please feel free to contact TLC for support)

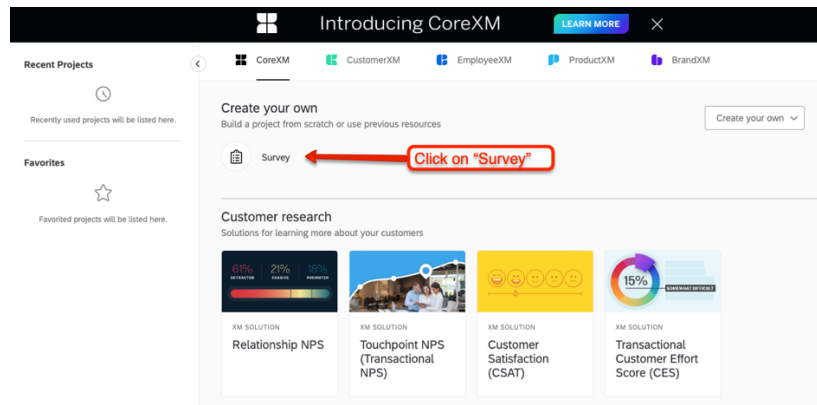
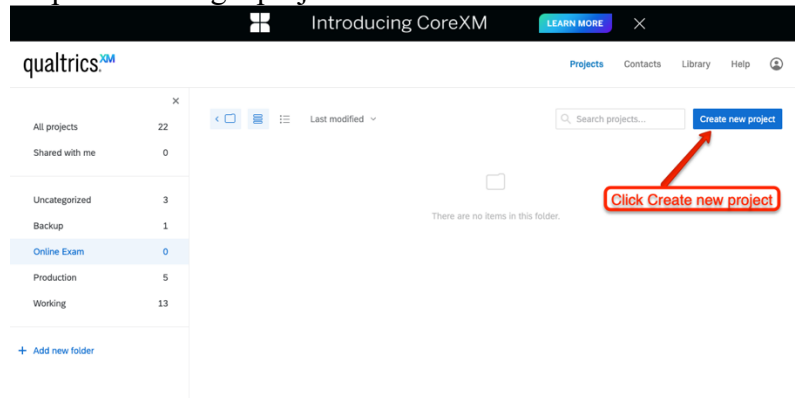
below on how to setup a survey in Qualtrics:

Step 1: Login to Qualtrics

Go to <http://lingnan.qualtrics.com>

Enter your Lingnan username and password

Step 2: Creating a project



CoreXM CustomerXM EmployeeXM ProductXM BrandXM

Back

CREATE YOUR OWN

**Survey** ★

Start with a blank survey project and build it to suit your needs. [Learn More](#)

Project Name

Online Exam

Blank Project From a Copy From Library From a File

Start with a blank survey project and build it to suit your

**2. Click Get Started**

**1. Enter a Project Name**

## Step 3: Adding questions

XM Online Exam

Projects Contacts Library Help

Survey Actions Distributions Data & Analysis Reports

Look & Feel Survey Flow Survey Options Tools

Preview Publish Search

Online Exam

iQ Score: Great

Change Question Type

Multiple Choice

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Validation Type

None

Custom Validation

Default Question Block

Q1 This is sample question

A B C

Import Questions From... Create a New Question

Add Block

End of Survey Survey Termination Options...

**3. Click here to setup a password**

**1. Create your questions.**  
Make sure you include question to collect student name and student ID

**2. Edit the End of Survey message to be "End of**

## Step 4- Setting the password and accessible date/time

Survey Options

**Survey Language:** English (US) The language the survey is written in.

**Survey Title:** Online Survey Software | Qualtrix This text will appear in the browser as the window or tab title.

**Meta Description:** Qualtrics sophisticated online su Search engines and social media services use this description.

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**Survey Protection**

- Open Access.** Allow anyone to take this survey.
- By Invitation Only.** Prevent people from taking the survey using an anonymous survey link.
- Password Protection.** This password must be entered to take this survey:
- Prevent Ballot Box Stuffing.** Take action when a respondent tries to take this survey more than once.
- Bot Detection.** Flag suspicious responses using reCAPTCHA.
- RelevantID.** Flag suspicious panel respondents using RelevantID.
- HTTP Referrer Verification.** The user must come from this URL to take the survey:
- Prevent Indexing.** A tag will be added to the survey to prevent search engines from indexing
- Secure Participants' Files.** Files uploaded as responses can only be viewed by users with pe responses.
- Show a **custom message** when a respondent revisits a **previously completed link**.

**Survey Expiration.** The survey will only be available for a specified date range.

This survey is valid from: 11-19-2019 00:00 to: 12-19-2019 00:00  
Time zone: Asia/Hong\_Kong

- Default survey link expiration message.**
- Custom survey link expiration message.**

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**Survey Termination**

- Default end of survey message.**
- Custom end of survey message...**
- Show Response Summary.**
- Redirect to a full URL, ex. "https://www.qualtrics.com"**

Close

Enter a password

Set the test time

Step 5 - Publishing the online test to generate a link:

XM Online Exam

Survey Actions: Distributions Data & Analysis Reports

Look & Feel Survey Flow Survey Options Tools

Preview Publish

Online Exam IQ Score: Great

1. Click publish

**Publish Survey**  
Publishing will update the version seen by respondents.

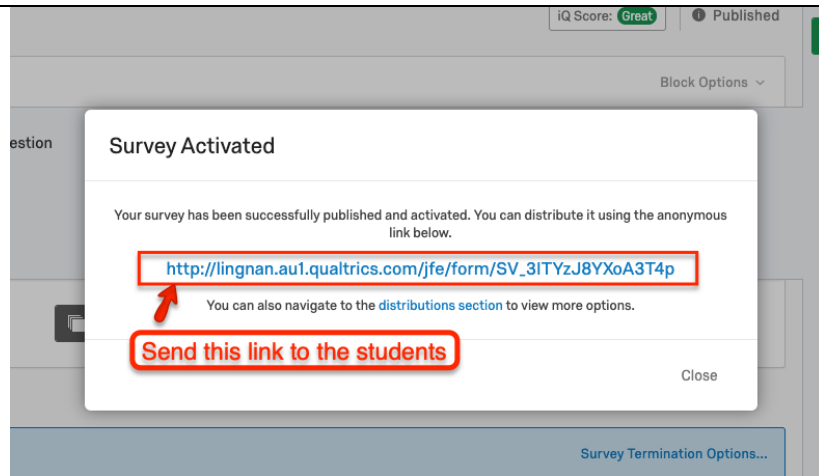
Details  
Add a description for your version history

User-published version

ExpertReview  
Survey strength: Great  
Recommendations: 1  
[View recommendations](#)

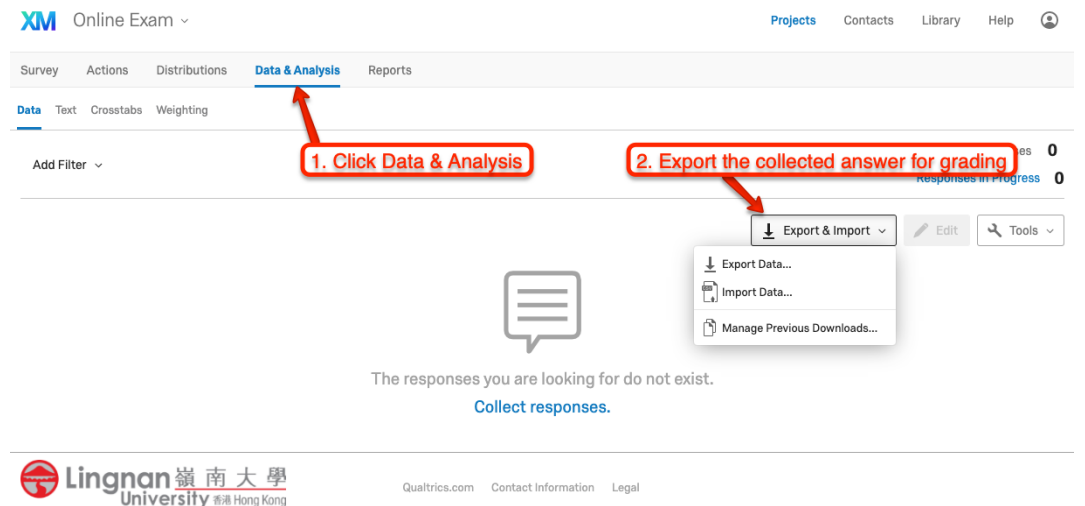
Cancel

2. Click publish again



Step 8 - Before the exam, email the password to the students

Step 9 - Collect the results for grading



For more information on how to use Qualtrics, please refer to the link below:  
<https://www.qualtrics.com/support/survey-platform/getting-started/survey-platform-overview/>

If you need any professional support, please contact please contact Mr James CHONG, Education Manager (Technology) of TLC (email: jameschong@LN.edu.hk; phone: 2616 8420) and/or Dr King CHONG, Educational Development Manager of TLC (email: kingchong@LN.edu.hk; phone: 2616 7584).

**Teaching and Learning Centre**

*Version 2 as of 9 December 2019*