

# Best Practices in Online Assessment

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1. Give campus-based, proctored tests when possible. (For information on proctored tests, contact Harmony Garletts at 304-534-7892.)
2. Give timed online tests.
3. Make online tests available for a limited amount of time.
4. Utilize a variety of question types, i.e. multiple choice, fill-in, and short answer.
5. Take security measures such as password protection or Lockdown Browser.
6. 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.
7. Deliver one question at a time.
8. Don't release the test to learners after the test has been completed.
9. Don't rely on online testing for grading learners. Make sure you have other methods of evaluation, such as papers, discussion participation, or projects.
10. Utilize a plagiarism detection tool, such as SafeAssign, for papers.

Source:

<https://www.winthrop.edu/uploadedFiles/onlinelearning/BestPracticesForAssessmentInOnlineCourses.pdf>