

# TLTC LEARN Quiz / Exam Checklist

## *Are my quizzes ready to go?*

Criteria	Reviewed
<b>Properties</b>	
1. Questions are correctly entered into quiz with correct responses indicated	
2. Question options such as randomization have been applied	
<b>Restrictions</b>	
3. Quiz is set to <b>Active</b> or <b>Inactive</b> controlling student access to the quiz	
4. Start and End date and time have been applied or updated	
5. <b>Respondus Lockdown Browser</b> option is enabled if it is being used for advanced security	
6. Lab/Classroom computers have <b>Respondus Lockdown Browser</b> installed if being used	
7. Time limit is set and <b>enforced</b> if including a time limit in quiz	
8. Late Submissions settings have been set if being enforced	
9. <b>Special access</b> has been granted for students needing accommodations	
<b>Assessment</b>	
10. <b>Automatic Grade</b> and <b>Auto Export to Grades</b> option are correctly selected or deselected depending on requirements of the quiz	
<b>Submission Views</b>	
11. <b>Default view</b> is reviewed to confirm quiz details being displayed to students	
12. <b>Additional View</b> has been added if date or other restrictions are required for student submission view	
<b>General</b>	
13. Reviewed Secure Assessment Best Practice document	
14. Previewed Quiz to confirm above settings are applied correctly	

For more information about LEARN visit the TLTC's blog and support site at <http://blogs.rrc.ca/tltc>.  
 For LEARN Support contact [learn@rrc.ca](mailto:learn@rrc.ca)