

FACULTY OF LAW

Online Quizzes as a form of assessment – Guideline

1. Some considerations before setting up the Online Quiz

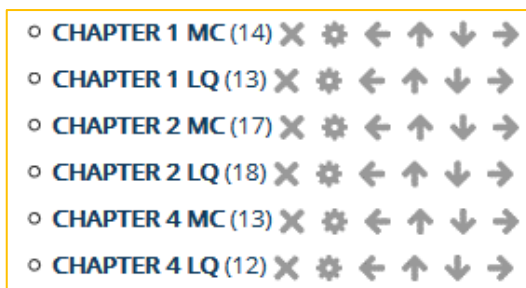
- Determine the total marks for the online quiz, i.e. will the quiz be out of 30 or 40 etc.
- Determine the availability of the quiz, for example, the quiz must be available for a period of between 1 day and opens at 08:00 on Monday and closes at 08:00 on Tuesday. This means that the student can access the quiz at any time while the quiz is available. The students can choose the time that they would like to attempt the quiz (as long they leave themselves sufficient time to complete the quiz before the quiz closes on the Tuesday).
- Remember that you must set a time limit for when the student attempts the quiz, for example, you can set a 90-minute time limit for the quiz, the time will count down as soon as the student attempts the quiz. Students will not be able to see the questions until they select “attempt quiz”. The questions will become available and the time limit will count down.

1.1 MCQs (including True or False and short answer questions):

- Decide on whether you will be including MCQs (Faculty rule is that 20% of all questions can be MCQs, 6 marks out of 30, 8 out of 40 etc).
- Is your question bank big enough to randomise the questions? Ideally you should have at least four MCQ questions per chapter or section of work. Your MCQs should be part of your question bank and saved under a separate category containing just MCQs.
- Are your questions set up as open-book questions? For example, is the MCQ more complex requiring application to a factual scenario .

1.2 Essay questions:

- Consider the mark allocation for the essay problem-based questions (e.g. 1 x 24-mark question, or 2 x 12-mark questions)
- Are you going to randomise the questions? (Note: the questions do not need to be randomised if they are set as one big open-book, problem-based, application style question, for example, one 30-mark complex question which spans across the work covered in the semester.)
- If yes, have you set enough questions of a similar standard from which Moodle can draw in order to randomise?
- Is your question bank big enough? Ideally you should set up a question bank which has various categories and sub-categories. You could have a category for each chapter or section of work, for example, separate categories for each chapter. Thereafter, you should have a sub-category for each of the types of questions you will be setting, such as sub-category for 12-mark questions, a sub-category for 6-mark questions etc. Ideally you should have at least 4 questions in each of the sub-categories. Please consult the Moodle Explanatory Document for Staff on how to set up a question bank (<https://learn.mandela.ac.za/course/view.php?id=5995>).

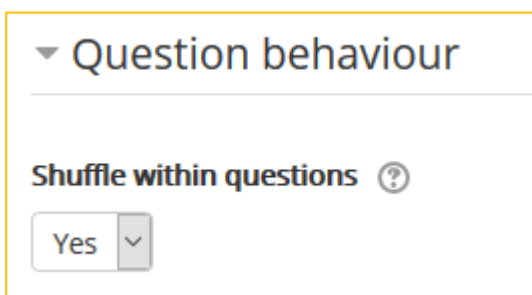


2. Setting up the Online Quiz

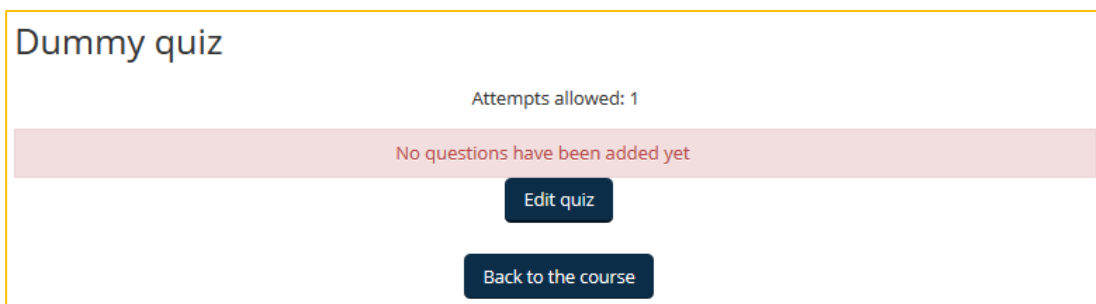
- Consult the Moodle Explanatory Document for Staff (which can be found on the Staff Moodle site <https://learn.mandela.ac.za/course/view.php?id=5995>)
- If you are including both MCQs and essay questions, it may be better to have a separate section /quiz for MCQs (Section A) and a separate section / quiz for essay questions (Section B).

2.1 MCQs (including True or False and short answer questions):

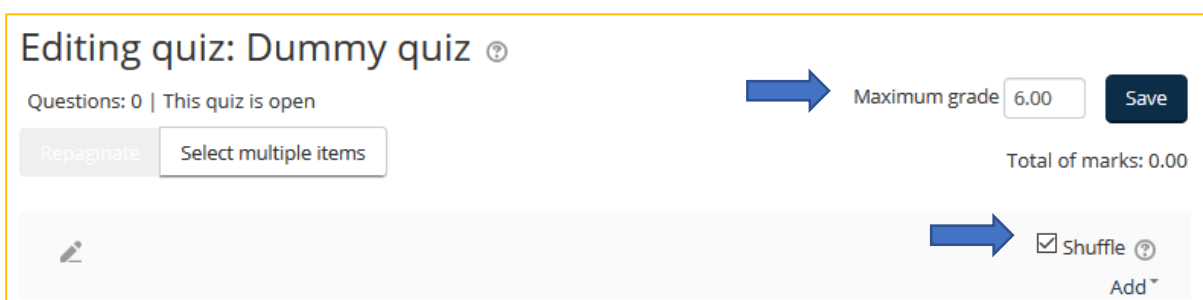
- Decide on the number of MCQs and the mark allocation (for all modules 20% can be MCQs, 6 marks out of 30, 8 out of 40 etc).
- You can decide to have separate time limits for each section. For example, Section A could be 15 minutes for the 6 MCQs (allow for 2-3 minutes per MCQ question).
- When creating Section A (MCQ part of the quiz), please follow the steps set out in the Explanatory Document on how to create a quiz.
- Ensure that the option to shuffle within a question is selected.



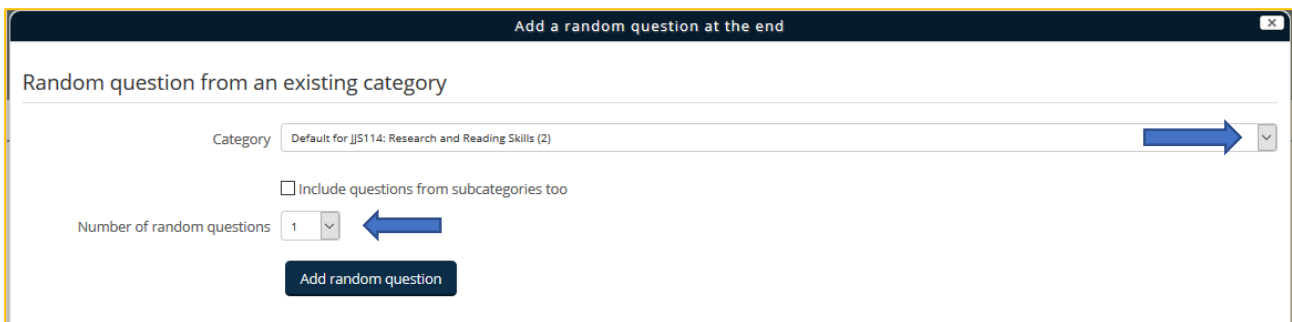
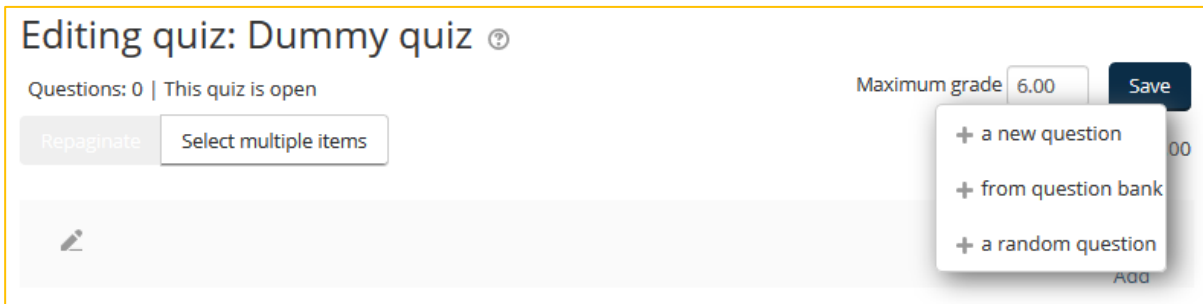
- This will shuffle the choices (i.e. A, B, C, D or E) of each MCQ question.
- Once you have created the quiz, you need to add questions to the quiz:



- Select "edit quiz".
- When adding questions to the quiz (editing the quiz), please ensure that the questions themselves are shuffled by selecting "shuffle".
- Ensure that that Maximum grade is correctly reflected, for example, 6 and then click on "Save".



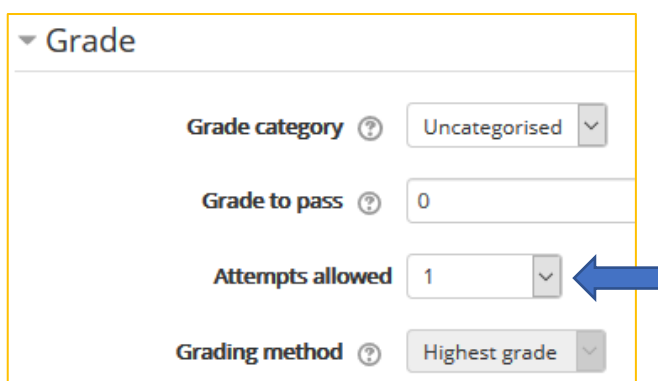
- To add random questions from your Question Bank, click on Add and then “+ a random question”.



- Click on the down arrow on the right to select the category and / or sub-category from which the random questions should be drawn.
- Select the number of questions, for example 6, and the click on “Add random question”.
- Your Section A MCQ quiz has now been created.

2.2 Essay questions:

- Create another quiz under Section B.
- Decide on the time limit for Section B, the rule of thumb is 2 - 3 minutes per mark, but in an online environment, additional time should be allowed to cater for students with limited typing skills. For example, the time limit for Section B could be 80 minutes.
- When creating Section B (essay part of the quiz), please ensure that the students are only **allowed 1 attempt**.
- Should students experience technical difficulties, these students are to notify you via email of the difficulties they have experienced in order for you and the respective HoD to investigate.
- These cases are to be handled on a case-by-case basis.



- The essay question is set up to allow the students the answer the question in an answer box in Moodle itself. Please ensure that the maximum space of 40 lines is allowed for the answer box. Even though the system only allows for 40 lines, students are able to type in much more than 40 lines of text.

- Students must copy their answers that they have typed in the answer box and paste into a Word document. The Word document must then be attached as a back-up file. Please select 1 under “Allow attachments”.

Response format

HTML editor

Require text

Require the student to enter text

Input box size

40 lines

Allow attachments

1

Require attachments ?

Attachments are optional

- Please follow-the steps above with regard to the adding of random questions.
- You could choose random questions from each category and sub-category of essay questions. For example, 1 x random 10-mark question from Chapter 5, 2 x random 6-mark questions from Chapter 6.

3. Marking online quizzes

- The MCQs will be marked automatically.
- When setting up the Quiz, please leave the Review Options on the default setting (for both the MCQS section and the essay questions), do not select any items as this will allow you and / or marking assistants to mark the essay questions without the students being able to see their attempt or their marks after the quiz have closed.
- Once you have finished all the marking, please go back to Review Options and select all the items under “After the quiz is closed”. The students will then be able to see their results as well as any individual feedback you or the marking assistants may have provided.

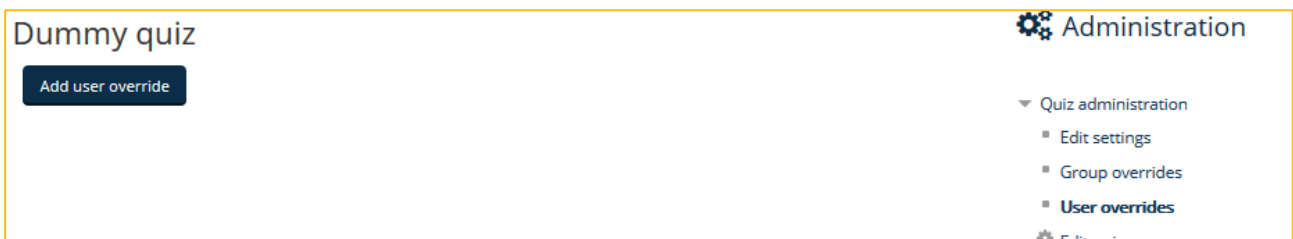
Review options ?

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt ?	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct ?	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input type="checkbox"/> Marks ?	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback ?	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback ?	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input type="checkbox"/> Right answer ?	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ?	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

- Please ensure that you follow the Faculty procedure when using marking assistants, namely request the assistant to mark 10% of the assessments and to record common errors made by the students. Thoroughly check the marking done by the assistant and "remark" that same 10% (to stay true to the principle that the academic is responsible for marking 10% of the papers, and to check that the assistant's marking is accurate and of an appropriate standard). Check the common errors the assistants have identified.
- (The guideline can be found on the Staff Moodle site <https://learn.mandela.ac.za/course/view.php?id=5995#section-3>)
- Develop a generic feedback document that lists the common errors the students have made (do not compromise your memo).
- It is possible to set up a gradebook on Moodle to calculate the marks of both assessments according to the weighting allocated to each assessment. (This is not compulsory. Those of you who may be interested in setting up the gradebook on Moodle please visit the TEACHONLINE-101 Moodle site and watch the appropriate Moodle "how-to" videos).
- The marks are to be exported to Excel. The Excel spreadsheets must be saved with a password and sent to the department secretaries to capture the marks on ITS.

4. What to do in the case of extra time concession students?

- There are different options.
- Option One:
 - An additional assessment with the same questions can be set under a separate topic in Moodle, but it is password protected and the password is sent to the student.
 - The assessment will be open for the same time period (number of days), only the time limit (number of minutes) will be different, taking the concession into consideration. For example, instead of 20 minutes for Section A, the time limit could be 30 minutes; and instead of 80 minutes for Section B, the time limit could be 100 minutes.
- Option Two:
 - Go to "User override" under quiz administration



- Click on "Add user override" and search user and indicate the extra time duration for the quiz for that particular student.

Dummy quiz

▼ Override

Override user *

No selection

Search

Require password ?

Click to enter text

Open the quiz

9 May 2020 10 55 Enable

Close the quiz

9 May 2020 11 05 Enable

Time limit ?

120 minutes Enable

Attempts allowed

1

Revert to quiz defaults

Save

Save and enter another override

Cancel

5. Quiz Instructions

- It is of utmost importance that you provide clear and detailed instructions for the quiz.
- If you have an MCQ section and an essay section, please ensure that students are clearly informed that they must attempt both Section A and Section B.
- It is recommended that the assessment instructions are made available a few days before the assessments is to open.
- The instructions for each section should specifically deal with the following:
 - the number of days for which the quiz will be open and the time limit;
 - the number of marks and mark allocation;
 - that the students will only be allowed one attempt;
 - typing of answers and back-up files (relevant for essay questions); and
 - what to do in the case of connectivity issues.
- Here is an example of the instructions that can be included for essay questions:

PLEASE ENSURE THAT YOU HAVE READ THE ASSESSMENT INSTRUCTIONS VERY CAREFULLY. BY OPENING THE ASSESSMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ THE INSTRUCTIONS AND THAT YOU UNDERSTAND THEM

TIME: ?? minutes

- The assessment opens on ?? at ??:00 and closes on ?? at ??:00. Within this window you will have ?? minutes and only **one** attempt.

- Please ensure that you add text to the answer box as you go along. Even if the system shuts down all text in the answer box is automatically saved. Note that the system shuts down completely at ??:00 on ??, irrespective of when you start. After this time, you will be prevented from accessing the system.

TYPING YOUR ANSWER

- You must type your answers directly into the space provided in the answer box in Moodle. When done, copy your answer and paste into a Word document and attach the Word document. Also keep an eye on the time; you will have ?? minutes to complete the assessment once you open the assessment link. Once the ?? minutes time period elapses, all open attempts are automatically submitted. You need to ensure that you have enough time to type the answers and to attach the Word document within the allocated time limit.
- In the eventuality of you experiencing problems with Moodle, the Word document will be regarded as a back-up file and will be used to assess your answer.
- In the event of technical issues, please contact your lecturer via email as soon as possible and attach the Word document as a back-up file.

ASSESSMENT INSTRUCTIONS

- Before commencing the assessment, you acknowledge that you have read these instructions.

TOTAL MARKS: ??

MARK ALLOCATION

- MARKS WILL BE ALLOCATED FOR THE FOLLOWING:
 - Whether you have answered the question using the IRAC approach:
 - Issue - The Issue section identifies the area of law that is relevant to the problem question and clearly describes the legal problem(s) that need to be addressed
 - Rule / Law - The Rule section identifies the relevant legal principles (stating the law).
 - Application/Analysis - The Application section considers each legal principle identified in the Rule / Law section and explains its relevance to the facts and how it can be applied or distinguished to support logical arguments about how the Issue(s) will be resolved.
 - Conclusion - The Conclusion is stated and provides an overview of how the arguments in the Application section address the Issue(s).
 - Presentation - The overall presentation, layout, formatting and the appropriate language, grammar and style of the assignment.
 - Sources - Appropriate reference to relevant sources (Reference to case law, where necessary - please italicise case names).
 - Students will be credited for additional information, provided it is relevant.
 - The extent to which you answer in your own words.
- Please note that students will not receive marks for repeating word for word the full text of relevant sections in the textbook, cases or legislation, including the Constitution. Students are required to engage with the material.
- **NB Students who copy answers from the textbook, the notes, internet sources or other students will forfeit marks for the question and may be referred to disciplinary proceedings.**

CONNECTIVITY ISSUES

- Should you experience a connectivity problem, you can reconnect to the Moodle site and continue your attempt (provided you do so within the ?? minutes) but the time will not stop. For this reason, it is very important to make sure that your connectivity is reliable.
- If there is a system malfunction, refresh the page – if you get a message asking you whether you want to leave the page, click on yes.
- See whether your answers in the answer box have been saved; if not, copy the information from the Word document into Moodle answer box and attach the Word document as a back-up file.
- Please check your emails regularly – should there be a general problem you will receive an email telling you what to do.