

Accessibility and Accommodation Options in Quercus Quizzes

University of Toronto Centre for Teaching Support & Innovation

This Tip Sheet will assist you in editing a previously created quiz to add accommodations.

For step- by -step instructions for creating a new quiz, please view our video [Using Quercus Quizzes Tool for Automated Online Tests](#) and visit the quizzes section in our [Quercus Support Resources Assessment page](#).

Learning Objectives

1. Build accessibility into the design of Quercus Quizzes by using Available setting options
2. Implement accommodations into quizzes using the built-in **Moderate** and **Assign to** features in Quercus Quizzes
3. Provide information on how to access support for Quercus

Building a more accessible quiz can benefit all your learners. It may also reduce the need for moderation while the quiz is in progress. Here are some options that will allow you to create quizzes designed for learner success.

1. **Consider allowing multiple attempts for a quiz**, especially for low- stakes assessments such as short formative quizzes consisting of multiple-choice or other auto graded questions. For higher stakes assessment a single attempt may be more appropriate.
2. **Allow sufficient time** for learners to access the quiz and to complete the quiz.
3. **Allow free navigation** so that learners can preview the entire assessment and plan their time and come back to questions they need to review or revise.
4. Make learners aware of the **option to 'flag' questions** they want to come back to.

Allow Multiple Attempts for a Quiz

1. In Quercus, navigate to your course and click on Quizzes.
2. Click **Edit** to open the quiz details page.
3. Edit to allow **Multiple Attempts**.

To allow students only a single attempt leave the **Multiple Attempts** box unchecked. This option is best for high-stakes quizzes.

	Multiple Attempts	Unlimited Attempts
Multiple Attempts check box	Check box and specify number of attempts.	Check box but leave number of attempts blank. Students can take the quiz until the time limit for your quiz expires (for timed quizzes) or the Until date and time set for the quiz is reached. If unlimited attempts are allowed, students would be able to have unlimited attempts while the quiz is available. For timed quizzes, each attempt will be auto-submitted if the allowed time is reached. The attempt will also be auto-submitted if the availability date/time expires.

Scoring

- **Multiple Choice & auto-graded questions** - Choose highest score, latest score, or average score. By default, Quercus will keep the highest score unless the setting is changed.
- **Short answer questions (or in combination with auto-graded questions)** – Must be manually graded in order to generate a highest score or an average score.

Best Practices

- For multiple attempts, limit the feedback displayed to students. For quizzes with auto-graded questions such as multiple choice, disable the option for students to see the correct answer immediately after the attempt. Otherwise a student would see the answers between attempts.
- Deselect the option for students to see their responses as this would flag for them any incorrect responses and may provide information for subsequent attempts.
- If you allow a single attempt, ensure that students have sufficient time for access and completion of the quiz.

4. Allow Sufficient Time

Choose from the following timing and availability options

- **Set a time limit** – enter the number of minutes students will have to complete the quiz. Provide enough time that students can answer questions without the aid of a textbook or other source if this is your intent. Note that once the timer begins, it will not be paused if a student navigates away from the page or loses internet connectivity. An unfinished timed quiz will be automatically submitted when the time limit expires. If a student starts the quiz less than one hour before the 'until' date and time, they will not have a full hour for completion. You may wish to note this in your quiz instructions. "For example, in a timed quiz with 60 minutes time limit, if a student starts the quiz less than one hour before the time limit they will only have the remaining time to complete the quiz"
- **Choose a specific time period** - use the **available from** and **available to** dates. You can also specify times. For example, a quiz set from Wednesday April 1st at 5:00 p.m. to Wednesday April 1st at 9:00 p.m. gives students a four-hour window in which to access the quiz. Make the due date the same as the 'available until' date to prevent late submissions. If students are allowed to take the quiz after the due date, in your case, you can set the 'available to' date as the farthest day and time that late submissions are allowed.

5. Question Display Options

- **Leave options unselected** – By leaving these options unselected we can give students **free navigation**. This will allow them to look ahead to all the quiz questions and plan their time accordingly. They can also return to previous questions and review their answers before submitting. The ability to return to previous questions allows students to take advantage of the option to 'flag' a question they want to come back to.
- **Show one question at a time** – questions are shown in sequence. If you choose one question at a time, you can also **lock questions** so student cannot return to the previous questions. In combination, these options require students to answer each question before moving on and prevents them from going back and changing answers.

6. Preview your Quiz in Student View

Save the quiz. Use Preview instead of Student View to view your quiz from students' perspective without having to publish the quiz first. so you don't have to publish first.

In preview mode, you can see the option to flag a question. Students can flag a question by clicking the arrow next to the question. It will change color to yellow to remind the student to finish or review the question.

To exit preview mode, click on **Keep Editing This Quiz**.

7. When you are satisfied with your quiz, remember to **Save**. You can then review the summary of your settings and availability dates.

Quiz Instructions

Make students aware of various options and best practices such as the ability to Flag questions by including the information in the quiz instructions. Here is an example of instructions you can include. Please feel free to customize.

Sample Quiz Instructions

- Use Chrome or Firefox as your browser for taking this quiz. Other browsers may experience compatibility issues.
- Use an Ethernet internet connection (cable plugged into your computer). If you lose your internet connection during a timed quiz, the timer will continue to count down even though you are not logged into the quiz. Wired connections tend to be more reliable than wireless.
- Make sure you start the quiz far enough in advance of the **Available to** time so you receive the full amount of allowed time.
- Once you start the quiz, read through each question, and plan your time accordingly.
- Use the “flag question” option to flag questions you want to return to later. You can flag a question by clicking the arrow next to the question. It will change colour to yellow to remind you to finish/review the question.

Accommodation Options for Selected Students in Quercus Quizzes

Assign to	Moderate Quiz
Use before students start taking the quiz <u>Does not require quiz to be Published</u>	Use before students start taking the quiz Use after students start taking the quiz <u><i>Requires quiz to be Published</i></u>
<ul style="list-style-type: none"> • Assign a different due date • Assign a different availability period (available from and available to dates) 	<ul style="list-style-type: none"> • Add additional quiz attempts • Add additional time for timed quizzes • Manually unlock a quiz
The ' Assign to ' feature lets you assign a different due date and assign a different availability period to selected students. This feature is used before students start taking the quiz and does not require the quiz to be published.	The ' Moderate Quiz ' option allows you to do the following for selected students: add additional quiz attempts, add additional time for timed quizzes, and manually unlock a quiz after the availability date has passed. This feature can be used before students start taking the quiz or while the quiz is in progress but requires the quiz to be published.

Scenario One

Here are two possible scenarios requiring different accommodation options.

Scenario One

Before students start taking the quiz

Quiz Settings	Steps
<ul style="list-style-type: none"> • Availability window: 4 hours • Attempts allowed: 1 • Time for completion: 60 minutes 	<ol style="list-style-type: none"> 1. Go to Quiz and click on Edit quiz details 2. Use Assign > Assign to feature to modify availability dates <ol style="list-style-type: none"> a. Select + Add and select student(s) from list b. Change the Due date time to date required c. Change the time under Due to allow an extra hour to access the quiz. d. Change the Available from and Until dates to add an extra hour to the availability window for the student. e. NOTE: do <u>not</u> modify the Time Limit of the quiz on the quiz settings page. Otherwise the adjusted time will apply to all students. Otherwise the adjusted time will apply to all students. 3. Save the Quiz. Review the summary page. 4. *Publish the quiz. 5. Click Moderate This Quiz (under Related Items at the right of the page). 6. Select the student needing accommodations. 7. Click the pencil icon to the right of the name. 8. In the Student Extensions pop-up, type in the additional time being given. 9. Click Save. Review a summary of changes. Note that changes made in the Moderate Quiz window do not display in the general Quiz summary page. 10. Save the quiz <ul style="list-style-type: none"> • Publishing the quiz does not open the quiz for students to complete until the designated Available From date/time.
Accommodation Request	
<p>Student with documented accommodation who</p> <ul style="list-style-type: none"> • Needs to take the quiz on a different day • Requires additional time to access the quiz • Requires additional time to complete the quiz 	

Scenario Two

While the quiz is in progress

Quiz Settings	Steps
<ul style="list-style-type: none"> • Availability window: 4 hours • Attempts allowed: 1 • Time for completion: 60 minutes 	<ol style="list-style-type: none"> 1. Click on Moderate this Quiz at right of page. <ol style="list-style-type: none"> a. Select students from list by checking off the box next to their names.. b. Click Change Extensions for 3 Selected Students link at bottom of list. c. In the Student Extensions pop-up window, go to the Extra Attempts option and add 1 additional attempt for the selected students. d. Click on Manually unlock the quiz for the next attempt so that these students can take the quiz again. 2. Click Save. Review a summary of changes
Accommodation Request	
<p>3 students who had started taking quiz were unable to complete it during the availability window due to connectivity issues and need an additional attempt to complete it.</p>	

Support Resources

- Video - Using Quercus Quizzes Tool for Automated Online Test: <https://youtu.be/SXn7WfGNKVo>
- Academic Accommodations: <https://www.viceprovoststudents.utoronto.ca/students/academic-accommodation/>
- Accessibility Services: <http://www.studentlife.utoronto.ca/as>
- Quercus Support Resources Page for Quizzes: <https://uoft.me/QuercusQuizzes>
- Quercus support resources page at <https://uoft.me/qreresources>
- Divisional Support: <https://uoft.me/qsupportcontacts>
- Questions: q.help@utoronto.ca