

Online Multiple Choice Exam

- What is an online multiple choice exam?
- What is the best way to study for an online multiple choice exam?
- How is the exam set up?
- How can I deal with stress?
- What practical arrangements should I make before the start of the oral examination?
- How is an online multiple choice exam practically and technically organised?

! Below you will find some general guidelines for Artevelde UAS. Check out the exact instructions from your department and the lecturer of the course.

What is an online multiple choice exam?

A multiple choice exam consists of a series of questions, each with a set of answer options to choose from. Online, this exam usually proceeds via the Canvas course of the course unit.

Multiple choice questions are especially focussed on knowledge, understanding, and application. Not only factual knowledge is tested, understanding as well. Your lecturer may for instance present you with a short case, newspaper article, chart, figure, or table, followed by a question with some alternative answers, testing your understanding.

What is the best way to study for an online multiple choice exam?

Please note: believing that a multiple choice exam will be easier because you have the answer options is a pitfall.

Remember especially:

- Do not rely on recognition alone when studying! You won't have to write down answers, but you still need to study carefully and really understand the learning contents. Only when you know the learning contents very well, you will be able to distinguish the correct answer from the incorrect distracters. Accuracy and completeness are often even more important than in other evaluation methods.
- First come up with an answer yourself. That way, you will not get confused by the answer options.
- If there are four answer options, then usually:
 - One of these is clearly incorrect.
 - A second option appears to be incorrect once you have given it some thought.
 - Now determine which of the two remaining options is the best.

How is the exam set up?

Carefully read the instructions by the lecturers so you know what to expect.

- The lecturer chooses the most appropriate Layout for the exam. Sometimes, you will get a pure multiple choice exam that for instance consists of 40 questions, each with 4 answer options of which one is correct. In other cases, this will be combined with open response questions.
- Returning to a previous question is not possible in every online multiple choice exam. Immediately fill in the answer.
- A remote multiple choice exam is a test method that is prone to fraud. The lecturer has several methods to reduce the risk of fraud:
 - strict time limit
 - impossible to return to previous questions
 - randomising questions from a large question database
 - several question series

How can I deal with stress?

Some tips to deal with stress factors:

- Take your time to read the question.
- Do not linger on a question if you are unsure.
- Carefully read the question and answer options a second time and compare key words.
- Do not panic. That you have difficulties answering this one multiple-choice question does not mean you won't know the next question either. A multiple choice exam usually consists of a large number of questions, covering much of the learning contents.

What practical arrangements should I make before the start of the oral examination?

- Make sure you have a pc or laptop with webcam and stable Wi-Fi / internet connection.
- Make sure everything is fully charged before the start and / or the charging cable is connected to the power supply.
- Put your pc / laptop on a stable surface. Do not sit on the sofa or in bed.
- Avoid distractions on your walls and on your desk.
- You can only have approved items within reach.
- Make sure you have a separate and quiet room where you can be alone to take the exam. Close the door and windows, so you will not get disturbed by environment noise.
- Put a post it on your door, so no one interrupts you during the exam.
- Do not sit outside, so you do not get disturbed by too much light.
- Make sure you have your student card with you at the moment of the exam.

How does a remote multiple choice exam proceed practically and technically?

- Open Canvas in Google Chrome or Firefox.
- Usually LockDown Browser and/or the Respondus Monitor are used.
 - LockDown Browser ensures that, at the moment of the exam, you can only see your exam on the screen. All other computer programs and options are temporarily blocked by the browser. After submitting the exam, of course your computer is released.
 - Respondus Monitor will check irregularities during the exam by filming you with the webcam (image and sound).
- Next you go to the canvas course linked to the course you take the exam of, and you follow the instructions of the lecturer.
- Try to answer every multiple choice question in about 1 minute. You will be able to answer certain questions faster, you may need more time for others. It is your total time you should keep an eye on.
- You will get to see the number of questions you have answered out of the total number of questions.
- The exam is set up in such a way that you do not have time to search for information. Bear this in mind when you do your exam.
- Click 'submit' before the exam ends.

Based on an Info sheet from the Expertise Network Business and Management