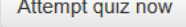# Tips for Quizzes

Overview

The Quiz tool in Moodle can be used for quizzes, tests, exams, or even homework. When the quiz tool is used for homework, it often has a more flexible time limit or none at all. When used as an actual quiz or exam, it will often have a stricter time limit. This is based on instructor preference, however.

Before you take a timed quiz, make sure you set aside enough time to take the quiz that is free from all distractions. The quiz timer will not stop if you log out of Moodle or shut down your computer. The timer is on the server and will keep counting. If you get distracted and time expires, you will not be able to answer any more questions and the quiz may not always submit for you (depends on settings).

Although there may be a Quizzes link in the **Activities** block on the left side of your course, you should always access your quizzes in the course center section, so you are sure to have completed any activities or assignments or have read any provided materials prior to taking the quiz/exam. The Quizzes link on the left is good for reviewing the results of your quiz after you have taken it.

Begin a Quiz

When you are ready to take a quiz, click the link for the quiz. Read the instructions provided at the top of the page. Make note of the due date and the time limit.

When you are ready, click the [Attempt quiz now] button. You will be asked to confirm that you are ready to begin. If so, click [Start attempt], and the timer will begin.
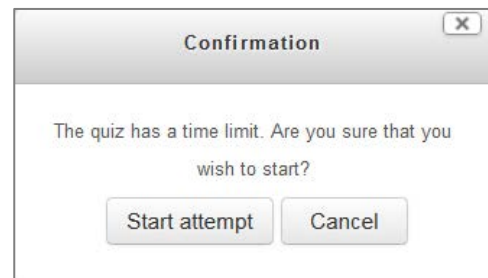

Navigating a Quiz

Some instructors present multiple questions at a time, but most will display one question at a time. Answer each question and click the Next button to proceed to the next question. On the left side of the page you will see a **Quiz navigation** block. This block shows the time remaining (at the bottom of the block). You will also see a box for each question number. You can use that to navigate from question to question. It is recommended that you try to answer all questions

in the order presented and then use whatever time remaining to go back and review questions you had difficulty with (if your instructor allows this). To help, you can flag questions as you are answering them. Each question has a [Flag question] link. To flag a question, just click on the flag for that particular question. The flag will turn red, and you will notice a little red triangle in the top-right corner of the question number in the **Quiz navigation** block as shown for Question 2 to the right. This helps remind you of which questions you want to go back and review. When you are done reviewing a question, click the flag again to remove the flag.
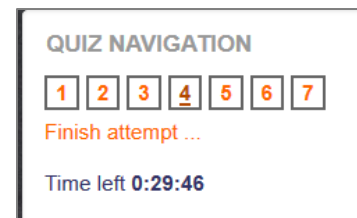
Finishing a Quiz

After you have answered all questions and have reviewed any flagged questions, you are ready to finish your attempt. If you click the **Next** button after the last question, you will be taken to a "Summary of attempt" page for your review. You can go to this page at any time by clicking the **Finish attempt** link. You will see a list of all questions and whether the question has been saved or is "Not yet answered." If there are any questions not yet answered, you will want to click the link for that question number and answer the question (be sure to click **Next** to save your answer) or click the **Return to attempt** button. . You can come back to the "Summary of attempt" area at any time by clicking the **Finish attempt…** link in the Quiz navigation block. When you are done, click the **Submit all and finish** button. You will get the confirmation message shown to the right. If you are sure all answers are saved, click **Submit all and finish** to close the exam. If you are not sure and you still have time remaining, click the **Cancel** button to review your answers. Once you submit all and finish, you cannot change any answers. You may be taken to a screen to review your answers; if so, click the **Finish review** link to submit and finish.   Be sure that you click the **Submit all and finish** button BEFORE the timer runs out. Do not wait until the very last second, or it may not submit on time. There might be a small lag time between when you click the button and when the server responds (based on your internet speed), so don't take the risk by submitting in the last few seconds.
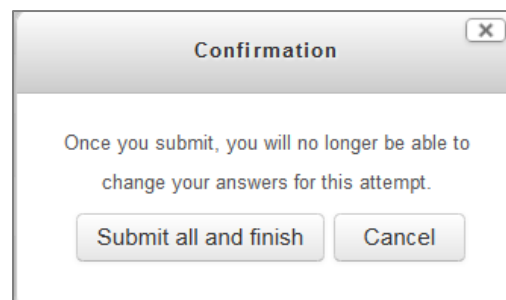
Viewing Quiz Grades

After you have taken a quiz, you can review your results by clicking on the quiz name again. You will see an area below the quiz instructions, similar to the following.

Summary of your previous attempts

Attempt	State	Marks / 2.00	Grade / 100.00	Review
1	Finished Submitted Monday, March 23, 2015, 2:50 PM	2.00	100.00	Review

Highest grade: 100.00 / 100.00.

Depending on the settings your instructor has set for the quiz, you may be able to review your results right after you have taken the quiz or, more likely, after the quiz deadline has ended. Some instructors will allow you to see your quiz questions and answers while others may not let you see anything except your score. If your instructor allows you to review your results, you will see a **Review** link as shown in the image above. You can click that link to review your results. What displays here is based on instructor preference and will vary.

Respondus LockDown Browser

Some instructors may use Respondus LockDown Browser for quizzes/exams in their course. If so, you will be prompted to download Respondus LockDown Browser when you click your quiz link. Download and install this browser. Once installed, close your original browser window and open Respondus LockDown Browser. It will open to SCC's Moodle home page. You will need to log in (top-right corner), navigate to your class, and then take your exam in this browser. Once you've downloaded it once, you don't need to download it again for your next quiz (unless SCC forces a software update). Just close your browser and launch the already installed Respondus LockDown Browser to take the next quiz. More information on Respondus LockDown Browser can be found in a separate page of the Student Help Resources website.

ProctorU

Some instructors may require you to have a proctored online exam. This may be done via an online web proctoring service called ProctorU, so you can access the proctored exam from the comfort of your home if you have a webcam and a microphone (necessary so the proctor can see and hear you while you are taking the exam). There is a small fee for this service based on the time limit of the exam. If you don't want to pay the fee, other proctoring options are available including coming to one of SCC's testing centers or arranging a proctor at a local college or library. If proctoring is required, it should be presented up front, so you can decide to continue in the course. Proctoring is done in certain classes based on a higher predisposition for dishonesty or accreditation requirements. Proctored web classes have a "WBP#" section designation at SCC.