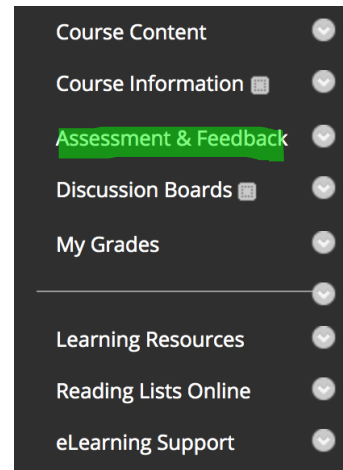


Tips on preventing your exam being released accidentally

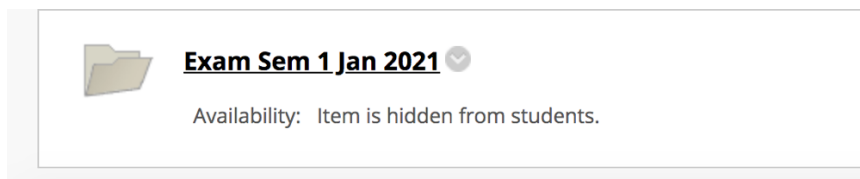
Separate all your exam content from your Course Content

Suggestion – Build/move your exam information into the Assessment & Feedback section of your course unit.

If you accidentally make Exam documents available, students are less likely to stumble across it as they will most likely be in the Course Content looking at your lecture materials to revise.



Place all your Exam Docs in a Folder and Hide that folder



That way if you accidentally release an Assignment Tool or document it's protected by being in a folder hidden to students

Set up all your Selective Release Criteria BEFORE you make something Available

Add in all your dates and DASS exceptions before you make an item/document Available. Otherwise the document will be visible to students.

NOTE – The Make Available to students option is ticked by default for a Bb Assignment. If you are attaching exam docs to this Assignment portal you should untick until you are happy everything is set up correctly.

Tests	Assignments
<p>TEST AVAILABILITY</p> <p>Make available to students <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Add a new announcement for this test <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="checkbox"/> Multiple Attempts</p> <ul style="list-style-type: none"><input type="radio"/> Allow Unlimited Attempts<input type="radio"/> Number of Attempts <input type="text"/>	<p>AVAILABILITY</p> <p><input type="checkbox"/> Make the Assignment Available</p> <p>Limit Availability</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Display After 18/01/2021 09:00<input checked="" type="checkbox"/> Display Until 18/01/2021 14:00 <p><input type="checkbox"/> Track Number of Views</p>

Use the Edit Mode Off and/or Student Preview to check the Documents are not visible.

Edit Mode Switched Off is a very quick way to assess if something is visible to students.

If you want to test Selective Release with Groups etc. you will need to use the Student preview function (green dot with arrows around it).

How to use Student Preview...

1. Click the Student Preview Function and then use the Exit Preview option (top right) BUT select **Keep the Preview user and Data**
2. There will now be a new user (visible in Grade Centre) on the course called YOURSURNAME_PreviewUser
3. You can now use this user as a way to test your Adaptive Release functions. By toggling between your Staff and Student Preview accounts.

