Selecting Exam Settings

Introduction

You have the option of selecting Settings for an exam offline, before uploading the exam to BOLT, where these same settings are offered. If you plan on printing the exam, you may skip this section. With your exam open in Respondus, click on the Settings tab to begin.

Menu options for Exam Settings, shown in Figure 1, include:

- **Properties** allows you to specify a quiz attempt notification e-mail address, disable right click during an exam, and/or provide an introduction message for the exam.
- **Restrictions** include dates of availability, password & IP restrictions, and time limits.
- **Attempts/Submissions** is where you indicate the number of attempts permitted, which score(s) are kept, and what information is shown with a submission.
- **Layout** provides questions per page, numbering, and page movement settings
- **Random Sections** provides means to specify groups of questions from which the question(s) to be used within an exam are randomly chosen.

Figure 1: Settings tab, Properties screen

![Figure 1: Settings tab, Properties screen](image)

**Properties**

The settings presented on the Properties screen, shown in Figure 1, include means to specify an e-mail address where notifications are sent about quiz attempts, disable right click capabilities to deter printing of quiz contents, and specify an introduction message to be shown upon student entry into the exam.
Restrictions

Availability settings affect student attempts to start a quiz. See Figure 2. A quiz or exam must be Active to be available to students. You may also list start and end dates and times to designate when this quiz is available to students. If you specify a password in this section, only users who enter the designated password will be granted access to the quiz.

Timing settings affect completion and submission of quiz results. You may specify a time limit for completion of the quiz. Check the enforced checkbox to hold students to the indicated limit. You may also choose to show the countdown clock. Late submissions settings indicate the reaction taken when a student exceeds the indicated time limit, with the Allow Normal Submission option having no effect on submission or score. The enforced checkbox must be checked to enable the Use Late Limit of or Auto-Submit Attempt choices.

Figure 2: Restrictions screen

NOTE: We do not have access to the Respondus LockDown Browser. Please do NOT select this feature.
Attempts/Submissions
This section of settings covers the number of attempts allowed (1 to 10 or Unlimited), how those attempts are used in grading (Highest, Lowest, Average, First, or Last), and which information is shown upon submission of exam by a student. See Figure 3.

**Figure 3: Attempts screen**

<table>
<thead>
<tr>
<th>Attempts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempts Allowed</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Overall Grade Calculation</td>
<td>Highest Attempt</td>
</tr>
</tbody>
</table>

**Default Submission View**

Message:

Your quiz has been submitted successfully.

Show Questions?

- Yes
  - Show questions answered incorrectly
  - Show questions answered correctly
  - Show all questions without user responses
  - Show all questions with user responses
  - Show question answers

- No

Statistics:

- Show class average
- Show score distribution

Layout
Options presented on the Layout screen, shown in Figure 4, include specification of how many questions to present per page (leave blank to show all questions on one page), whether students are prevented from moving back through previous pages, and a drop-down box of question numbering choices (shown in Figure 4).

**Figure 4: Layout screen**

<table>
<thead>
<tr>
<th>Questions per page</th>
<th>Leave blank for all questions on same page</th>
</tr>
</thead>
</table>

Paging: Prevent moving backwards through pages

Answer Numbering:

1, 2, 3, 4, 5, ...

Random Sections
Random sections are specified set(s) of questions from which the question(s) to be shown in a student’s exam in BOLT is/are randomly chosen from the set. It is important that all questions be properly grouped before attempting to establish random sections. For example, to pull one question from a set of three questions, those three questions need to
be adjacent to each other in the order of questions, perhaps as questions 7, 8, and 9. Once you have placed your questions in their proper order, continue with these steps:

1. Within the Settings tab, with the Random Sections menu option chosen, click the **Random Sections** button to open the Random Sections dialog, shown in Figure 5.

**Figure 5: Random Sections Dialog**

![Random Sections Dialog](image)

2. Select **Add New Set**
3. Enter the **first question number** to be used in the set
4. Enter the **last question number** to be used in the set
5. Indicate how many questions from the set should be randomly chosen for inclusion in a student’s exam by selecting **All** (all questions will be included in the set) or **Select Number** and specifying the number of questions to choose from the set.
6. Enter the **point value** for the questions
7. Click **Add New Set**.

Sets are identified with letters. Questions belonging to a set show a letter in the **Set** column that represents the set to which the question belongs. See set A shown in Figure 6.
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8. To add another set, repeat the steps, starting at Step 2.

9. When you have finished creating your Random Sections, click **OK**.

Modify or Delete Sets

If you want to modify or delete an existing question set, click **Modify or Delete Existing Set** on the Random Sections dialog and choose the set letter. See Figure 7.

**Figure 7: Modify or Delete Existing Set**

If you make changes, click **Save Changes**.
If you want to delete the currently selected set, click **Delete Set**.

Once you've established your desired settings for an exam, you may save them for future exams by clicking **Use As New Defaults**. Click **Restore Default Settings** to return to the original settings provided by BOLT. Both buttons are visible in Figure 1.

You need to Publish the exam to BOLT to make it available to students. When publishing an exam to BOLT, your settings and random sections transfer to BOLT since the Apply Settings and Apply Random Sections checkboxes are automatically checked, as seen Figure 8.

**Figure 8: Checkboxes shown during Publish to BOLT**

[Click here](#) to learn how to Publish or Print an exam.