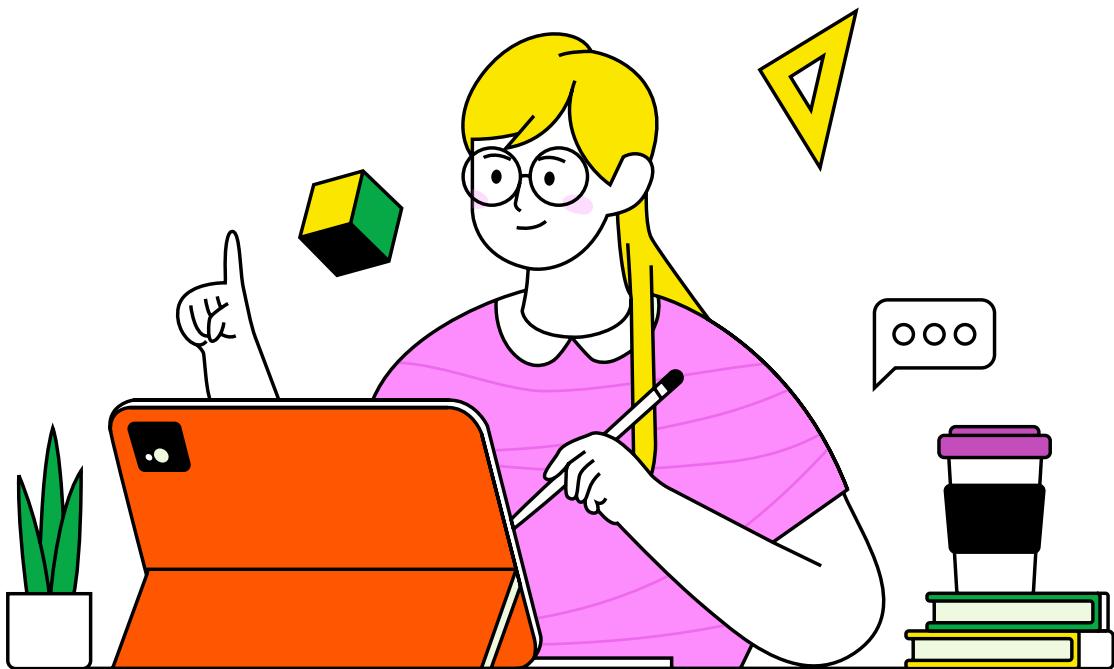


A COMPREHENSIVE GUIDE

# How to Assess Students Online

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# Introduction

Student assessment has changed in the new millennium. Though there's still something to be said for old-fashioned paper and pencil methods, new technologies are evolving daily.

This resource was designed for high school teachers, college teachers, and professors to assist them with assessing their students online in a way that will engage students, show their true knowledge, and save teachers' time and effort.

We'll look at 9 ways to assess student learning utilizing technology, provide you with a step-by-step guide to creating online quizzes, and share tips for greater effectiveness of online assessments.

We hope you'll find this resource helpful!

*The iSpring Team*

# 9 Ways to Assess Students Online

Let's see how we can use nine of the most common assessment methods to support student learning.



## 01 Online Quizzes

Online quizzes are short, easy to assess, and cheat-proof (tools like iSpring QuizMaker randomize the question order and answer options). Questions can take a number of forms, such as multiple-choice, fill-in-the-blanks, and hotspots – and the various question types not only allow you to check different aspects of student knowledge but also make the learning process more engaging.

Question List Question 1 of 21 | Your Score: 0 of 120

**Doctor's Order:**  
Streptomycin 1.75 mg/lb IM q 12 hr;

**Available:**  
Streptomycin 0.35 g / 2.3 ml.

**How many ml will you administer per day to a 59 kg patient?**

1.5 ml  
 2.5 ml  
 3 ml

**Incorrect**

**Check out below how to determine the dosage:**

59 kg = 130 lbs  
1.75 mg/lb x 130 lbs = 227.5 mg  
$$\frac{227.5 \text{ mg}}{0.35 \text{ g}} \times \frac{227.5 \text{ mg}}{0.35 \text{ g}} \times 2.3 \text{ ml} = 1.5 \text{ ml}$$
$$1.5 \text{ ml} \times 2 = 3 \text{ ml}$$

**SUBMIT**

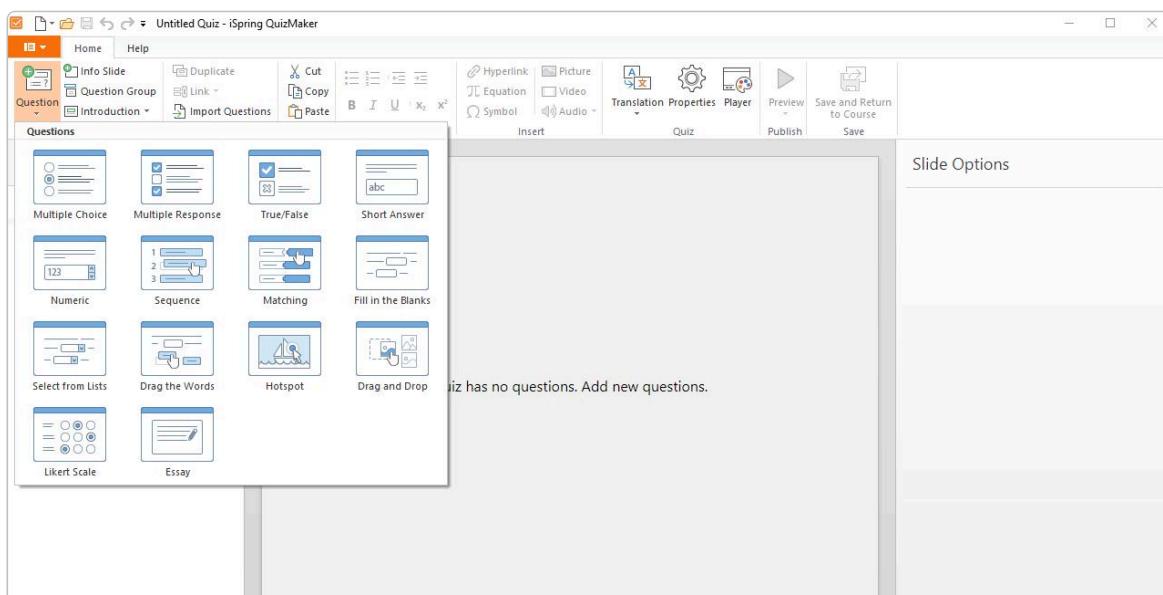
Online quizzes are ideal for measuring learning results across a wide audience. Since each student takes the same test, you can compare and contrast results across different classes, schools, or communities.

You can embed a knowledge check test in a module to reinforce concepts taught in the lesson or make a final graded test at the end of the course to evaluate students' overall performance.

## How can I create an online quiz?

There are multiple tools for creating online quizzes, from free options, like Google Forms, to specialized software, like iSpring QuizMaker. The more advanced a tool is, the more you can do with it.

For example, iSpring QuizMaker empowers you to build quizzes using 14 question types. You simply need to choose the appropriate question templates and fill them with texts and multimedia.

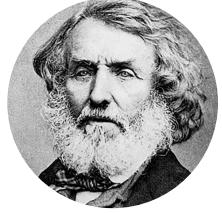


You can also add detailed answer feedback after each question, and info slides, and create individual learning paths that progress depending on how well each student is performing on the quiz.

Question List Question 3 of 14 | Your Score: 20 of 140

The mountain was officially named after George Everest, a retired Surveyor General who never even saw the peak.

True  
 False

**Correct** 

That's true! Sir George Everest was the leader of the British survey team which officially established the existence and the first published height of Everest.

**CONTINUE >**

iSpring QuizMaker will send quiz results directly to your email. Or you can upload assessments to your learning management system (LMS), such as Moodle, Blackboard, or any other, and track learner progress there – all quizzes and tests created with iSpring QuizMaker are fully compatible with any LMS.



## 02 Open-Ended or Essay Questions

Open-ended or essay-type questions are one of the most popular qualitative assessment methods. They prompt learners to explore their thoughts, feelings, and opinions while testing their overall comprehension of a topic. This type of question encourages critical thinking and is best suited for evaluating higher-level learning. Essay questions require students to take more time to think, organize, and compose their answers.

A screenshot of a digital assessment interface. At the top, it says 'Question List' and 'Question 2 of 21 | Your Score: 10 of 120'. The main area contains a question: 'Compare and contrast descriptive research and empirical research'. Below the question is a text box with the following description: 'Descriptive research aims to accurately describe a population, situation or phenomenon. It can answer what, when, where, when and how questions, but not why questions'. At the bottom right is an orange 'SUBMIT' button.

## How can I create an open-ended assessment?

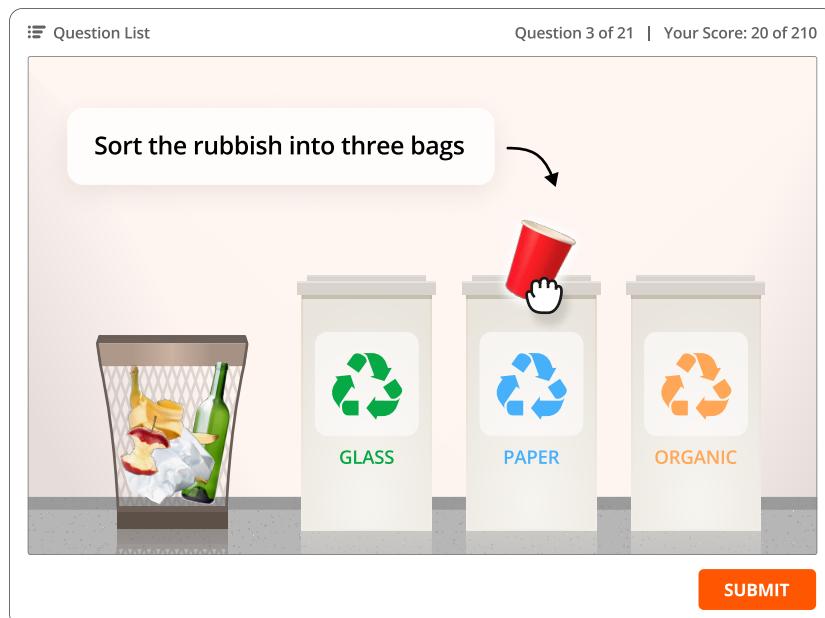
If you need to add an essay question to your quiz or a test, you'll need to use a quiz maker (most of them offer this question type). If you conduct this assessment separately, you can simply ask your students to write their answers/essays in Google Docs or MS Word and send you the file or a link to the file.

03

## Drag-And-Drop Activities

Drag-and-drops are a type of assessment that shows a learner's ability to link information and apply knowledge to solve a practical problem. You can incorporate both images and text in a drag-and-drop activity, giving it a real-world feel that is both challenging and engaging.

It's essential to use this type of assessment when you want learners to be able to apply knowledge in a real-life situation.



## How can I create a drag-and-drop activity?

Advanced tools, like iSpring QuizMaker, provide a drag-and-drop template that allows you to move text boxes, images, and shapes to a specific place on the page. To create an assessment, you need to upload the images into a question template and then simply identify the drop target.



04

## Online Interviews

You can incorporate a video conference in your online teaching to give learning a more personal touch. During brief online interviews, students can demonstrate their proficiency in language, music, nursing, and other courses, such as where mastery of specific skills is an important requirement. Sometimes, it may be beneficial to conduct group interviews – for team project reports, for example.

Interviews can also include a mentoring component that enables students to get immediate feedback from teachers and helps them feel more responsible about their studies.

### How can I create an online interview?

You can share online interviews with the help of web conferencing tools like Zoom. For best results, take the time to plan out your interview before it begins. Prepare your questions in advance and schedule a time for the meeting to occur. Allow your online learners a way to provide feedback or interact with the interviews.



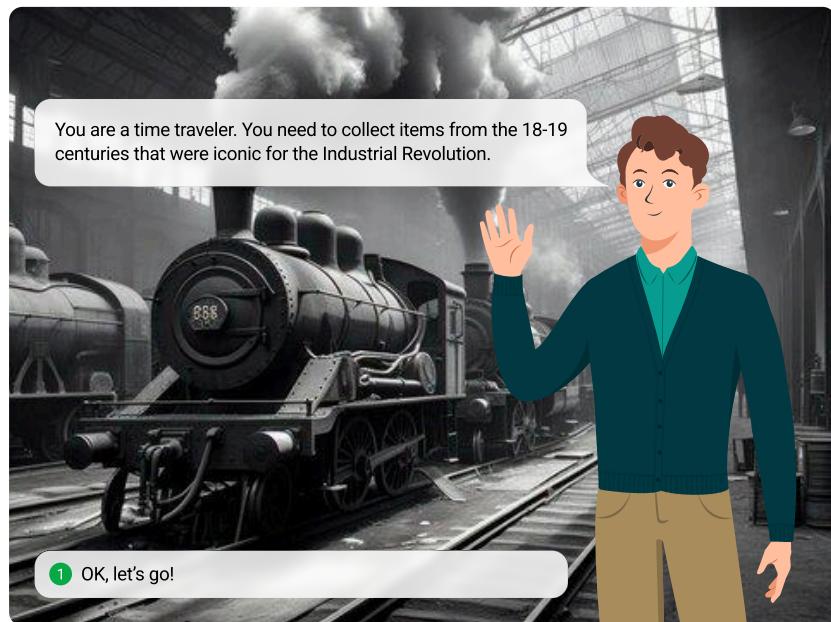
05

## Role-Play Simulations

Role-play simulations, aka scenarios, are learning experiences that mirror the real world and help people learn things the same way they would in real life but in an easy, safe environment.

Think of them as a “Groundhog Day” situation. Learners, like Phil (Bill Murray), make choices over and over until they get them right.

What can you teach using role-plays? Apart from things like flight or surgical skills, pretty much everything. Develop your students’ soft skills, teach diversity, practice languages, or use sims to teach abstract mathematical concepts – the only limit is your imagination.



## How can I create a role-play simulation?

You can create activities similar to role-play simulations manually, using PPT slides, but it will take you a lot of time and effort. With iSpring Suite, however, you can design a sim quickly and easily.

Start by mapping out the scenario you want to create. Think over the scenario and script, choose a suitable character and location from the built-in library or upload your own, and create a role-play with iSpring by directing learners to choose from a set of responses.

If you want to dive deeper into this topic and learn how to create sims step by step, read this [in-depth article](#) written by Clark Aldrich, the most experienced designer of educational simulations.



## 06 Online Polls

Polls allow you to capture feedback directly from your learners about their experience. They can be used to measure anything from learning satisfaction (Kirkpatrick Level One feedback) to why a student made a particular choice during a lesson. Online surveys are highly engaging for learners because they allow them to share their opinions, make themselves heard, and are quick to complete.

The screenshot shows a poll interface with the following details:

- Header:** Question List, Question 4 of 21 | Your Score: 20 of 120
- Section Title:** Please agree or disagree with the following
- Scale:** Strongly Disagree, Disagree, Uncertain, Agree, Strongly Agree
- Questions:**
  - This course helped me understand the maths topic. (Strongly Agree is selected)
  - This course helped me identify which parts of the topic I still need to work on. (Agree is selected)
  - This course made maths more interesting for me. (Uncertain is selected)
- Buttons:** SUBMIT

You can also use poll questions when you want to quickly grab and maintain your learners' attention on something important or break the ice during an online group interview session. For the latter, you can simply carry out a mood survey.

## How can I create an online poll question?

If you host webinars via web conferencing solutions, you can use built-in tools to conduct polls. Some specialized online platforms like SurveyMonkey allow you to create, send, and analyze surveys.

You can also build a survey with quiz makers and eLearning authoring tools like iSpring QuizMaker and iSpring Suite. All you have to do is choose a ready-made question template and write question and answer options.



## Game-Type Activities

Game-type activities turn a series of test questions into a game. For example, a trivia game might ask learners to answer a certain number of questions within a period of time and award points based on the number of correct answers.

Game-based assessments are considered fun, and not regarded as “tests,” so they’re generally a good indicator of actual skills and knowledge. Besides, they have been shown to enhance learning by promoting the development of non-cognitive skills, such as discipline, risk-taking, collaboration, and problem-solving.

Add game-type activities when you want to engage and challenge your students in a non-traditional way. Organizations have found that game-type activities work well in employee training, while schools have found that high-achieving students enjoy competing with their peers in learning games.

## How can I create game-type activities?

Quizlet and Kahoot are two popular applications that teachers can use to create fast-paced interactive learning games. Quizlet allows you to create a set of online flashcards for learning terms and definitions, while with Kahoot, you can build engaging quizzes and let your students score points by answering quickly and correctly.

There are also many other apps, such as GimKit, Formative, and Plickers, that can add a game-show experience to the classroom.



## 08 Peer Evaluation and Review

Peer evaluation turns the tables to put learners into the instructor's seat and allows students to review and edit each other's work. Such activities give each participant a chance to reflect on their knowledge and then communicate their feedback in a way that's consistent and structured.

## How can I create a peer evaluation assessment?

You can create peer evaluation assessment with third-party platforms like TurnItIn's Feedback Studio, which enables students to read, review, and evaluate one or more papers submitted by their classmates using rubrics or prescribed assessment questions. Teachers can log in and track individual participation in the activity and monitor comments or peer evaluation feedback.

As a best practice, the instructor should map out and clearly explain the steps of a peer review and evaluation process prior to launch. Be sure to provide a rubric or set of guidelines for each participant to follow to ensure that evaluations are conducted in a consistent manner.



09

## Forum Posts

A forum is an online discussion board organized around a topic. Asking students to contribute to a forum post is an excellent way to gauge their understanding, pique their interest, and support their learning. In this activity, students are given a critical thinking question based on a lesson or a reading and are asked to reflect on it and respond. Their answers are posted to a forum and their peers are given a chance to evaluate them.

Use this method when you want learners to interact, communicate, and collaborate as part of the learning process while checking their comprehension of the topic.

## How can I create a forum post assessment activity?

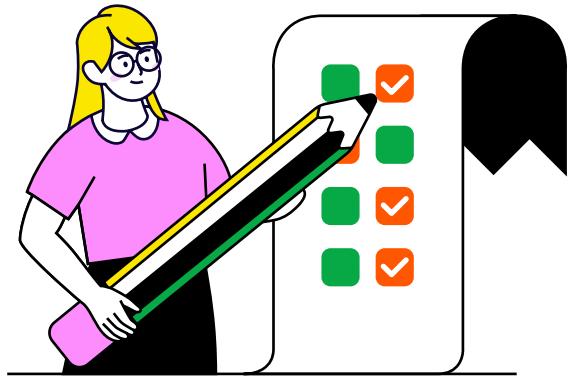
Start by creating an online message board exclusively for your class in your LMS or some external platform like ActiveBoard. Identify topics related to the material that has been presented; your learners' messages to the content will allow an evaluation of their grasp of the subject. Set participation goals and guidelines that explain acceptable standards for posting (be respectful of others, avoid foul language or personal criticism, etc.).

The facilitator should review postings on a regular basis and provide constructive feedback or guidance to participants.

# How to Create an Online Quiz with iSpring QuizMaker

Quizzes are the most popular way to assess students' knowledge online.

That's why we've developed an in-depth guide that will help you create effective online quizzes and tests quickly and easily – with iSpring QuizMaker.



## Step 1 Define the Quiz Type

What do you want to achieve by giving a quiz? The answer to this question will help you define the type of assignment.

Quizzes can typically be divided into two main categories, according to their purpose:

1. Reinforcement Quizzes help consolidate and force a review of the training material. They are usually included at regular intervals (at the end of a module or chapter) for practice and data collection. There are usually no specific requirements: no time limits and no penalties for incorrect answers. The learner is allowed several attempts to give a correct answer; after each error, there's an explanation as to why the answer is incorrect.

2. Assessment Quizzes help check students' knowledge. These typically have set time limits and allow one attempt to answer, with no explanation provided for errors. The quiz shows how useful the course or the entire learning program was for your students – what, in fact, they have learned from it.

## Step 2 Install iSpring QuizMaker

With iSpring QuizMaker, you can start creating engaging quizzes with automatic feedback quickly without the help of designers or programmers. During the 14-day trial period, you can build an unlimited number of assessments and use all of the tool's capabilities to the fullest. Just download iSpring QuizMaker and install it.

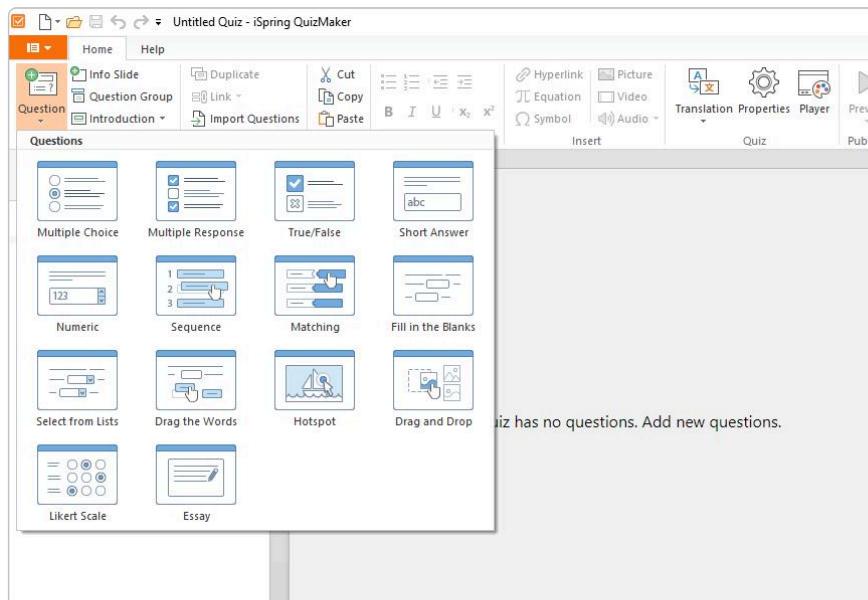
## Step 3 Create a Quiz

Open iSpring QuizMaker and click on **Graded Quiz**.



## Step 4 Choose a Question Type

iSpring QuizMaker offers 14 types of questions. To select the type you need, click the **Question** tab.



Here's a brief description of each question type along with examples:

1. True or False – The learner should determine if the statement is true or false. This is the simplest question type.

The mountain was officially named after George Everest, a retired Surveyor General who never even saw the peak.

True  
 False

Postpone SUBMIT

2. Multiple-Choice – The learner must choose a single correct answer from several alternatives.

Question List Question 6 of 21 | Your Score: 40 of 210

**Everest summit point is located on the international border between these countries:**

- China and India
- Tibet and India
- China and Tibet
- Nepal and Bhutan
- China and Nepal



Postpone **SUBMIT**

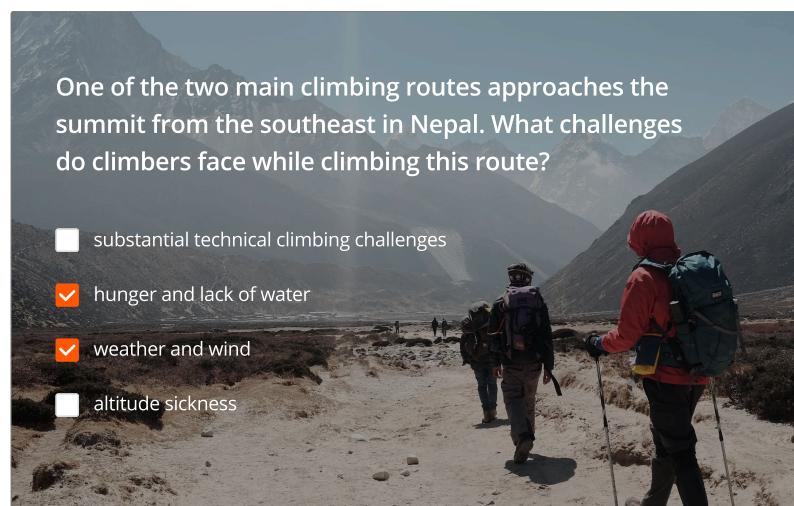
Here's a brief description of each question type along with examples:

3. **Multiple Response** – The student needs to select all the correct answers from the list. Questions of this type are more difficult than multiple-choice because the learner doesn't know how many answers to choose.

Question List Question 7 of 21 | Your Score: 50 of 210

**One of the two main climbing routes approaches the summit from the southeast in Nepal. What challenges do climbers face while climbing this route?**

- substantial technical climbing challenges
- hunger and lack of water
- weather and wind
- altitude sickness

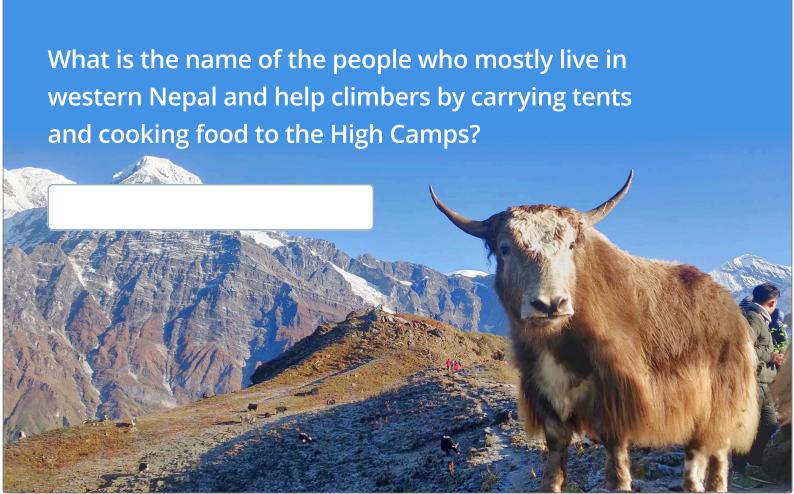


Postpone **SUBMIT**

4. Short Answer – Here, there's no choice to select; the learner must type an answer in the text field. This requires a good understanding of the subject material to get it right.

Question List Question 8 of 21 | Your Score: 60 of 210

What is the name of the people who mostly live in western Nepal and help climbers by carrying tents and cooking food to the High Camps?



Postpone SUBMIT

5. Sequence – The student is required to arrange the items in the correct order. You can use this type of question if you need to establish a timeline or arrange several things in ascending/descending order.

Question List Question 9 of 21 | Your Score: 70 of 210

Throughout history, people have been trying to reach the peak of Mt. Everest. Put these historical events in the correct order.

1. Sir Thomas Dent suggested in his book that climbing Mount Everest was possible.
2. Messner and Habler were the first climbers to summit Everest without bottled oxygen. 
3. American Jordan Romero was the youngest person to summit Everest.
4. Sir Edmund Hillary and Tenzing Norgay were the first people to climb the summit.

Postpone SUBMIT

6. Short Answer – Here, there's no choice to select; the learner must type an answer in the text field. This requires a good understanding of the subject material to get it right.

Question List Question 10 of 21 | Your Score: 80 of 210

There are a number of climbing routes on Everest. How many of them are most frequently used?

2|



Postpone **SUBMIT**

7. Select from Lists – The student must select the correct answer from each dropdown list.

Question List Question 11 of 21 | Your Score: 90 of 210

Read this abstract about Everest and choose one correct answer in each drop-down list.

The most **- Select -** area of the mountain is often considered to be the Khumbu **- Select -**, which is particularly dangerous due to the **- Select -** movement of the icefall.

**- Select -**

- unstoppable
- frequent
- unpredictable

Postpone **SUBMIT**

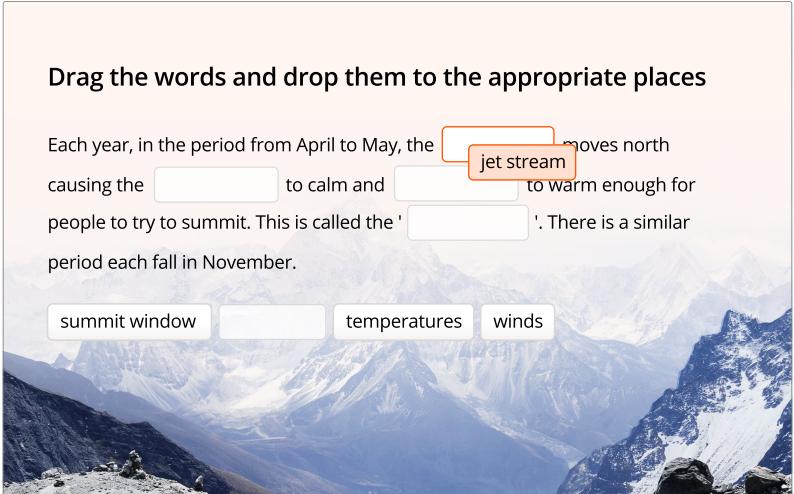
8. Drag the Words – The learner is required to drag and drop words from the word bank into the blanks in the given text.

Question List Question 12 of 21 | Your Score: 100 of 210

Drag the words and drop them to the appropriate places

Each year, in the period from April to May, the  moves north causing the  to calm and  to warm enough for people to try to summit. This is called the ''. There is a similar period each fall in November.

summit window        temperatures    winds



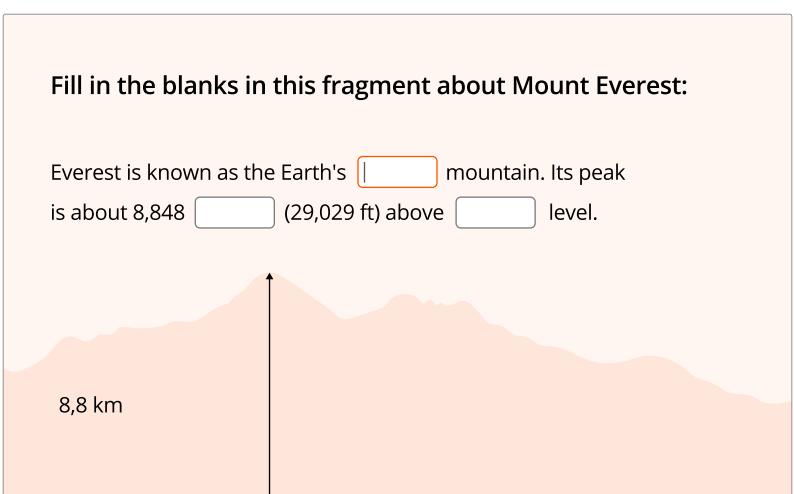
**SUBMIT**

9. Fill-in-the-blank – The user must fill in the blanks in the text. You can use this type of question if you need to check how well a student knows a certain grammar rule or a historical fact, for example.

Question List Question 12 of 21 | Your Score: 110 of 210

Fill in the blanks in this fragment about Mount Everest:

Everest is known as the Earth's  mountain. Its peak is about 8,848  (29,029 ft) above  level.



8,8 km

**SUBMIT**

**10. Matching** – The learner must match pairs of words, phrases, or images. You can add extra matches to make the task harder.

Question List Question 13 of 21 | Your Score: 120 of 210

Mt. Everest has several different names. Match each name with its origins and meaning.

Chomolungma		The official name established by the British in 1865
Everest		In Nepal it means "Forehead in the he Sky"
Sagarmatha		In Tibet it means "Goddess Mother of Mountains"

**SUBMIT**

The typical question contains 4 to 10 pairs. This type of question can be used to match terms and definitions, texts and images, authors and quotes, dates and events, etc.

**11. Hotspot** – The student must click on one or more designated areas on the image. You can make an interesting practical task by using this type of question creatively. For example:

Question List Question 14 of 21 | Your Score: 130 of 210

There are three countries visible from the summit of Everest. Put a hotspot marker on each of these countries:



**SUBMIT**

12. Drag-and-Drop – Interactive mini games: the learner drags objects and drops them at their proper place. Useful for enhancing engagement.

Question List Question 15 of 21 | Your Score: 140 of 210

Place the highest mountains in the world from **small to big**.

Makalu  
Lhotse  
8,510 m  
8,586 m  
8,611 m  
8,849 m

Kangchenjunga  
Everest  
K2 (Mount Godwin Austen)

**SUBMIT**

13. Likert Scale – This is a five-point model for assessing agreement or disagreement with a statement. Use it to evaluate learners' opinions, impressions, and attitudes.

Question List Question 16 of 21 | Your Score: 150 of 210

Mildly informative  
Uninformative      Informative      Very informative

How informative was this course for you?

**SUBMIT**

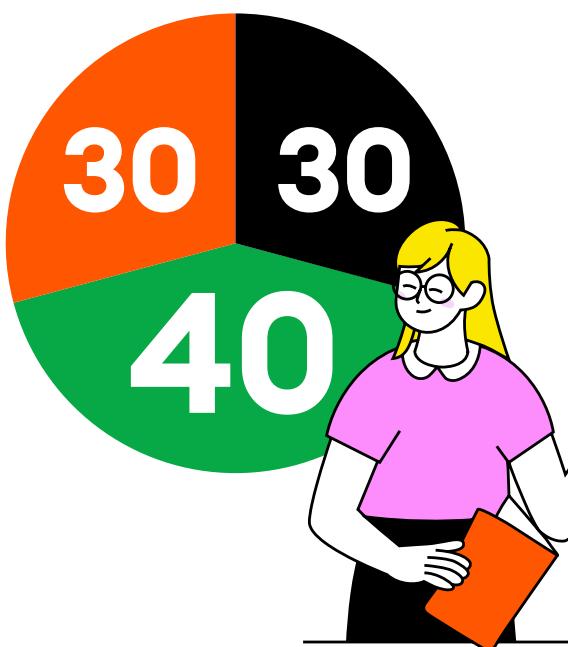
14. Essay – These require learners to write a freestyle text. They’re helpful for assessing critical thinking and discussion skills.

Question List Question 17 of 21 | Your Score: 160 of 210

Please write an essay that will answer the question,  
“Is climbing Mount Everest worth the risk?”

**SUBMIT**

For a quiz to be fair and accurate, it should be consistent with a “30/40/30” rule, as laid out below.



### Rule 30/40/30

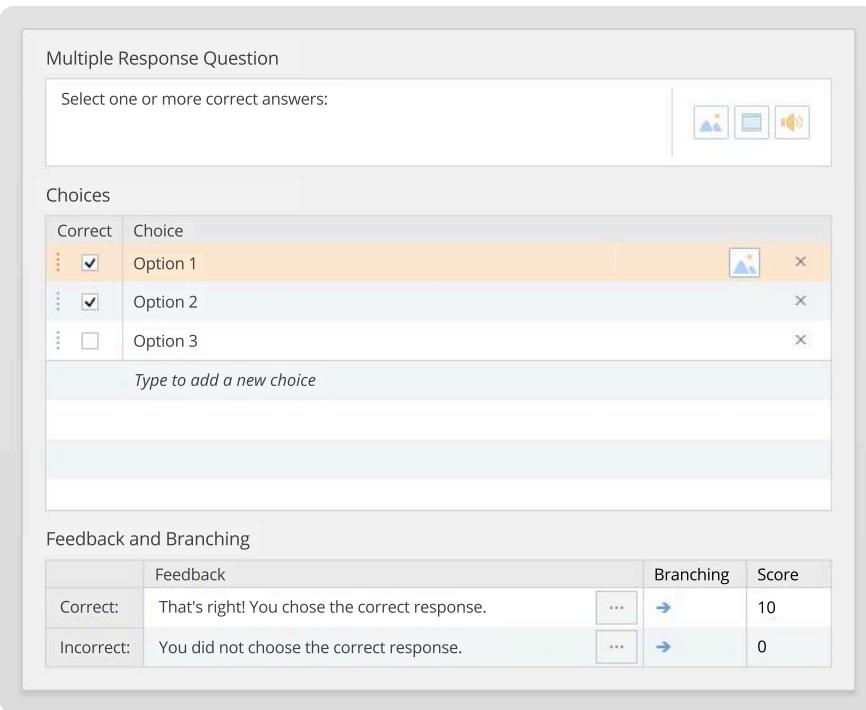
■ Open-ended questions. They require more than one-word answers. Examples include essay questions and case solutions.

■ Closed-ended questions. They can be answered by a simple "yes"/"no" or "true"/"false".

■ Alternative questions. The present several response options, among which there is one or two correct answers.

## Step 5 Add a Question Text

We chose the **Multiple Response** question type, as an example. Enter a text in the question field and add answer options in **Choices**. Mark the correct answers with a check mark. Add other questions the same way.



Multiple Response Question

Select one or more correct answers:

Choices

Correct	Choice	
<input checked="" type="checkbox"/>	Option 1	 <input type="button" value="X"/>
<input checked="" type="checkbox"/>	Option 2	<input type="button" value="X"/>
<input type="checkbox"/>	Option 3	<input type="button" value="X"/>

Type to add a new choice

Feedback and Branching

	Feedback	Branching	Score
Correct:	That's right! You chose the correct response.	<input type="button" value="..."/> 	10
Incorrect:	You did not choose the correct response.	<input type="button" value="..."/> 	0

## Add feedback

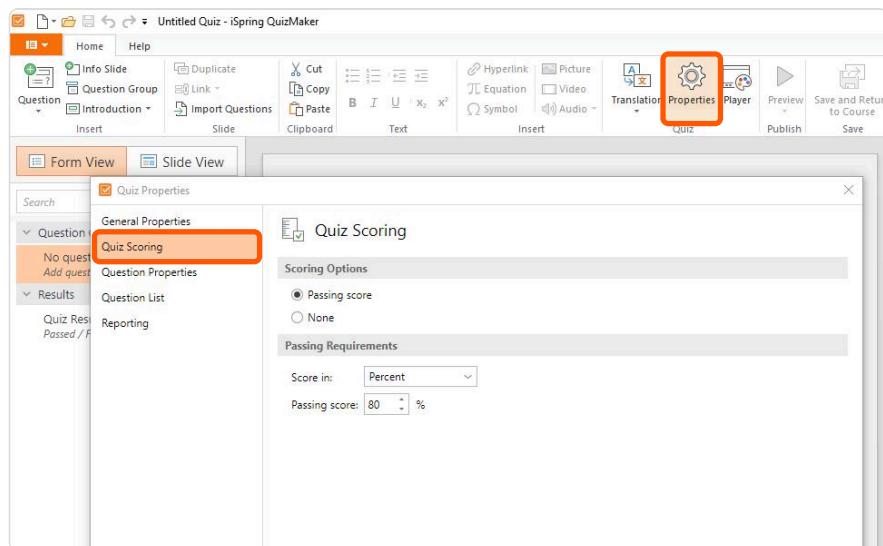
In the traditional classroom, a teacher can always explain why one answer option is correct and another is not. But what about an online classroom? An online quiz can perform the same function. Just add feedback to each slide and answer options. This will help learners better understand their mistakes and reinforce the correct knowledge.

## Step 6 Set Scoring Parameters

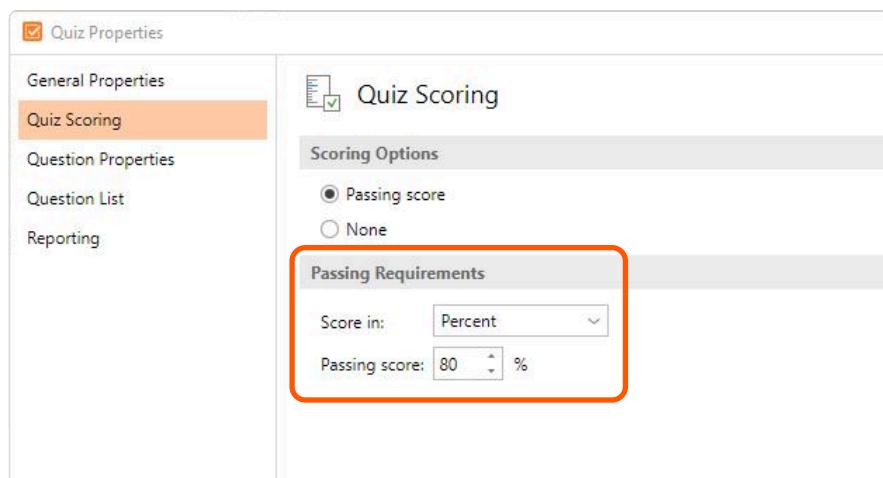
In iSpring QuizMaker, you can set different scoring parameters, depending on the results you are looking for.

### Set general scoring parameters

If you need to assign a more typical scoring approach for your quiz, go to the Properties menu in the ribbon and select the Quiz Scoring tab.



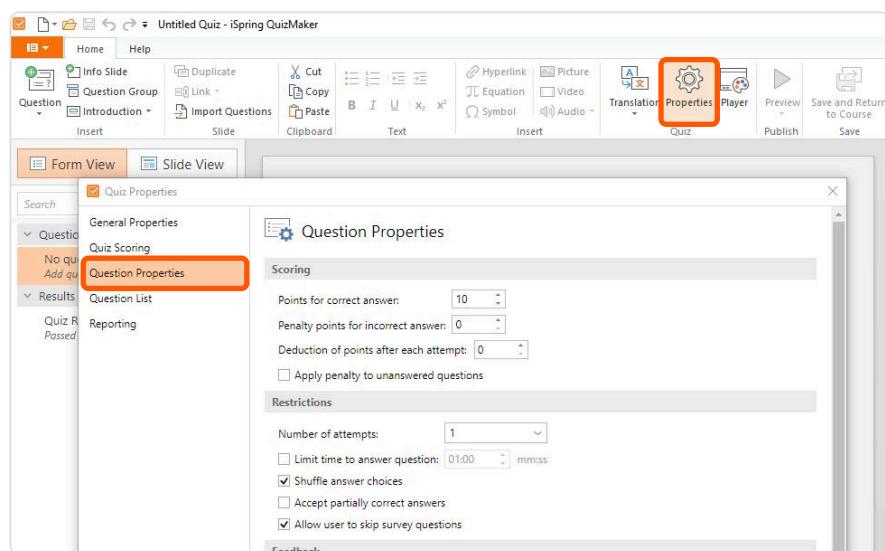
Here you can choose scoring parameters and set the requirements to pass the quiz. Your quiz can be scored by percentages or points.



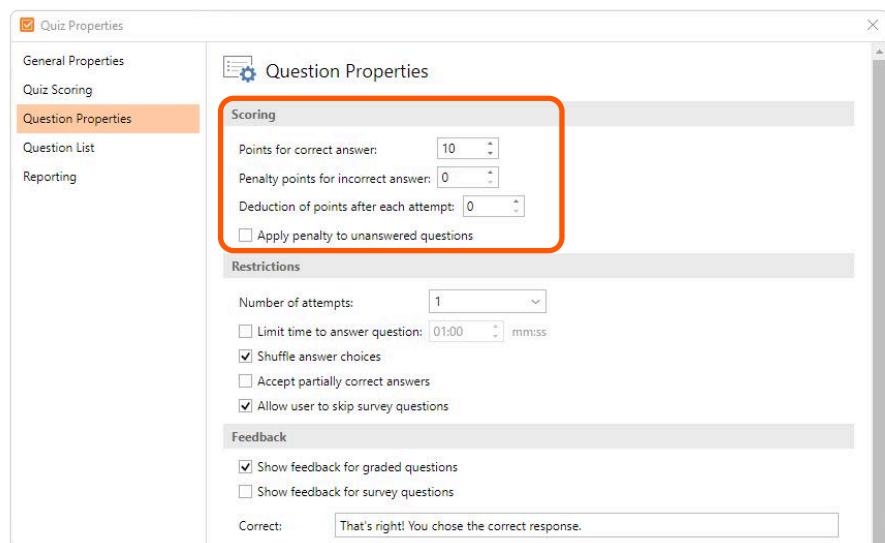
Don't forget to click **Save** after you make changes.

## Set equal scores for each quiz question

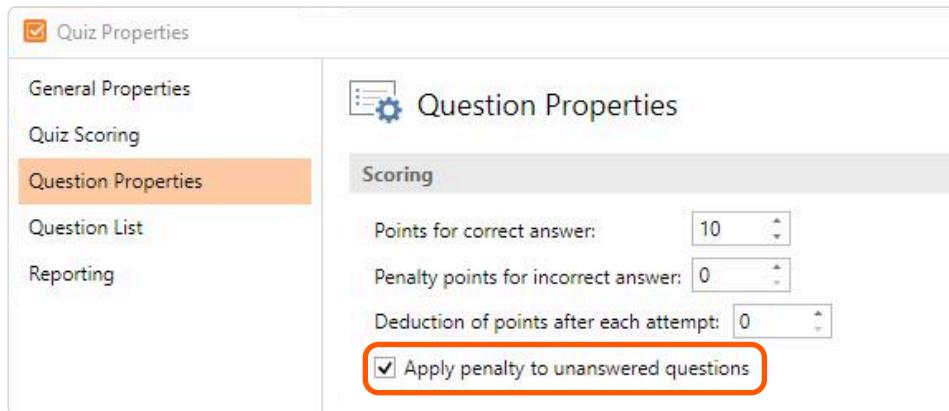
If you need to set the same scoring parameters for each quiz question, go to the **Properties** menu in the ribbon and select the **Question Properties** tab.



In the **Score** section, you can set up points for correct answers and penalties for incorrect answers, and also reduce points after each unsuccessful attempt in questions that allow multiple attempts.



If you want to allow unanswered questions to affect the overall score, tick **Apply penalty for unanswered questions**.



Don't forget to click **Save** after all modifications.

## Set custom quiz points for each question

As mentioned, iSpring QuizMaker has 14 question types, so they vary in complexity. In this case, you have the ability to set custom scoring for each quiz question.

Choose a question and go to the **Feedback and Branching** section in the bottom right corner. Here, in the **Score** column, assign an appropriate number of points for the question.

Feedback and Branching			
	Feedback	Branching	Score
Correct:	That's right! You chose the correct response.	...	10
Incorrect:	You did not choose the correct response.	...	0

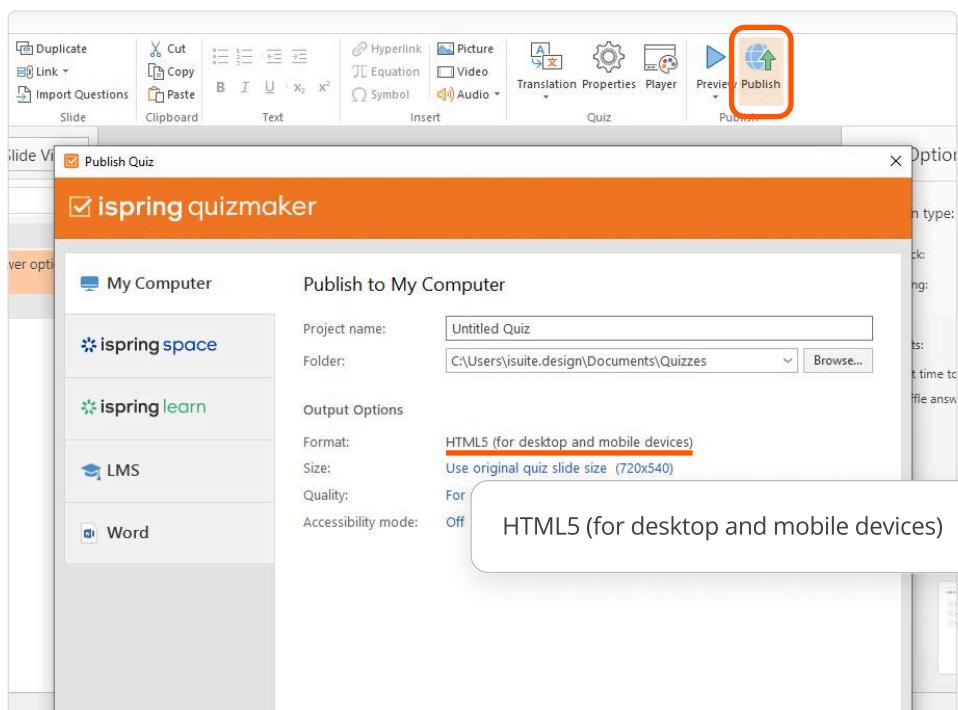
**You can also both award points for correct answers and subtract for incorrect ones.**

For example, for true/false questions, you can set it up to add 10 points for the correct answer and subtract 5 points if the wrong answer is chosen.

## Step 7 Publish Your Quiz

iSpring QuizMaker offers several ways to publish your quiz, depending on your requirements. If you want to publish your test to a website or a blog, choose the HTML5 output.

First, click the **Publish** button on the toolbar, and then, in the **My Computer** tab, add the name of the project, its location, and click on **Publish**:

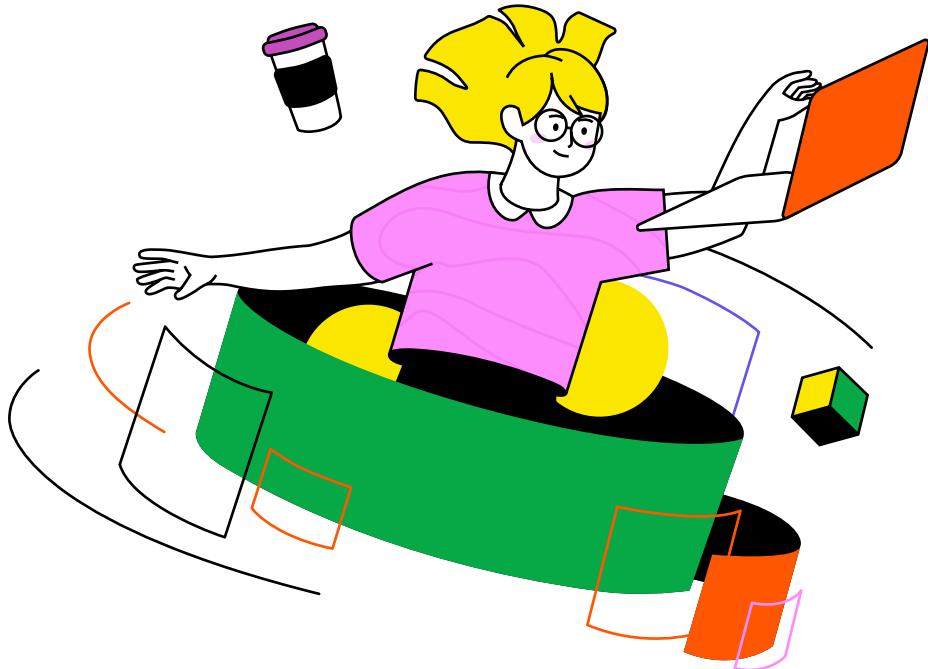


There are 3 more publishing destination options:

- **LMS:** choose this tab if you want to upload your quiz to a learning management system. iSpring supports SCORM, xAPI (Tin Can), AICC, and cmi5 eLearning formats.

- **iSpring LMS:** here you can publish your quiz directly to your iSpring LMS account.
- **Microsoft Word:** choose this tab if you need a test in a printable format.

Try to create quizzes with a score using iSpring QuizMaker. Just download a free trial here and build your own graded quiz.



## Tips for Effective Quizzes

- Don't overcomplicate. Questions should be simple and clear. Avoid writing long complex sentences; they shouldn't be more than 20 words long.
- Try to avoid using negatives in your questions and answers. For example: "Which of the following is NOT a result of hydrogen bonds?" Such questions are often confusing. However, judicious use of this approach can keep your learners on their toes. When you do use it, consider writing the negative particle in capital letters or bolded text, so the learner doesn't miss it.

- Don't use imprecise descriptors like "approximately," "any," "at least," etc. "What is the approximate value of the constant "pi"  $\pi$ ?" "Um, about three?" Asking inaccurate questions increases the chances of getting incorrect answers, while well-written questions will (hopefully) elicit correct answers. For example, "Express the constant  $\pi$  to the nearest 3 significant figures." "3.14."
- Avoid unnecessary hints that allow the learner to deduce the correct answer from the context. This may show a certain mental agility – which is certainly positive – but it doesn't help you assess their knowledge of that specific topic.
- Make all response options clear and concise. There's no reason to have multi-paragraph answers.
- Keep answers and distractors the same structure and length. Any inconsistencies in grammar and language choices can provide unwanted clues to the correct answer.
- Don't constantly rely on answer options like "none of the above" and "all of the above" – especially on multiple-choice questions.
- Avoid options where users' answers can be marked "incorrect" by mistyping or misspelling the answer, such as "Chicago" and "chicago" or "Carroll" and "carroll." After all, if the student types in the right word but uses the wrong case, the final score will be biased if the quiz is case sensitive.
- Ensure that your answers are absolutely correct and distractors are definitely incorrect. Any inaccuracy with either the subject or the phrasing of the response options will confuse your learners.

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