



**ZCAS UNIVERSITY**

## **GUIDELINES FOR ADMINISTERING QUIZZES**

As you may be aware, the University Senate decided to replace the mid-semester examinations with online quizzes with effect from 2024 Semester 1. The perceived benefits of this change include the following:

### **Benefits for students**

#### **1. Instant Results**

Students receive immediate feedback on their quiz performance, allowing them to gauge their understanding of the material right away. This quick turnaround time can contribute to a more active learning process.

#### **2. Reduced Stress**

The absence of a waiting period for results can reduce stress associated with exams. Students can focus on the learning process rather than being anxious about the grading outcome.

#### **3. Adaptive Learning**

Some automated quiz systems are designed to adapt difficulty based on student performance. This adaptive learning approach ensures that each student is appropriately challenged and can progress at their own pace.

#### **4. Accessibility**

Online quizzes can be accessed from anywhere with an internet connection, providing greater flexibility for students. This is especially beneficial for those with scheduling constraints or other commitments.

#### **5. Enhanced Engagement**

The interactive nature of quizzes, especially if they include multimedia elements, can enhance student engagement. Interactive elements like multiple-choice questions, drag-and-drop exercises, and multimedia content can make the learning experience more dynamic.

#### **6. No disruption to learning**

Teaching will not be disrupted during the assessment period. This should increase the number of weeks available for learning.

### **Guidelines for taking the quizzes**

1. The quizzes will be conducted as agreed between the lecturer and students between 16 – 25 April 2024 for Semester 1 of 2024 – refer to Academic Calendar.
2. Only students who have paid at least 50% of their tuition fees will be eligible to attempt the quizzes.
3. The Lecturer will guide whether he/she will administer one or two quizzes.
4. The Lecturer will set practice/dummy quizzes to enable students practice before the actual quiz/quizzes are administered.
5. Discuss any concerns you have regarding the quizzes with your respective Lecturer.
6. The quizzes will be conducted through the e-Learning Portal.
7. Each student will be given the opportunity to attempt the quizzes asynchronously at their preferable time within a 24-hour window.
8. The number of questions shall be 25 in each quiz if two quizzes are administered (total 50) or 50 if one quiz is administered.
9. The duration for the quiz shall be 20 minutes for each quiz if two quizzes are administered or 40 minutes if one quiz is administered.
10. Each student will be given one opportunity only to attempt the quiz.
11. Students will be able to view their results immediately after completing the quiz.
12. Ensure that your computer and internet connection are stable before starting the quiz. Familiarize yourself with the quiz format and any specific instructions provided by the Lecturer.
13. Use a supported web browser (e.g., Chrome, Firefox, Edge) for better compatibility.
14. Choose a quiet and well-lit environment for taking the quiz. Minimize distractions and interruptions during the quiz duration.
15. Start the quiz well before the deadline to account for any technical issues. Keep track of the time remaining to pace yourself accordingly.
16. Adhere to the honour code and any specific guidelines provided by the lecturer. Do not use unauthorized materials or seek assistance during the quiz.
17. Ensure that your responses are submitted before the quiz deadline. Double-check that all answers are saved and submitted successfully.
18. In case of technical problems, contact the lecturer immediately for guidance. Document any issues encountered and take screenshots if necessary.