

## Quiz guidance

Some eCampus courses have assessed quizzes or tests that count towards your final course grade. This document provides guidance on using the TANZ eCampus quizzes.

Make sure you can access the quiz ahead of time – you can always view the opening page before the actual availability time.

Online quizzes that contribute to your course grade will be made available within a limited time period, see your course for specific details, the standard arrangement is:

- Your quiz will be made available for a period of time between set times on set days
- A specific time-limit may be set for completing the quiz itself within those times
- To allow time to complete the quiz, plan to start the quiz at least as long as the time limit before the set closing time (e.g. time-limit of 1 hr, start at least 1 hr before the set closing time).

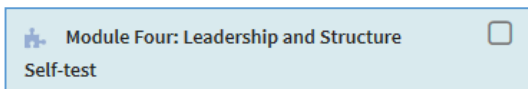
There will be a countdown clock (shown on the top left of the screen) for you to keep track of the time you have left. At the end of the time-limit the quiz will automatically close and submit itself.

**It is strongly recommended** that you take the time to click the *Submit* or *Finish* button and **submit the quiz yourself** before the time is up rather than depend on the system to do it automatically, or you may lose any potential marks for a partially completed question.


### Key points

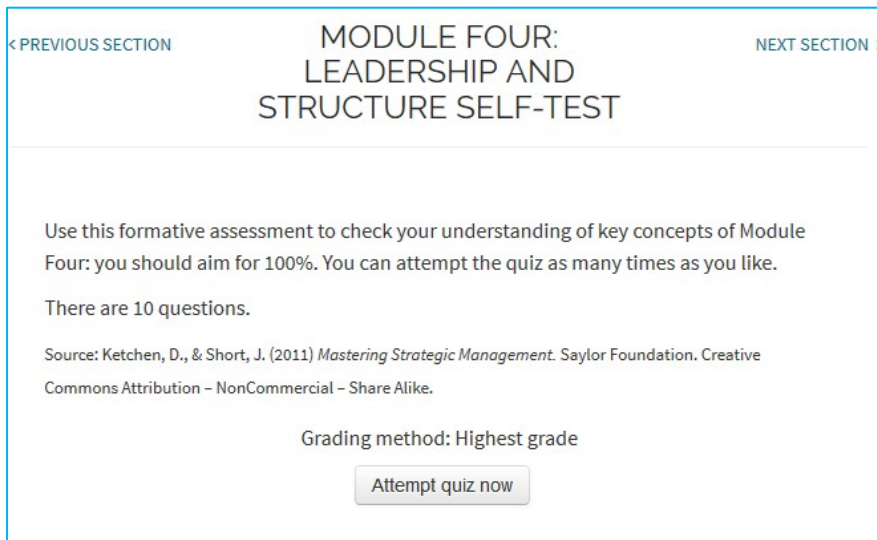
1. Make a plan about where you will complete the quiz, the location time and equipment you need.
2. Check you know where the quiz is located within your online course and are familiar with using the Quiz tool.
3. If your quiz has a time limit you may find it especially useful to review all of the questions quickly using the navigation at the top to select and answer the questions that you are sure of, before you answer those that you are less sure of.
4. You may also want to make sure you understand how the quiz will be graded (this is shown on the introductory page) – sometimes there may be only one attempt. Where there are multiple attempts allowed, it may be graded by highest grade, average grade or some other system. Where multiple attempts are allowed, there may be a penalty applied to the final grade for incorrect answers.
5. **Don't leave the quiz without submitting your work:** If you ever see a warning box appear about leaving the page you must click the "Stay on page" button. Otherwise you run the risk of losing your work.

## Attempting the quiz



A quiz that has not been attempted yet has the completion box unchecked.

The main page for a quiz gives details of the quiz and how it will be graded. To start the quiz, click the **Attempt quiz now**  button at the bottom.



The quiz question numbers at the top allow you to move between questions.

In some formats, the quiz may look different – for example some quizzes may have a page for each question.

**QUIZ NAVIGATION**

1
2
3
4
5
6
7
8
9
10

Finish attempt ...

**Question 1**

Not yet answered

Marked out of 1.00

Flag question

The division of labour involves:

Select one:

a. Dividing up an organisation into departments and sections

b. Dividing up an organisation into teams

c. Splitting up a task into a series of smaller tasks, each of which is performed by a specialist.

**Question 2**

Not yet answered

Marked out of 1.00

Flag question

Output controls involve:

Select one:

a. a mix of intangible and measurable results

b. measurable results

c. intangible results

The above example is a multi-choice question and you need to select the answer that you think is correct.

There may also be a variety of question formats in the quiz, including true/false or essay questions requiring you to type a substantial answer.

You may get immediate feedback during the quiz or afterwards during the review phase, depending on how the quiz has been set up.

**Flagging** a question is like using a bookmark. If you want to be able to jump back to a question later in the quiz you can flag it and flagged items show in the question list at the top of the page. Flagging a question is for your reference only, it has no impact on its submission or marking.

**Auto-saving** - the system is set to auto- save unsaved answers every 1 minute and every time you move between quiz pages, it auto saves answers as well.

**Spell checking** - there is no-built-in spell checker in the text editor used in eCampus. Instead most browsers have a built-in spell checking feature. The details on how this works is browser dependent, but in Firefox and Google Chrome on Windows, you hold the CTRL key down and right click on the underlined word to see alternative spellings.

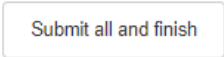
## Navigation/saving work

The quiz will be split over several pages and you can move between pages using the next buttons or clicking on a question number in the Navigation block. As you move between pages, your answers are automatically saved.

Important:

1. **DO NOT** use the Back button in your browser toolbar

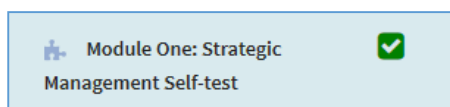
2. **DO NOT LEAVE** the quiz without saving your answers, but only

select  if you have fully completed the quiz or run out of time.

3. **Before the time has run out**, go to the last page of the quiz and click the "Submit all and finish" button.

You are able to "go back" if you wish to change an answer and you can use the "Flag" option to keep track of questions you want to return to. Use the question number links in the Navigation block to do this.

## Reviewing your answers



This quiz has been attempted at least once as shown by the green tick.

The main Quiz page will show details of the quiz, including any attempts you have made:

Use this formative assessment to check your understanding of key concepts of Module One: you should aim for 100% before going on to Module Two. You can attempt the quiz as many times as you like.

There are 15 questions. Description of the quiz

Source: Ketchen, D., & Short, J. (2011) *Mastering Strategic Management*. Saylor Foundation. Creative Commons Attribution – NonCommercial – Share Alike.

This quiz closed on Tuesday, 10 February 2015, 2:55 PM  
Grading method: Last attempt

Summary of your previous attempts

Attempt	State	Grade / 15.00	Review
1	Finished Submitted Friday, 6 February 2015, 2:42 PM	9.00	Review

Your final grade for this quiz is 9.00/15.00.  
[Click here to exit this page](#)

Your previous attempts and results are seen here.

Back to the course

Click the link to review - this allows you to see your answers question by question, and to get feedback

## Results

Your results will be made available to you on the quiz page within the course once your facilitator has marked everyone's quizzes. You will be notified by email when they become available.

The review page shows you how you got on with the quiz, question by question. You can click on the coloured question numbers at the top to move to a particular question. The incorrect answers are indicated in red.

**QUIZ NAVIGATION**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Finish review

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**Started on** Friday, 6 February 2015, 2:40 PM

**State** Finished

**Completed on** Friday, 6 February 2015, 2:42 PM

**Time taken** 1 min 39 secs

**Grade** 9.00 out of 15.00 (60%)

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**Question 1**

Correct

Mark 1.00 out of 1.00

Flag question

The Five P's of strategy are product, price, place, promotion and potential.

Select one:

True

False ✓

The correct answer is 'False'.