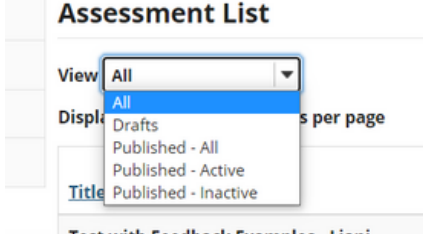# Tests & Quizzes settings
Best practice guidelines 2021

The February 2021 updgrade resulted in some changes to the eFundi Tests & Quizzes tool. Following are some guidelines from the CTL Teaching & Learning Helpdesk and IT support to help ensure a better experience for all staff and students.
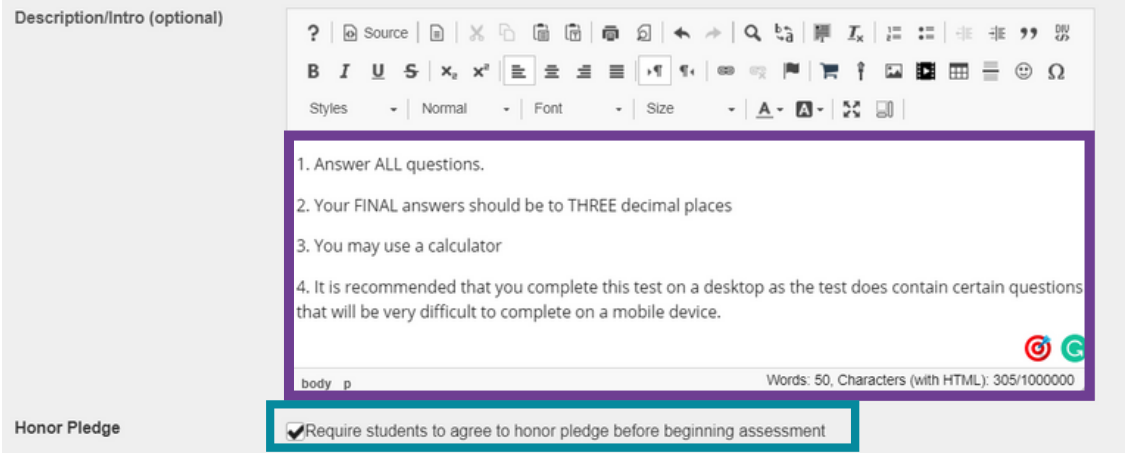
Don't delete your drafts

You cannot import or share published quizzes with other eFundi sites. By deleting your drafts (previously known as working copies) you also make it increasingly harder for IT and CTL to support you and your students.

Rather use the drop-down to change your view as needed.

Recommended Test Settings

About this Assessment:
1. Include clear instructions for your students.
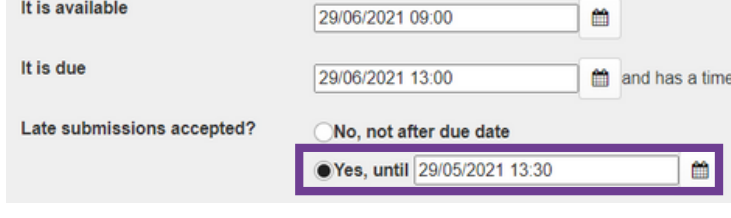2. Activate the honor pledge to promote academic integrity.

Please remind your students to:
1. Save progress while they are writing
2. They MUST click the submit button TWICE to actually submit. No submission = No grade
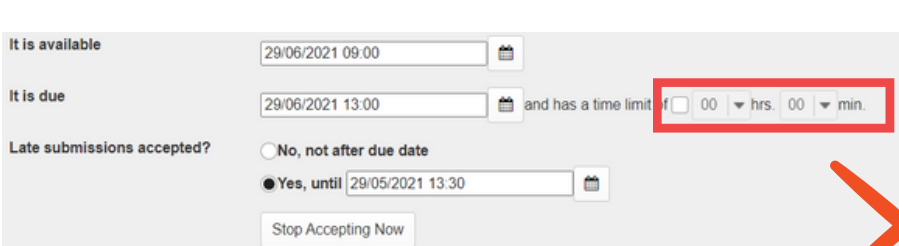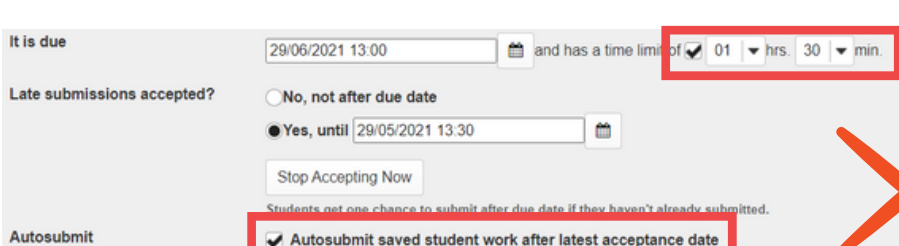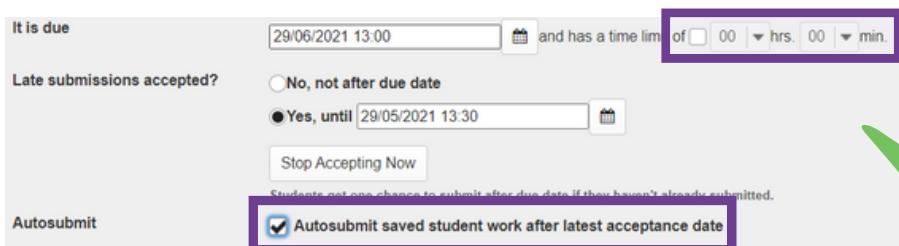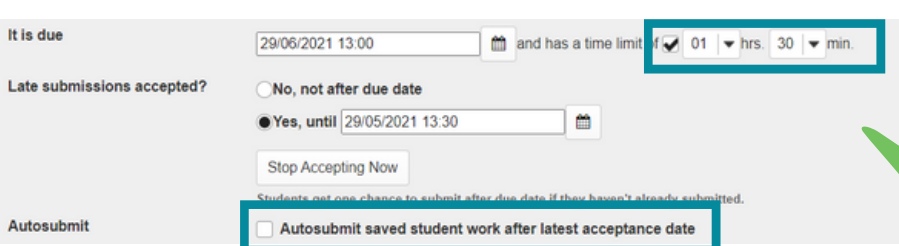
Due dates:
1. Always include a due date.
2. Please select the option to accept late submissions and choose a time a little later than the due date & time. Students will not be aware of this, and this will increase the chances for a successful submission.
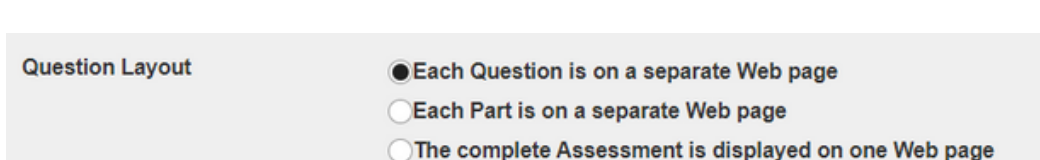

Timed test or autosubmit:
Always include only ONE option: Timed test OR autosubmit.
Never both and never neither.
This will help to prevent '**In Progress**' submissions.
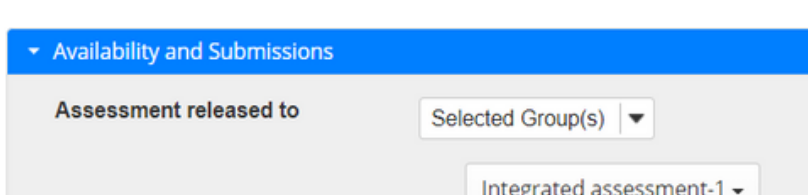

Test layout & Appearance:
Keep Question Layout to **"Each question is on a separate web page"** and remind your students to save as they go. This promotes academic integrity and ensures that students progress won't be lost if there are any interruptions.

Using Groups?
Please remember the following

If you created a test and only released it to a specific group in the settings, like in the example below:

Then you CAN:
• Add more students to the group (in Site Info) to give them access to the test.

But you CANNOT:
• Remove a student from the group;
• Change the group linked to the test; or
• Delete the group.

If you remove a student, change or delete the group, all marks and answers will be completely removed from the system.

Need Help?

Call Us: 018 285 5930

Or log a ticket: https://support.nwu.ac.za/