

For up-to-date information on available technology resources during the Coronavirus pandemic, see our [Computing Availability During COVID-19](#) article.

# Delivering online exams (in-person)

Last Modified on 09/24/2021 2:55 pm EDT

This article describes how to best deliver an exam through Canvas during in-person classes. See [Exams for Remote Instruction - Faculty](#) for advice on delivering online exams remotely.

## Before You Start

With proper notice, the Courseware team can help prepare an exam for delivery through Canvas. Note that we will not convert paper exams into online formats.

## Exam venue

You can deliver an online exam either in a Wharton lab or in your classroom.

## Preventing cheating

There are several ways to prevent cheating during online exams.

## Timing

A quiz can be given during a precise time period (e.g., April 4, 2020, 4:30pm-6pm), or can be made available during a longer period, but for a limited duration (e.g, the student only has an hour to complete, and the quiz must be taken and submitted at some point during the period of April 2-6, 2020).

## Student accommodations

You may have students that have been granted accommodations by [Penn's Office of Student Disabilities Services](#); the Provost's Office has issued [general guidelines for faculty](#).

*Accommodations, such as granting **extra time on an online exam, must be made in advance.*** It is not currently possible to allow students to edit previous submitted quizzes.

## Creating a take-home exam

In place of a Canvas quiz, you have students download a document that contains the exam, and then upload their answers, in a Word file or pdf.

1. Create the document you will attach to the quiz. (We recommend .pdfs; it's easy for students to confuse the downloaded version of the Word file with the version they must upload.)

2. Store this document in Files, in a **new folder** whose permissions are set to "**Only available to students with link.**"
3. Create or edit a **quiz**, including one **file upload question** for collecting a student's answers. If there is no time limit, you can use an **assignment** instead of a quiz.
4. **Link** your exam document either from a text question or from the File Upload Question details.
5. Use **availability dates** to prevent students from accessing the document too early, and to prevent submissions after the due date.
6. Use a time limit in **settings** to limit the amount of time permitted for the quiz. We recommend allowing 5 extra minutes for students to save and upload their files.
7. Use **Moderate Quiz** to monitor progress or to allow extra time or attempts to individual students,

**NOTE:** File upload quiz questions do not work in Internet Explorer for Windows, nor in older Safari versions for Mac. These browsers also do not meet the general **system requirements** for Canvas.

## After-hours Support

Please advise if your exam occurs outside of regular business hours (Mon-Fri, 9am-5pm Eastern Time).

## Questions?

Email: [courseware@wharton.upenn.edu](mailto:courseware@wharton.upenn.edu)

---