

## OLC: Assessment Setting conditions

The person who creates the assessment item also chooses the assessment settings. These determine the conditions that apply to the item. The templates load the most common settings for an assessment type.

Default settings	
Timelimit	Set time in minutes allowed for completion of the assessment item. Zero allows unlimited time.
Pass mark	Set the percentage required to be marked competent/pass. Only works when assessment items are all automatically marked.
Open book	Allow candidate to browse the learning material via another window and browse learning material while undertaking the assessment item. Setting this to 'No' restricts access to other areas of the OLC until the assessment is completed. If the candidate opens another browser and tries to login, they will be directed back to the unfinished assessment.
Number of attempts options	
Unlimited number	Give candidate unlimited attempts at this assessment. This setting overrides the maximum attempts setting.
Maximum number	Set maximum number of attempts a candidate can have at the assessment item. Zero allows unlimited attempts.
Customise message	Create a customised message to the candidate once the maximum number of attempts at the assessment item is reached. For example, tell them who to contact to arrange another attempt.
Maximum attempts have been reached – imessage facilitator	When the candidate has reached the maximum number of attempts for the assessment item, the name of facilitator/s assigned to the candidate's group will be displayed and the candidate can click on the name to send an imessage. They usually want to do this to have the attempts re-set so that they can do the assessment again.
Maximum attempts have been reached – imessage manager	When the candidate has reached the maximum number of attempts for the assessment item, the name of managers assigned to the unit will be displayed and the candidate can click on the name to send an imessage. They usually want to do this to have the attempts re-set so that they can do the assessment again.
Maximum attempts have been reached – imessage administrator	When the candidate has reached the maximum number of attempts for the assessment item, the name of administrator will be displayed and the candidate can click on the name to send an imessage. They usually want to do this to have the attempts re-set so that they can do the assessment again. This will go to the administrator who is the officially designated 'help' administrator.
Completion options	
Notify facilitator	Notify facilitator automatically via imessage when candidate has completed the assessment item.
Show result	Show candidate their result as soon as they complete the assessment. Result shows as: X out of Y (Z%). It appears on the Assessment Verification Sheet at the end of the assessment. This page can be printed out by the candidate. Only works when assessment items are all automatically marked.
Customise message	Display a customised message to the candidate on the Assessment Verification Sheet that shows upon completion of the assessment item. Default message reads: <i>Thank you for completing the assessment.</i> Locate this line in the display panel and insert your own message in this position.
Feedback options	
<i>These options only apply when assessment items are all automatically marked.</i>	
Enable assessment feedback	Show feedback per question for automatically marked assessment items. This will give feedback for EVERY question. You must also select 'Correct response feedback' and set it to 'No', if you do not want candidates to see the correct answer.
Feedback the best answer	Show candidate the correct answer to all questions on completion. Feedback per question setting must be added first. This setting must be turned on if there are 'list of choices' questions in the assessment item that have more than one correct answer.

Feedback the correct answer	On completion, show candidate the questions they had correct. It displays their correct answer. Feedback per question setting must be added first. Set to 'Yes'.
Feedback the incorrect answer	Show candidate incorrect responses per question on completion. Feedback per question setting must be added first. You must also select 'Correct response feedback' and set it to 'No' if you do not want them to also see the correct response.
Hide the correct answers	Select 'Correct response feedback' and set it to 'No'.
Hide the incorrect answers	Select 'Incorrect response feedback' and set to 'No'.
Link to learning material	Show candidate a link to a page in the online learning material for the unit that is relevant to a question. Useful when you want the person to re-visit the learning material for questions they had incorrect. This link must be set up when creating the assessment item. Feedback per question setting must be added first.
<b>Timer options</b>	
Customise timeout message	Create message to display to candidate when their time runs out. The default message is: <i>Sorry, but you have run out of time.</i>
Begin timer before questions	Start the assessment timer at the screen where candidates view instructions and can download support documents for the assessment. This means the time candidate spends in preparation before entering their answers online is counted as part of the exam time. This setting only works if a time limit is set.
Pause timer if disconnected	Pause the timer for learners who close the assessment window. This setting only works if a time limit is set.
<b>Question options</b>	
Number of questions per page	Set number of questions to display to candidate on each page. Setting this to 0 shows all questions on the same page. Useful feature if it is a long automatically marked test, as several questions per page will reduce the seeming length of the test.
Display in random order	Set questions to dynamically generate in random order, every time the assessment item is opened. This is useful when there is a large test bank. Turn this setting off if you want questions to always appear in the same order.
Assessor to reply	Allow facilitators/managers to reply to candidate's responses to the assessment questions. The candidate can see the response to their work and respond appropriately. The candidate receives an imessage to let them know there is a response to their work. Useful for asking for more clarification on an essay, reflective piece or online report or when giving feedback once a candidate's work has been submitted online. Not suitable for automatically marked questions.
Negative score	Allow candidate to get negative score. List of choices is a question type where there can be more than one correct answer. For the 'Allow negative score' setting to work at the question level, it must first be turned on at the assessment item level.
<b>Other options</b>	
Name of documents	Add the title of uploaded documents that support the assessment item. Title shows on a tab beside the name of the assessment item.
Training record	When this setting is turned on, the assessment item is displayed as a training record so that candidates and assessors can enter results. It becomes a record of the result, date and assessor's name for each unit on the list. Useful for accessing results across distance or keeping an online record of assessment done offline.
Audit	Allow facilitators to audit the training record/evidence record. This will enable facilitators to enter comments, dates etc and finalise the assessment once they are satisfied with the entries.
SIP removal	Allow managers to erase SIP (Still in Progress) attempts for the assessment item. This setting needs to be deactivated for Training Record or Evidence Record as these stay SIP for many months.
Turn off introductory screens	Turn off the first two screens where candidate sees the assessment conditions and legal notice. Useful when it is a work project or Training record as the candidate will return to the assessment over a period of time, so time limits etc do not apply.