

Summative Quizzes: Preparation Guidance for Students

This document provides guidance for students who are scheduled to complete summative quizzes in StudyNet.

1 Test Your Computer Equipment



1.1 Check that your computer's operating system is up to date

Don't get caught out by a surprise system restart midway through your assessment, check that your operating system has all the latest updates.

We do not recommend using your mobile phone for summative quizzes, this is because the limited screen size is likely to impede your experience and may impact your performance.



1.2 Ensure you are using a compatible browser and that JavaScript is enabled

We recommend using the latest version of [Google Chrome](#). For information on other compatible browsers see, '[which browsers does Canvas support?](#)'

The steps to enable JavaScript will differ between browsers, in the case of Google Chrome these are as follows:

- At the top right of the browser window, click **More** (i.e. the three vertical dots).
- Choose **Settings** from the dropdown menu.
- Under **Privacy and security**, click **Site settings**.
- Click **Javascript**.
- Ensure the toggle switch is set to **Allowed** (recommended).



1.3 Make sure you have access to a reliable internet connection

If you share an internet connection with others in your household, or you have multiple devices connected, you may notice that your internet speed slows down when in use. If you think this is likely to slow your internet connection during your upcoming assessment, it's a good idea to try and arrange sole access over the period of your assessment, including switching off the wi-fi on your phone.

Other simple tips for a more reliable internet connection include:

- Moving closer to your Wi-Fi router
- Using ethernet connection instead of a Wi-Fi connection



1.4 Ensure your device is fully charged

If you are relying on battery power for your assessment, make sure your device is fully charged immediately before the test and that the charge can easily last the duration of the assessment. If possible, we recommend remaining connected to the mains power throughout the assessment.

2 Complete Your Practice Quiz

You should complete any practice quizzes that your tutor has made available. This will not only help you to prepare for your upcoming summative quiz, but also it may highlight any unforeseen technical difficulties well in advance.



2.1 Recreate your assessment setup for your practice quiz

Where possible, you should recreate your assessment setup in order to complete your practice quiz. This means using the same internet connection, computer device and browser that you plan to use for the actual assessment and taking the quiz in the intended location. This is the best way to be confident that everything will run smoothly on the day of the summative quiz.



2.2 Report any technical difficulties

If you encounter any technical difficulties that prevent you from completing the practice quiz, you can contact helpdesk@herts.ac.uk to ask for support. Please provide your full name, student registration number (SRN), module code along with a brief description of the problem. Screenshots of any error messages will also help in identifying any technical issues and resolving these.



2.3 Report any missing adjustments

If you are entitled to extra time or rest periods and these have not been correctly applied to your practice quiz, please notify your tutor to ensure they are in place for your actual assessment. Similarly, if you experience any difficulties accessing any aspects of the practice assessment including through the use of assistive technologies, please notify your tutor so this can be explored further.



2.4 Where technical difficulties aren't resolved, submit a Serious Adverse Circumstances form

If you find that you are unable to resolve any technical difficulties, you should submit a Serious Adverse Circumstances (SAC) form. For details see section 3 below, or visit the [SAC page on Ask Herts](#).

3 Review the Current Advice on Serious Adverse Circumstances

The University continues to operate a 'fit to sit' policy so if you decides to sit/submit an assessment, the University will not normally accept a claim that you had serious adverse circumstances with regard to that assessment (UPR AS14 C.3.8.3 and C.3.8.4).

For all assessments submitted online via Canvas other than timed summative quizzes, you are indicating that you are 'fit to sit' by pressing the submit button. However, by way of exception, in the case of a timed summative quiz on Canvas, you are indicating that you are 'fit to sit' by starting the quiz.

If during a practice quiz you have technical difficulties or other issues which mean you won't be able to do the forthcoming summative quiz, you should submit a [Serious Adverse Circumstances \(SAC\) form](#) to the following email address SAC@herts.ac.uk

If you were fine during the practice quiz and ok to start the summative quiz but then are unable to complete the quiz because of some kind of technical difficulty or some disturbance at the location

where you are completing the test e.g. childcare issues - you should complete the SAC form and send it to SAC@herts.ac.uk within 24 hours of the quiz start time. If the SAC form is received after that period, the SAC will not be considered.

4 Be Ready To Start The Quiz



4.1 Prepare your assessment location

Ensure your chosen assessment location is comfortable, free from distraction and somewhere you won't be disturbed for the duration of the quiz.



4.2 Have any permitted resources to hand

Ensure you have any permitted resources ready to hand. This will include any resources specified by your tutors as part of their assignment brief (e.g. textbooks and written notes).



4.3 Have your tutors contact details to hand

In some cases, tutors may have provided contact information (telephone number or email address) should you need to ask a question or report difficulties during the summative quiz. As with permitted resources, do ensure you have this information to hand should you need it.



4.4 Keep an eye on the time

Although summative quizzes will always include a countdown of the quiz time limit, this may not always be visible on the screen. You may therefore find it useful to have clock or watch nearby to help you can keep an eye on the time.



4.5 Refresh the browser window

Shortly before the scheduled start time of your summative quiz, log in to StudyNet and navigate to the assignments page of the relevant module. Select the quiz that you wish to complete. If it's not yet available you will see a message that says "This quiz is locked until [dd-mmm at hh:hh]". At the start time of your quiz, press refresh the browser window until the "Take the quiz" button displays. You are now ready to start the quiz.

Important: All summative quizzes are subject to a viva at the module leader's discretion