Checklist: before examination

Note! Much of this checklist assumes that you use the examination room in Canvas for your course. For examinations with registration, using the examination room is mandatory.

The checklist is separated into two areas, one that handles the assignments or quizzes and one that handles the examination room itself. The bullet points in the checklist can be done in any order, but we recommend that you publish the room last so students only see the finished room.

The bullet points are explained on the following page:

[Before examination – checklist for Canvas](#)

For the assignments or quizzes

I have

- ☐ checked that the wording is correct in all assignments and quizzes
- ☐ set time limits so that the students can write for the entire exam
- ☐ set the time limit for the code of conduct to allow submission before and after the exam
- ☐ checked that the right students get the correct Funka support
- ☐ published assignments, quizzes, codes of conduct and possibly modules
- ☐ if necessary, enabled anonymous assessment
- ☐ if necessary, prepared for using Transfer to Ladok.

For the examination room

I have

- ☐ edited or deleted the conditioned information page (only for the module-based examination room template)
- ☐ if necessary, changed the home page (if you manually imported a template)
- ☐ updated the home page with information and contact information
- ☐ added course-specific information about generative AI
- ☐ hidden unnecessary links in the course menu
- ☐ checked that the structure of the examination is logical and easy to follow
- ☐ checked the settings for late or missing submissions
- ☐ selected manual or automatic grade posting
- ☐ planned for reporting the final grade
- ☐ reviewed the examination with the student view
- ☐ published the examination room well in advance.