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| Instruct design logo | MyClasses Assessment Development Request Form | SUlogo2 |

Faculty requesting Instructional Design & Delivery to format an assessment (quiz/exam, survey, self-test) and add it into a MyClasses course should complete this form. Requests must be received a minimum of 48 working day hours prior to student availability of the assessment.

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| --- | --- |
| **Faculty Name:** |  |
| **Department:** |  |
| **Email Address:** |  | **Phone:** |  |
| **Course Name & Section: (e.g. RESP 300-601)** |  |
| **Date Needed:** |  |  |  |

##### **Content should be provided electronically via email to Instructional Design & Delivery for reformatting based on your selection options.**

**Assessment Options**

|  |  |
| --- | --- |
| **Name of Assessment:** |  |
|  | **Due Date:** |  | **Time:** |  |
|  | **Available From Date:** |  | **Time:** |  |
|  | **Available Until Date:** |  | **Time:** |  |

**Assessment Type:** [ ]  Practice Quiz [ ]  Graded Quiz/Test [ ]  Ungraded Survey [ ]  Graded Survey

**Total Number of Point Possible:** Click here to enter text.

**Randomizing Questions** [ ]  Randomize the delivery of all the questions.
 [ ] Use different question sets to randomize groups of questions.

 [ ]  Do not randomize and deliver the questions in the order provided.

**Shuffle Question Answers for all Questions:** [ ]  No [ ]  Yes

**Set Timer** [ ]  No [ ]  Yes Minutes: Click here to enter text.

**Allow Multiple Attempts:** [ ]  No [ ]  Yes [ ]  Unlimited Attempts [ ]  Specific Number of Attempts Click here to enter text.

 If Multiple Attempts, which score to keep: [ ]  Highest [ ]  Latest

**Question Delivery** [ ]  Deliver questions all at once.

 [ ]  Deliver questions one at a time and allow questions to be revisited.
 [ ]  Deliver questions one at a time and do not allow questions to be revisited.

**Student Feedback is available to students immediately. If you do not wish for students to receive feedback until after everyone has taken the assessment, skip these options. Otherwise check all that apply:**

[ ]  Let Students See Their Quiz Responses

 [ ]  Only Once After Each Attempt

 [ ]  Let Students See Correct Answers

 [ ]  Show Correct Answers on Certain Date/Time: Click here to enter text.

 [ ]  Hide Correct Answers on Certain Date/Time: Click here to enter text.

##### **Additional Comments/Instructions:**

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##### **ID&D Office Use Only:**

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| --- | --- | --- | --- |
| **Request:** | **🞏 Approved 🞏 Denied** |  |  |
| **Authorized by:** |  | **Date:** |  |
| **Completed by:** |  | **Date:** |  |
| **Verified by:** |  | **Date:** |  |
| **Details:** |  | **Hours to Complete:** |  |
|  |  |