TRITON TESTING CENTER – AP&M B349
Computer Based Testing Facility (CBTF)

Method for using Digital Note Sheets at the TTC

Allowing access to student created digital notes in the computer lab will require creating a separate homework assignment where students will upload a picture of their note sheet to PrairieLearn before the testing window opens. This assignment must be configured correctly to maintain the security of the testing environment but will allow students to create their own notes and view them in conjunction with their tests. I have included sample code for the question.html and the infoAssessment.json files, as well as some suggestions for best practices and possible alterations.

Setting Up the Question

First, build a question using the pl-file-upload element. Allow students to create notes based on your specifications. Make sure to include the pl-file-preview element in the submission panel. Here are some suggestions for your note-sheet protocols:

- **Limit Number and Size of Pages:** limit notes to 1-2 pages that are 8.5" x 11".
- **Handwritten Notes:** require that students write their notes by hand.

Sample Question: question.html

```
<pl-question-panel>
        <p> $\textbf{Instructions:}$</p>

        <p>Take a picture of your 1 page of handwritten notes. Save your notes in a file named:
<b>personalnotes.png</b> </p>
        <p>Upload or drag your <b>personalnotes.png</b> file into the submission box. Click save and
        click show preview to view your notes in the submission panel. </p>

        <b> Submit your notes file here: </b> <pl-file-upload file-names="personalnotes.png"> </pl-file-
        upload>
</pl-question-panel>

<pl-submission-panel>
        <pl-file-preview></pl-file-preview>
</pl-submission-panel>
```

Setting Up the Homework Assessment

The next step is to build an assessment with three allowAccess rules:

- **Submission Window:** set dates for students to upload their notes before the testing window opens.
- **Access Window:** set dates and access to the upload to be closed, but viewable during the testing window.
- **Connect to PrairieTest Exam UUID:** use the same allowAccess code for your test in PrairieTest.

Here are some suggestions and alternate options for allowing note-sheets:

Use Manual Points to Approve Notes Before Test Window Opens

- Set the timeframe for the homework assessment to end before the test window opens and with enough time to approve submissions before testers arrive at the CBTF. *(See Sample Code Provided)*

Use Auto Points to Approve All Notes and Apply Penalties for Noncompliance

- Set the timeframe for the homework assessment to end before the test window opens and approve submissions after the test window opens and apply a penalty for note-sheets that do not follow requirements. An instructor at the CBTF at the University of British Columbia wrote a companion script to help organize and approve their note submissions. (*See GitHub Repository for information on this method*)
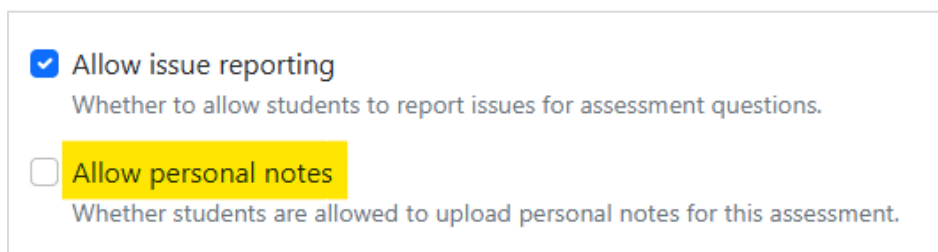
IMPORTANT

Personal Notes Must be Restricted to Maintain Security

It is very important to restrict access to "Personal notes" in the assessment for uploading student created notes. This feature is enabled by default and must be explicitly removed from the assessment by adding:

"allowPersonalNotes": false"

to the infoAssessment.json, or by using the newly added feature in Assessment settings that allows this feature to be turned on and off with a checkbox.

Not disabling this feature will allow students to add other information to the homework that you will not be able to see.

Sample Homework Configuration: infoAssessment.json

```json
{
  "uuid": "………",
  "type": "Homework",
  "title": "Upload Note-Sheet Template",
  "set": "Homework",
  "number": "1",
  "allowAccess": [

    { "startDate": "2025-04-12T00:59:59",
      "endDate": "2025-04-19T23:59:59",
      "credit": 100

    },

    {
      "startDate": "2025-04-21T00:00:01",
      "endDate": "2025-04-26T23:59:59",
      "active": false,
      "showClosedAssessment": true
    },

    {
      "mode": "Exam",
      "examUuid": "……………",
      "showClosedAssessment": true,
      "active": false
    }
  ],

  "zones": [

    {
      "title": "TTC-Template Upload Note-Sheet",
      "comment": "This is where the student can upload a note-sheet.",
      "questions": [{ "id": "TESTING_Notes", "manualPoints": 1 }]
    }

  ],
  "allowPersonalNotes": false
}
```