

Tutor's Notes for using CAA

The CAA system can only be accessed via the Learn server. The most convenient way to do this is via [the MyModules page](#).

Hardware

The CAA system is designed to work with the university's version of Internet Explorer. Every instance of a student not being able to see a test properly has been fixed by use of the current university browser. If a student elects **not** to install this browser on their own PC, they run the risk of not being able to use the CAA system: it's their choice. The reason that we insist on the students taking a Tryout Test is to ensure that the PC they will be using is adequate for the job; the tryout test contains one example of every possible type of question. All university computer labs, and the Staff Desktop services run the university browser.

Most modern computer monitors are running at a resolution of 1024 x 768 pixels. Most CAA tests are designed to fit a screen smaller than this, and all graphics used in tests must be 100% visible on a screen set to 1024 x 768 pixels. It should never be necessary to scroll in order to see a question.

Software

To take a test, and to upload a test for mounting on the CAA system, you need a web connection to the Learn server.

If you take a test off campus through a slow connection, the connection could be closed once the test has been delivered, and re-opened to submit your answers. Nobody actually does this (it's too much hassle) but the system is resilient enough to cope with interrupted connections.

Questions are authored using tools installed on your PC i.e. questions and tests are written and checked locally and then uploaded to the server. Software is only released to staff after they have attended a hands-on workshop on the system. Installation is then automatic for staff PCs on the Staff Desktop Service. Since we know who has the authoring software, updates can be automatically added as and when necessary.

Question and test design

These topics are covered in the workshop sessions, but a good introduction is in Designing Objective Questions.

Every test should begin with an Explanation question, which describes how to take the test. This is equivalent to the rubric on an exam paper and will include statements such as

“You have 30 minutes to answer 20 questions.

Answer as many as you can before the clock counts down to zero.

Submit your answers by clicking the Submit button which appears after you have viewed all of the questions.
Advance to the next question by clicking the Next button.”

Scheduling a test

As part of the test upload process, you have to specify the target module and the time window for the test. Note that staff will always be able to see the test immediately it is published. Students will only be able to see the test during the time slot you have specified. This is covered in more detail in the Upload document.

Be aware that students make extensive use of the system out of teaching hours, and at weekends.

The system is busiest at certain times of year: weeks 5, 8 and 11 are usually peak weeks, as is the period before the end of a semester. If you wish to run an invigilated test during the peak weeks, please discuss this with the CAA Unit, who will be able to predict the load on the system for a specified time.

Impaired performance Claims

If a student claims that they completed a test but were unable to submit it, the following procedure is available:

- a) Run a report on the test to establish whether the student has been active or not.
- b) Inform the CAA Unit so that more extensive investigations can be made. It will be possible to establish when the user concerned started the test, even if they did not finish it.
- c) If the time window for the test has not expired, it may be possible to recover the test, and make another attempt to submit it.
- d) If necessary, the test can be re-scheduled to a specific individual, who should re-take the test on a PC running the university standard browser.

Reporting (getting the marks)

The Reporting button in MyModules takes you into Enterprise Reporter, which allows you to generate marks lists in several formats.

You will need to specify: