How to deliver a Top Hat Test
(Remote proctored assessment)

Top Hat is the University’s mobile voting tool, which also provides a remote proctoring tool in the product Top Hat Test. This enables examinations to be delivered remotely where students can type their responses on a standard keyboard.

How to create a Top Hat Test

Staff should follow these five steps to create a Top Hat Test:

1. Staff must access Top Hat via the web browsers Chrome or Firefox. Students can access via these web browsers or via the app. Do not use Internet Explorer. Follow the guidance on the Top Hat Browser Requirements page.
2. Sign up for a Top Hat staff account and create a course by following this guidance from the IT Knowledge Base. Please note: ‘Professor’ is the term used for all staff.
3. We recommend that staff integrate their Top Hat course with their corresponding Minerva module (on which the staff member has ‘Instructor’ status). This will enable the class roster to be imported to Top Hat enabling staff to enrol students on their examination course. Details are available in the guidance from the IT Knowledge Base.
4. Invite students to enrol on your course. Please note that the process for inviting students to enrol depends on whether your course is integrated with Minerva. Please follow either steps 4a or 4b:
   a. **When the course is integrated with Minerva.** The class roster will be uploaded into Top Hat and students with an existing Top Hat account will be automatically enrolled on your course. Students who do not have a Top Hat account can be invited to sign up and join your course using an automated email.
   b. **When the course is not integrated with Minerva.** Students can still be added to your course and sent an automated email to enrol on your course. The student username@leeds.ac.uk details are required for this action. See Appendix 1.
5. Add staff to your course: Other University of Leeds staff (who have created a Top Hat account) can be added to your course to support the creation, delivery and marking of the Top Hat Test. See Appendix 2.

Further guidance on Top Hat Test is also available in the Top Hat Success Centre.
Creating an online examination

1. Open the relevant Top Hat Course and Select **Create**

2. Select **Top Hat Test**

3. Edit the **Title** from the current date and time to the module code and date of examination.
Top Hat Test acts as a content editor into which you add your examination details. Do not enter your questions yet. You can format your content using the formatting bar.

1. Copy, paste, and if required, amend the examination instructions. We will use the example below:

© University of Leeds, School of English

An Impossible Profession: Representing Teachers and Teaching

ENGL335201
May 2009
Time allowed: 2 hours

Candidates must answer **TWO** questions. The examination as a whole must discuss a minimum of **FOUR** set texts. For the purposes of this examination the term “texts” refers to films as well as to written material. You should not substantially reproduce material which you have used previously in an assessed essay.

Once the instructions are complete, the questions can be created. Students will enter their responses into the question’s corresponding answer space.

2. Select the blue plus icon underneath the instructions to add a question.

3. You can now choose to enter a question, discussion, photograph or table. Select question (the speech bubble icon).
4. A list of question types is presented. For essay type answers, select Long Answer.

5. In Title, always insert the question number (e.g. Q1).

6. Copy and paste your question into the Question space. You may need to adjust the formatting (e.g. select return at the end of a sentence to create a line space or delete spaces at the end of a row).
7. Add the mark allocation into **Correctness** (50 in this example). You may wish to add the grade to the end of the body of the question.

8. **Participation** should always be zero.
9. Select **Save**.

Q1 has now been created. Questions can be edited ahead of deployment to students.

10. Repeat the process for the remaining questions.
11. After the final question insert the word **END** and select **Save**.
“I started noticing my body, little things. I would be teaching and feel a sharp pain” (Vivian in Margaret Edson’s Wit).

What, for you, is most interesting about the role of the body in representation of teachers and teaching?

Answer with detailed reference to any TiVo texts on this module.

... Students will write their responses here...
Multiple Choice Questions
Follow steps 1 – 6 above to set up your examination. We will use the example below:

@UNIVERSITY OF LEEDS
School of Chemical & Process Engineering
Module: AVIA2030 01 ADVANCED PILOT THEORY

Calculator instructions: You are allowed to use a non-programmable calculator only from the following list of approved models in this examination: Casio fx-83-GT, fx-85-GT.

Exam information:

- You are expected to make reasonable assumptions about any data not provided in the questions. In such cases, any assumed information must be stated clearly in the answers provided.
- There will be 2 hours to complete this exam.
- There are two sections to this exam: Section A and Section B.
- You must answer the Compulsory Question in Section A (25 marks) and two questions from Section B (40 marks).
- This exam is worth 50% of the overall module mark.
- All marks are provided in square brackets.

12. Select question type Multiple Choice.

13. Enter the question number in the Title row and then add the question to the question space.
14. Add answers to A and B, to add more answer choices select Add another answer. Up to 10 answers can be added.

15. Identify the correct answer or answers by selecting correct answer to all that apply. This will enable automated marking of student submission.

16. Assign a grade for the question using correctness and always set participation at zero.
17. Select **Save**.

Question 1 is now complete, it can be edited up until it is deployed to students.

18. Repeat this step until all your questions have been copied and pasted.
Using more than one question type
A Top Hat Test can consist of any number of question types. This example looks at a particular paper which is half MCQ and half Long Answer.

19. Select Long Answer

20. Copy and Paste question adding the marks for correctness

21. Select Save.

Section B
You must answer the Compulsory Question in Section A (25 marks) and two questions from Section B (40 marks).

Q2
Describe the differences between primary and secondary RADAR. Explain how each RADAR system operates, the position in the frequency spectrum and the standard SSR codes that are in common use. (20 marks)

Students will write their responses here...
22. Once all questions are added, remember to add END after the final question and select Save.

Students will write their responses here...

END
Testing delivery of the examination
It is highly recommended that you test the delivery of the exam ahead of any deployment to students. When you sign up for a Top Hat Professor account, you will receive an email containing details of a Student Test Account. This can be used to review the student experience of receiving the exam questions and submitting answers.

Live test with students
Conducting a live practice test will help you and your students to address any issues ahead of the live examination.

1. Ensure all students are enrolled on your Top Hat course (i.e. they have followed the URL to the unique join code for your course).

2. Within your examination course, select Create and Top Hat Test to create a new exam containing a couple of short, informal questions (e.g. what is the weather like today?)

Test session for ENGL3352
This session is to check that students can receive the examination questions and provide answers.

3. Arrange a date/time for students to take this pre-exam test.
4. To activate the pre-exam questions, select the correct folder and then select Start Test.
5. A code will be generated on your screen which needs to be shared with the students sitting the exam e.g. by email or Minerva announcement.

6. As soon as students enter the code, they can access the test and the remote proctoring system is activated. This locks down the student device so they cannot navigate away from the test or open other browsers and apps. If they do so, they will be locked out of the test. The administrator is required to unlock the student access to the test.

7. Students type their answers to the questions and select **save**. They can modify their answers up until they select **Hand in**.
Appendix 1: Adding Students to your Top Hat Course

1. Select the STUDENTS tab then the Add Students button.

2. You may either upload a list of students (by selecting Import from file) or copy and paste the `username@leeds.ac.uk` into the email address field.

3. Your list of students should now be available in the STUDENTS tab.

4. Select the inverted blue triangle to view the enrolment status of the list of students. You should be able to see how many are enrolled on Top Hat and how many are pending.
5. Filter the list to **Pending Students** and select all by ticking the box next to **Status**.

6. Select **Invite Selected**.

7. The automated email will pop up so select **Send**.
As students enrol, their status on the STUDENTS tab will update. Repeated emails can be sent to students failing to enrol.
Appendix 2: Adding staff to your course

‘Professor’ is the term used for all staff.

1. In the chosen course, select your name in the top right of the screen and select Add Professor.

2. Select Add.

Enter (or copy and paste) the staff member’s username@leeds.ac.uk. Staff must have a Professor account to be added to a course.

Enter a list of Professors to invite

Separate emails by a comma, space, or new line to add multiple professors at the same time.

Signing up for an account and creating your first course guidance is available in the IT Knowledge Base.