Top Hat Tests (Remote Proctoring)

The Top Hat Test tool allows staff to securely administer tests and quizzes to students remotely. The tool can also be used with live teaching activities for quizzes, discussions and polls and asynchronously for ‘homework’ type assignments.

Students access Top Hat content using their own web-enabled device, either via an app or a web browser. Top Hat is available to all staff and students. Both sets of users sign up for an account using their username@leeds.ac.uk credentials.

Top Hat is integrated with Minerva to enable you to upload class rosters from Minerva modules and to return marks from Top Hat to the Minerva Grade Centre.

Recommendations

Top Hat Tests can replace face-to-face assessments, such as:

a. Closed book examinations
b. In class tests
c. Multiple Choice examinations
d. Open book examinations.

Access the online training resources as soon as possible if you wish to use Top Hat Test. Live webinar training sessions or demonstrations can be arranged with a Top Hat trainer if you feel you need further support.

You should deliver a low stakes or dummy test with students in the first instance ahead of the main assessment to test the functionality and identify any access issues.

What is ‘remote proctoring’?

Remote proctoring locks down and monitors student devices during the test. For example, it identifies and highlights cases of irregular test behaviour and potential cheating. Staff members or perhaps a trained team of non-teaching staff) will need to be present and available during the test to ensure it is correctly administrated.

Top Hat Test monitors student behaviour related to full screen and webpage departures. A live proctoring report is available to the test administrator which shows who has started, is writing, has not started etc.

Students taking the test may be locked out for exhibiting certain behaviours. A ‘lock out’ is triggered based on the test settings that the staff member has configured, such as the student trying to navigate away from the test page on their device. In such instances, students receive a lock out message and will need to contact whoever is administrating the test to be allowed to resume the test.
Creating a Top Hat Test

1. Staff sign up to Top Hat

2. Create Top Hat Course
   • Give other staff access to course

3. Integrate course with Minerva Module
   • Import class roster
   • Send auto-generated email to invite students to enrol on course

4. Within course, create Top Hat test
   • Create questions and grading
   • Write Test instructions for students, including Top Hat Test Student Start Guide

5. Run a live test with staff (using dummy student accounts)
   • Ask staff to leave their browser during the test
   • Review the proctoring report

6. Test deployment to students with a question (e.g. How is the weather)

7. Run examination

8. Administrator available throughout to review live proctoring report and assesses lock outs

9. Confirm grading and final test marks in Top Hat Gradebook

10. Return marks to Minerva Grade Centre

11. School will process, ratify and approve marks, upload to Banner in the usual way
**Question types**

The following table summarises the types of questions available within Top Hat Test. The questions are created in the Top Hat Pages feature which acts like a content editor or word processor and allows you to include videos and images.

More detailed descriptions of question types and how to create questions are available within the online resources in the [Top Hat Success Centre](#).
<table>
<thead>
<tr>
<th>Question Type</th>
<th>Description</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Choice</td>
<td>Up to 10 answer choices (A-J). Students identify single or multiple selections, (e.g. which three statements are true)</td>
<td>Staff member identifies correct answers when creating the questions. Top Hat auto-grades student responses.</td>
</tr>
<tr>
<td>Word Answer</td>
<td>Free-response submissions where the student can type anything for their answer.</td>
<td>Can be auto-graded but only recommended for answers requiring one or two words. Can be used a polling or survey question instead so there are no correct answers – responses can be shown as a graph or word cloud.</td>
</tr>
<tr>
<td>Long Answer</td>
<td>Designed for collecting essay-style answers (no word limit). This question type is available on request to staff who have a Top Hat account</td>
<td>Grading and feedback are added by the staff member in the Top Hat Gradebook.</td>
</tr>
<tr>
<td>Numeric</td>
<td>Used in any situation where you’d like students to perform a calculation.</td>
<td>Answers for numeric answer questions may have a tolerance set to determine how close a student's response must be to the answer key to receive full marks. Top Hat auto-grades student responses.</td>
</tr>
<tr>
<td>Fill-in-the-blank</td>
<td>Allows you to create a question with multiple inputs (you select the correct numeric or word answer for each blank).</td>
<td>Top Hat auto-grades student responses.</td>
</tr>
<tr>
<td>Matching</td>
<td>Students match items in one bucket with its counterpart in the other bucket.</td>
<td>Top Hat auto-grades student responses.</td>
</tr>
<tr>
<td>Sorting</td>
<td>Students sort, rank or order items according to criteria you assign.</td>
<td>Top Hat auto-grades student responses.</td>
</tr>
<tr>
<td>Formula</td>
<td>Formula questions allow professors to create a question using a formula and provide a range of variables</td>
<td>Answers for formula questions may have a tolerance set to determine how close a student's response must be to the answer key to receive full marks. Top Hat auto-grades student responses.</td>
</tr>
<tr>
<td>Click on Target</td>
<td>Staff upload a question and an image. Students are required to select the image to correctly identify the answer (e.g. graphs, biological samples, equations)</td>
<td>Staff member identifies correct answers when creating the question (with tolerance if preferred). Top Hat auto-grades student responses.</td>
</tr>
</tbody>
</table>
Delivery of a remotely proctored Top Hat Test

1. Student access to the test
   Students can use the app or a Chrome or Safari web browser. At the allocated time, they will need to access your course via the Join Code (e.g. app.tophat.com/e/200265) - see below.

2. Test selection
   Within the allocated Top Hat course content list, select the test that needs to be delivered.

3. Starting the test
   Select **Start Test** in the top right-hand corner of the preview pane.

   ![Test: Plant Reproduction](image)

   **Test: Plant Reproduction**

   You have one hour to complete this test. Formulas can be found at the bottom of the test - you can use the Navigation Index to the side to quickly navigate to the formula sheet.

   If you decide to navigate away from this page you will be locked out of the test. The Teaching Assistants and myself will be notified and you will not be able to proceed with the test until we have unlocked you.

4. Test code
   Top Hat Test will generate a unique test code. This will be pushed to students’ devices. Students enter this code into their device. Once they have submitted the test code, they will be able to view the test and submit responses.

   ![Test Code](image)

   Students, enter the above code into the Top Hat Test now

5. Proctor report
   Select **View proctor report**.
The proctor report provides a list of students registered in your course along with their status (e.g. writing test, not started and any irregular behaviour during the test). You can sort the table by first name, last name, or status by selecting on the heading of the respective column. The table can also be filtered by status. Selecting the dropdown arrow next to All will allow you to filter the report and show only the students within your chosen status.

### Proctor Report

#### Test status: Started

- **Students Selected**
- **Deselect**
- **Status: All**
- **Search**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Irregular Behaviour</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter</td>
<td>Pan</td>
<td>No unusual activity</td>
<td>Writing test</td>
</tr>
<tr>
<td>Monica</td>
<td>Geller</td>
<td>No unusual activity</td>
<td>Not started</td>
</tr>
<tr>
<td>Vince</td>
<td>De Freitas</td>
<td>1 case found</td>
<td>Locked</td>
</tr>
<tr>
<td>Ross</td>
<td>Geller</td>
<td>No unusual activity</td>
<td>Not started</td>
</tr>
</tbody>
</table>

6. **Student Status**

A student can be in any of the following statuses:

- **Not started**: that student is enrolled in the course but has not yet successfully entered the test. They will need to select the test and submit the correct test code to unlock the test and allow them to begin writing the test.
- **Writing test**: The student has started taking the test.
- **Locked**: The student has been locked out of the test either due to an automatically detected behaviour or they were manually locked out via the proctor report. The student cannot re-enter the test until they have been unlocked via the proctor report.
• **Handed in**: The student has finished the test by selecting the Hand in button. The student will not be able to re-enter the test.

7. **Time Over**
End the test at the allocated time. *To allow extra time for students that require it, you will need to create two tests on Top Hat. This can be done using the copy and paste function.*

8. **Marking**
You will now mark any question types that are not auto-graded. Feedback can also be entered.

9. **Hand Back Tests**
The hand back feature allows professors to hand back previously administered tests to students. This provides students with an opportunity to review the tests they have taken, any feedback and marks.

10. **Processing Marks**
You should follow your School’s usual process for:

   • Marking
   • check-marking or double-marking etc.
   • ratification
   • approval
   • upload to Banner
   • release of marks.

Marks can either be extracted from the Top Hat Gradebook as a CSV to upload into Banner or can be imported to the Minerva Grade Centre.