ASSESSMENTS: TESTS, QUIZZES, and SURVEYS

Before you Start– Review the Blackboard Test Taking Tips

Read your class syllabus, announcements, and other documents from your instructor. Quizzes and tests can be located under different Course Menu buttons or links. In some courses you can take again and again, while other courses are set to take only once.

Follow these twelve tips to prevent possible problems while taking an exam.

1. **Double-Check Your Computer Settings**
   Double check your computers setting BEFORE taking your assessment. This is the number one way to prevent testing problems. See Blackboard Computer Settings Checklist for more information.

2. **Do not click the BACK button on your web browser**
   Use the ARROW keys to navigate within a test. Using the BACK button can kick you out of the exam prematurely.

3. **Do not click outside the test area during an exam**
   For example- do not click on the “Announcements” button. This will cause Blackboard to kick you out of the exam before you have completed it.

4. **Do not resize or refresh the window during an exam or quiz**
   Make sure to adjust your window size prior to entering an assessment. Most browsers refresh the page when you resize the screen, which means Blackboard will try to reload the exam. This may prohibit you from taking the assessment.

5. **Disable your pop-up blocker**

6. **Do not click SUBMIT, NEXT, or the ARROW keys more than once**
   It may take a few moments to receive confirmation or move to the next question. Clicking more than once actually SLOWS down loading and causes test errors.

7. **Close all other programs running on your computer**
   If you have multiple programs open at one time, it may cause problems.

8. **Do not take an exam from a computer or computer network with a firewall installed**

9. **Wait until the test has completely loaded before answering any questions**
10. **SAVING ANSWERS**
For all-questions-at-once exams, DO NOT save every question. Click the SAVE button at the bottom of the screen.

For one-question-at-a-time exams, clicking the arrow to move to another question and clicking OK to the prompt box saves the response to the question.

11. **Do not take a quiz until you are ready**
Once you click OK to enter a test that is a single attempt, it is considered an attempt. This is true even if you only look at the test and do not answer any questions.

12. **Do not wait until the last minute to take a quiz**
If something goes wrong, there is often not enough time to resolve the issue.

**LASTLY,** once you begin a quiz or a test, you must click the **SUBMIT** button at the bottom of the exam for your instructor to properly receive your answers.
Types of Tests or Quizzes

There are several different test settings your instructor can choose when creating your exam. Make sure to read the top of your exam and your syllabus for detailed information about the parameters of your quizzes and exams.

1. Test is **timed**
2. Test **allows multiple attempts**
3. Test **does not allow multiple attempts**
4. Test presents questions **all-at-once**
5. Test presents questions **one-at-a-time**
6. Force Completion Option

**1. Test is Timed**

Many instructors use a timer on their exams or quizzes. A timer will appear in the upper right hand corner.

The time elapsed is shown in a box at the top of your browser. You must have **STATUS BAR** selected in the **VIEW** menu bar at the top of IE. Some students are not able to see the timer because of browser settings. It is a good idea to keep track of your own time. Look at the time in the right corner of the task bar. Write your start time down and write down the time when your time limit will end.

**One-Minute Warning:** You will receive a one-minute warning and must click **OK** to continue. You will be able to continue taking the test, even if the time limit has ended; however, your test will not be graded by Blackboard. You may lose points towards your exam grade based on your instructors’ policy of exceeding the time limit.

**NOTE:** Pop-up blockers can prevent you from getting the one-minute warning.
2. Tests Allows Multiple Attempts

Instructors have the option of allowing students to take an assessment multiple times. Students are notified at the top of an assessment if a test will allow multiple attempts.

![Take Assessment: World History](image)

**NOTE:** If you are allowed to take an assessment multiple times, check your syllabus to find out which grade the instructor will keep: First attempt, last attempt, highest score, lowest score or average score.

3. Tests DOES NOT Allows Multiple Attempts

You can successfully submit this exam only once. Once you click the OK button to take the exam, you will NOT be allowed a second chance. If you had been disconnected from your Blackboard Internet connection while taking the exam and received a Padlock for a grade, you must contact the instructor.

4. Test Presents Questions *all-at-once*

Students see the entire display of the exam on your screen, just as though you were handed a paper copy of the exam. Answers questions and click SUBMIT at the bottom of the page when you have completed the exam. Saving is recommended at the bottom of the screen, NOT to the right of the question.
5. Test Presents Questions one-at-a-time

Students receive questions one at a time. Answers are automatically saved when student clicks the arrow to continue to the next question and clicks OK. Student must click the right arrow to continue and receive the next question. To complete the exam, students must click Submit after the last question is answered.

An optional setting for one-at-a-time exams

**Backtracking Prohibited** - Instructors use this security option to prevent students from returning to questions they have already answered. If this option is enabled, students may NOT change their answer when they click the button to continue to the next question. Check the exam instructions area to find out if you can backtrack.

Also, if you can backtrack, you will see an arrow to the left.

6. Forced Completion

If the Forced Completion option is enabled, students must complete the assessment the first time it is launched. They may not exit the assessment to continue working on it later. They can click Save after each question is answered (recommended for staying connected to the Internet). Even though you save a question, you are able to change the answer any time before you click Submit.

**IMPORTANT:**
If you start taking a Force Completion exam that does NOT allow Multiple Attempts and you get disconnected from the internet for whatever reason, you may not realize you have been disconnected until you try to Submit the test and receive an error message. You will receive a pencil & paper icon, instead of a grade and you will be prevented from re-accessing the exam.

What to do if this happens?
You **MUST** contact the instructor to reset you test to enable you to begin taking it again. Only the instructor can remove the pencil and paper icon. Please read your instructor’s policy (usually found in your course syllabus) regarding test resets.
Take an Exam or Quiz

Click on the Course Menu button or link where your quiz or exam is located. Read your syllabus to find out where your instructor will be putting your quizzes or exams.

Some courses may have a specific folder that contains your quizzes and exams.

Other courses will place quizzes under a particular week or chapter.

Click on the quiz you need to take (such as, Quiz 1 in the above image).

A box opens and asks if you are sure you want to take the quiz. Click OK or click CANCEL if you are not ready.

*NOTE: If a test is timed, the time begins when you click OK.

**NOTE:** Some instructors may choose to have users enter a password to begin. The test will continue to prompt for a valid password until the correct one is entered.
The test will appear. Take the exam or quiz. Remember what the tips from the Blackboard Test Taking Tips section AND the rules for the different Test setting options while taking your exam.

**IMPORTANT:** All exams require that you click the SUBMIT button to complete the exam. You will be asked to confirm the submit command and will be informed of any questions you did not answer. Click the OK button if you wish to continue with your submission.

You will receive a success message. Can click the OK button to view results.

**NOTE:** Blackboard will usually grade your exam immediately if you submitted it properly. Exams with essay questions will receive a for a grade, and you must wait for the instructor to manually give you a grade. If you receive an error message and you receive the pen and paper icon for a grade, you will need to contact your instructor.
Types of Questions in Assessments

**Calculated**: Contains a formula with a number of variables. The correct answer can be a specific value or a range of values.

**Calculated Numeric Response**: A fill-in-the-blank question, except a number is entered to complete the statement. The correct answer can be a specific number or within a range of numbers.

**Either/Or**: Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers, such as: Yes/No; Agree/Disagree; Right/Wrong.

**Essay**: Students type answer into a text field.

**File Response**: Uploaded files are used to respond to the question.

**Fill in the Blank**: A statement requires an answer to complete it.

**Fill in Multiple Blanks**: Multiple responses are inserted into a sentence or paragraph.

**Hot Spot**: A specific point on an image is used to indicate the answer.

**Jumbled Sentence**: Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists.

**Matching**: Allows students to pair items in one column to items in another column.

**Multiple Answer**: Allows users to choose more than one answer.

**Multiple Choice**: Allows a number of choices with one correct answer.

**Opinion Scale/Likert**: User indicates the multiple choice answer that represents their attitude or reaction: Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree, Not Applicable.

**Ordering**: Requires students to provide an answer by selecting the correct order of a series of items.

**Quiz Bowl**: An answer appears; the user uses a who, what, or where question to respond (like the TV show, Jeopardy).

**Short Answer**: Similar to Essay questions, but answer length is limited.

**True/False**: A statement with the option to choose either true or false. True/False answer options are limited to the words True and False.