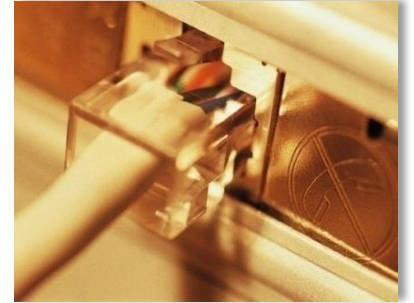# Taking a Test

Before your start a Test:

Check your computer settings like:

- Internet connection
- Disable popup blockers and/ or firewalls
- Make sure your computer is free of viruses and/or spyware

Close all other programs running on your computer before you start an exam on Blackboard

Do not take a test with other applications running in the background, such as a movie, music, e-mail, or IM (instant messaging)

Taking a Test

Be certain that you are ready to take the test and have set aside time in which you will be free from interruptions **before** clicking on the link to the test

Warning!

- Do not enter any test or exam until you are ready to take it!
- Once you click "Begin" to enter a test, Blackboard counts this as an attempt at the test, even if you only look at the test and do not answer any questions

Taking a Test

Before Taking a Blackboard Test: (Cont'd):

- Find out the dates that the test will be available in the course and take your test as soon as you are ready

- Do not wait until the last day to take a test in Blackboard. If you have technical difficulties or lose your connection, there may not be enough time for you to solve the issue, and you may not be permitted to complete or re-take your exam
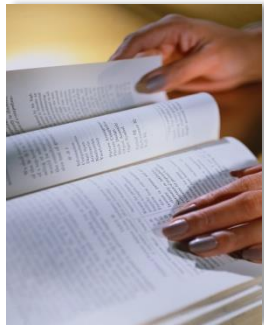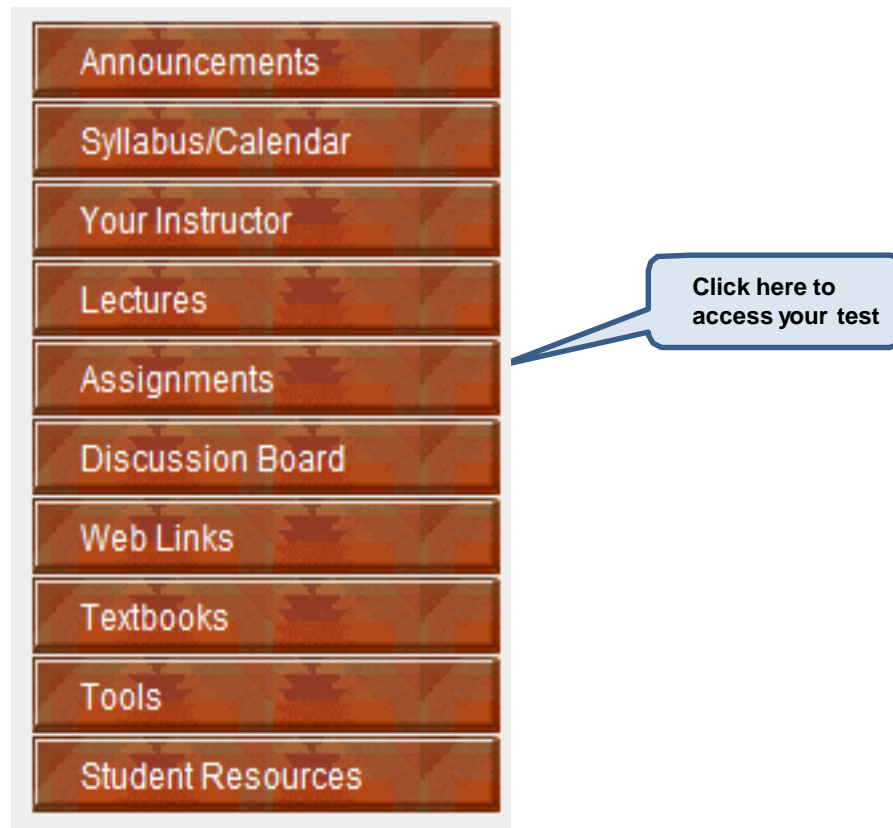
•**Important:** *Your instructor is the only one who can clear an incomplete attempt from your record, so you must try to contact him/her immediately by sending an email. Go to TOOLS, then click on Send Email, select "All instructors Users" and send an email.*

Taking a Test

How to Start taking a test:
All the assessments like Quizzes, Midterms and Final Exams are posted in the "Assignments" section

Announcements

Syllabus/Calendar

Your Instructor

Lectures

Assignments

Discussion Board

Web Links

Textbooks

Tools

Student Resources

Click here to access your test

Taking a Test

Click on the link to start taking the test

Assignments

Click here to start taking the quiz

Quiz 2

Quiz 2 will test your knowledge acquired from Chapters 6 and 7.
You have to answer 10 multiple choice questions in two (2) attempts of 2 hours.
Due: Sunday AUGUST 4th by midnight (end of the day)

While You Are Taking a Blackboard Test
- Read the instructions for the test carefully: each Blackboard test may be set up differently by your instructor
- The options for each test will be listed at the top in the **Instructions** area. It is very important that you read your instructor's directions carefully

Taking a Test

Click on the link to start taking the test

Some tests may be taken more than once, while others can only be taken once. Your instructor will inform you if the test can be taken more than once.

Taking a Test

Remember:

Once you begin taking the test, you are required to work until you finish it. As soon as you leave the test, whether or not you have actually clicked the "**Submit**" button, your attempt is recorded in your Grade book (Results Center) as completed

- **If you leave the quiz without completing it, you will not be able to come back and finish it.** If this happens, contact your Instructor via email
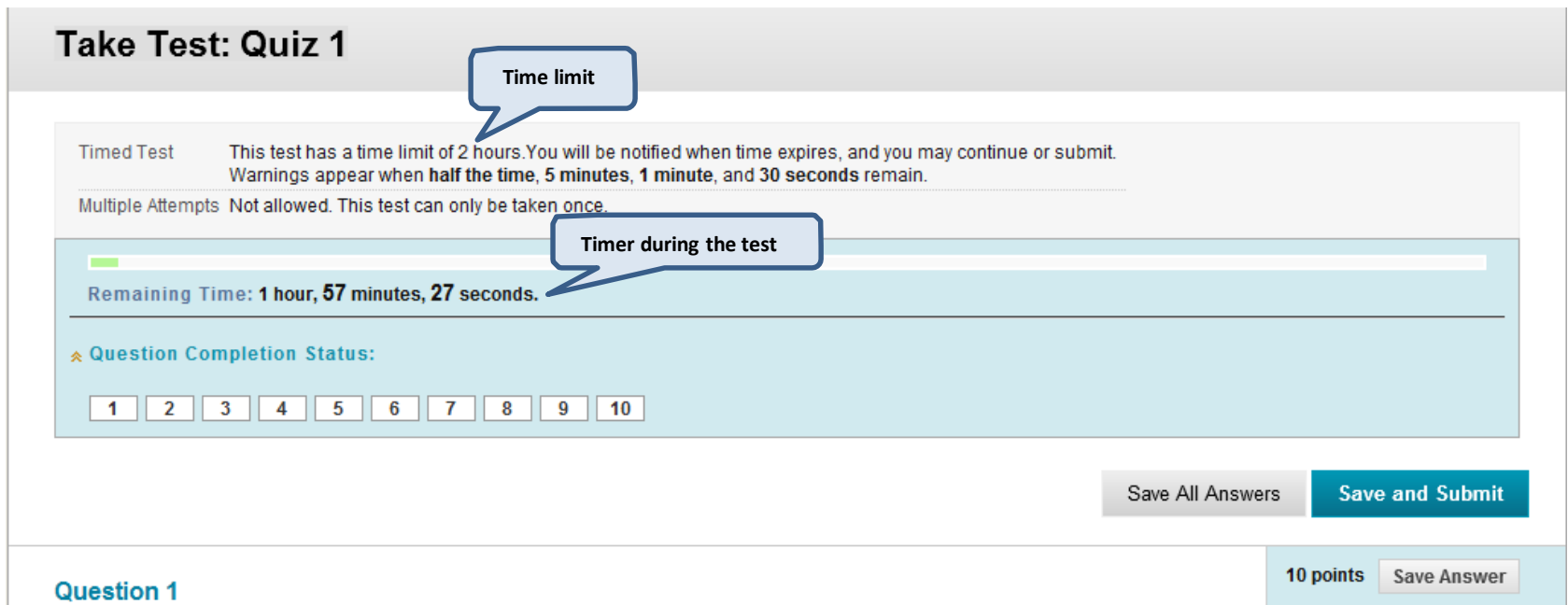
- All of the questions appear on one web page. Each question has a "**Save Answer**" button next to it, you can save each question you have answered as you go. Doing so should help protect you in case of technical difficulties

Taking a Test

All tests are timed: The instructor has set a time limit. The elapsed time appears at the top of the test, and you will receive a 1-minute warning when time is up

- You must finish the test before the time elapsed to prevent technical problems
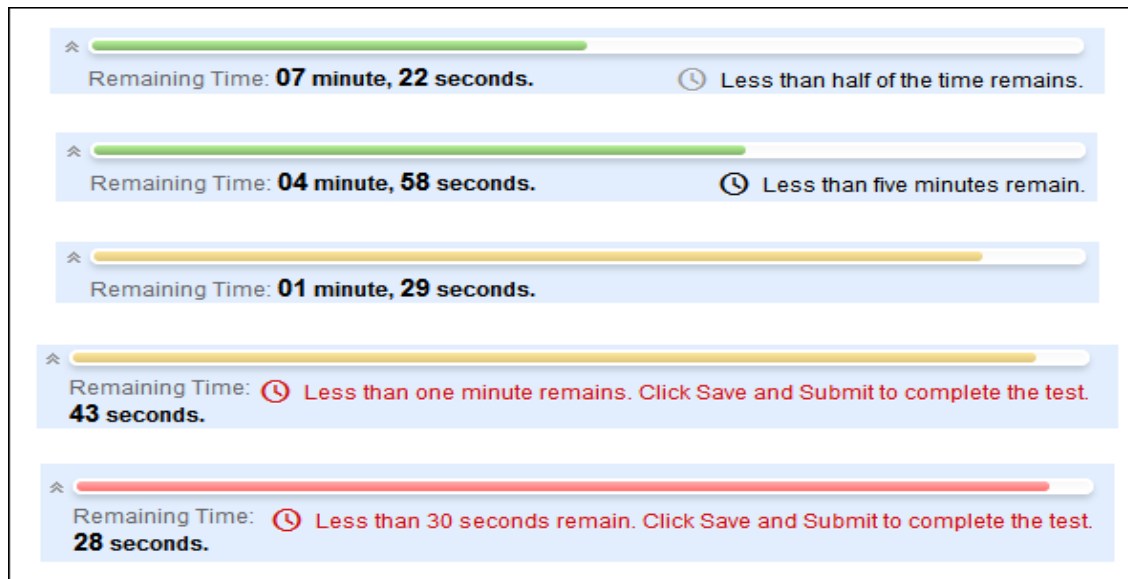
Taking a Test

Timed Tests:

- If your instructor chooses a timed test, the scheduled time is included in the instructions before you begin
- The total time you spent on the test is recorded and available to the instructor when the test is submitted
- If the auto-submit feature is selected, when the timer runs out, the test saves and submits and the "Test Submitted" page appears
The remaining time appears on the test page. Click the chevron next to the timer to collapse or expand it:

Remaining Time: **2 minute, 02 seconds.**
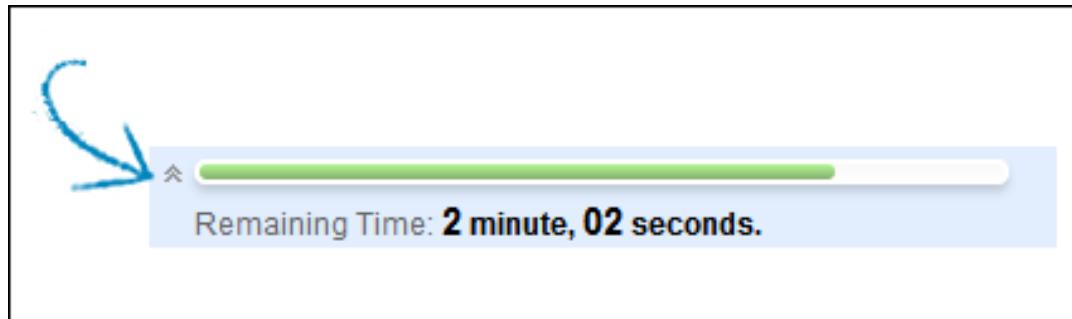
Taking a Test

- Timer warnings appear when half the time, five minutes, one minute, and thirty seconds remain
- When the remaining time reads 1 minute, 30 seconds, the status bar will turn yellow
- At 1 minute, the warning will be red, and at 30 seconds, both the status bar and the warning are red. If the timer is collapsed, the color changes are not visible

Remaining Time: **07 minute, 22 seconds.**   Less than half of the time remains.

Remaining Time: **04 minute, 58 seconds.**   Less than five minutes remain.

Remaining Time: **01 minute, 29 seconds.**

Remaining Time: Less than one minute remains. Click Save and Submit to complete the test.
43 seconds.

Remaining Time: Less than 30 seconds remain. Click Save and Submit to complete the test.
28 seconds.

Taking a Test

During the test remember this:
Do not resize or refresh the window during a test
Do not click anywhere *outside* the test area during an exam Do not close the window of the test for any reason
Never click the "**Back**" bu tton or the "**Refresh**" button on your web browser
while you're taking a test
You can:
Answer all the questions of the test
Stay active in the test window. The assessment feature in Blackboard is set to time out after a certain number of minutes of inactivity (20min). You must do more than just type or click answers to keep the test active
Save individual questions periodically to reset the activity clock using the "**Save Answer**" which is located next to each question
Review all of your answers before submitting the exam
Make sure to click the "**Save and Submit**" (blue button) **ONLY ONCE** when you are done with the test. You will not get credit for your answer (s) unless you have clicked "**Save and Submit**"

Taking a Test

As you work, click "**Save Answer**" next to each question or "**Save All Answers**" at the top or bottom of the page

Taking a Test

Question Completion Status:

- The question completion status indicator provides an up-to- date look at complete or incomplete questions in a test

- The status of which questions have been answered is displayed at the top of the page. Click the chevron next to question completion status to collapse/expand it

Preview Test: Quiz 2

|	
Timed Test	This test has a time limit of 2 hours.You will be notified when time expires, and you may continue or submit. Warnings appear when **half the time**, **5 minutes**, **1 minute**, and **30 seconds** remain.*[The timer does not appear when previewing this Test]*
Multiple Attempts	This test allows 2 attempts. This is attempt number 1.
Force Completion	This test can be saved and resumed later. The timer will continue to run if you leave the test.

≫ Question Completion Status:

Click here to collapse/expand, and to see answered questions

Taking a Test

Question Completion Status:

- When you answer a question and move to the next question in a question-by-question test, the status box is edited on the next question to show that the previous question was answered

- If you do not answer a question and move on to the next page in a question-by-question test, the status box will show on the next page that the previous question was not answered. Navigate between questions by clicking on the question number in the status indicator
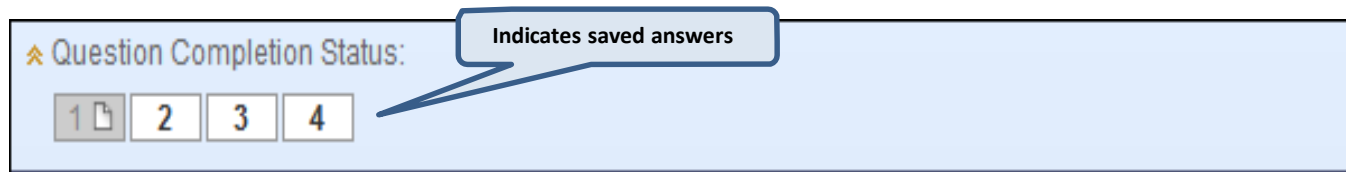
Taking a Test

Question Completion Status:

- When you take an all-at-once test (a test where the questions all appear on the same page), click "**Save Answer**" to save a specific question without scrolling to the bottom of the page to save

- Saving either a single question or all of the questions that have been answered (with the Save All Answers at the top or bottom of the page) causes the status indicator to show which questions have been completed

Preview Test: Quiz 2

Timed Test	This test has a time limit of 2 hours. You will be notified when time expires, and you may continue or submit. Warnings appear when **half the time, 5 minutes, 1 minute,** and **30 seconds** remain. *[The timer does not appear when previewing*
Multiple Attempts	This test allows 2 attempts. This is attempt number 1.
Force Completion	This test can be saved and resumed later. The timer will continue to run if you leave the test.

⌄ Question Completion Status:

Click to save all you answers

Save All Answers   Save and Submit

Question 1
Net income plus operating expenses is equal to cost of merchandise sold
- cost of merchandise sold
- cost of merchandise available for sale
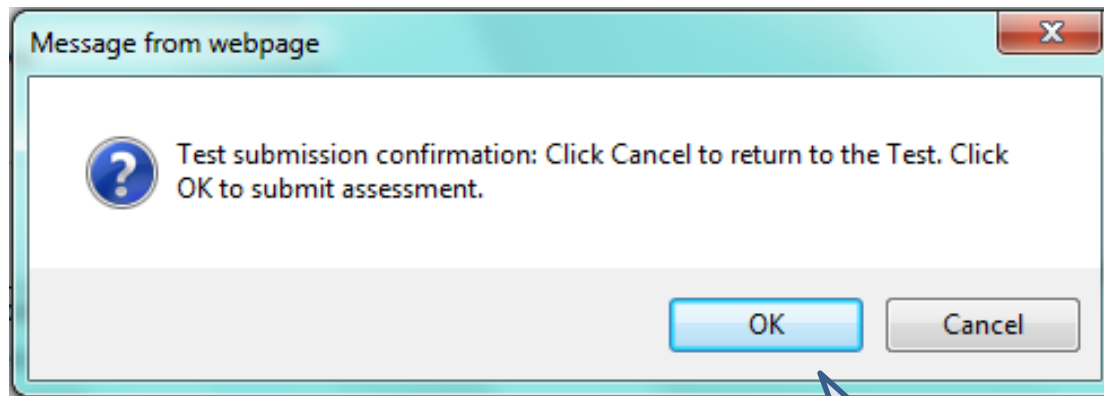
10 points   Save Answer

After Taking a Blackboard Test:
Confirmation of Test Submission
- After you click the "**Save and Submit**" button you should see a confirmation and/or feedback for the test results
-To check your test grade click the "**OK**" button. You will then see the following:
-    Your score for the exam (if enabled by your instructor) or a "**Needs Grading**" icon which ( ) means the test is submitted but not yet graded by the instructor (in case of essay questions or fill in the blank)

Taking a Test

- If you cannot confirm that your test has been successfully submitted, contact your instructor

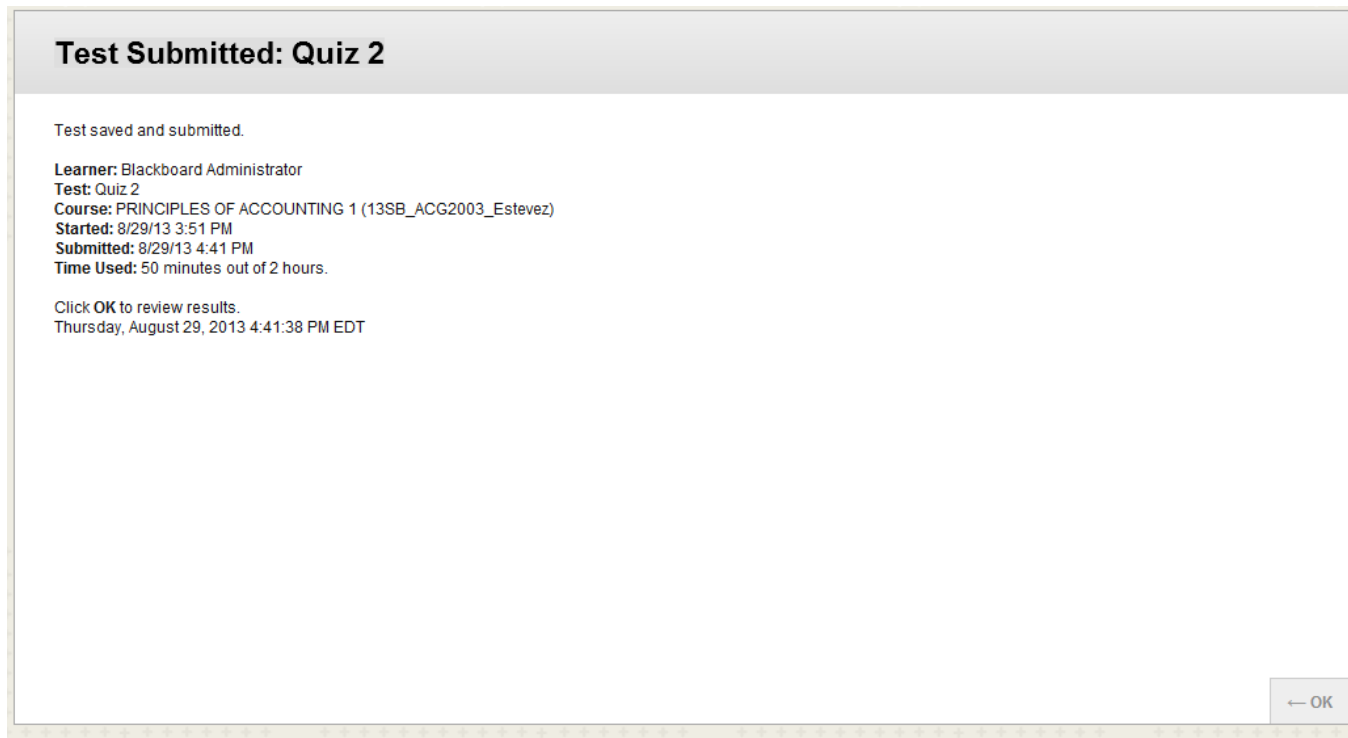- If your instructor is not available contact the Online Learning Department for assistance

Message from webpage

Test submission confirmation: Click Cancel to return to the Test. Click OK to submit assessment.

OK   Cancel

Click OK to confirm and finish your test

Taking a Test

Feedback and Grades:

After submitting a test you will receive a confirmation message click **"OK"** to view your grade

Test Submitted: Quiz 2

Test saved and submitted.

Learner: Blackboard Administrator
Test: Quiz 2
Course: PRINCIPLES OF ACCOUNTING 1 (13SB_ACG2003_Estevez)
Started: 8/29/13 3:51 PM
Submitted: 8/29/13 4:41 PM
Time Used: 50 minutes out of 2 hours.

Click **OK** to review results.
Thursday, August 29, 2013 4:41:38 PM EDT

← OK

Click here to see the status and your score
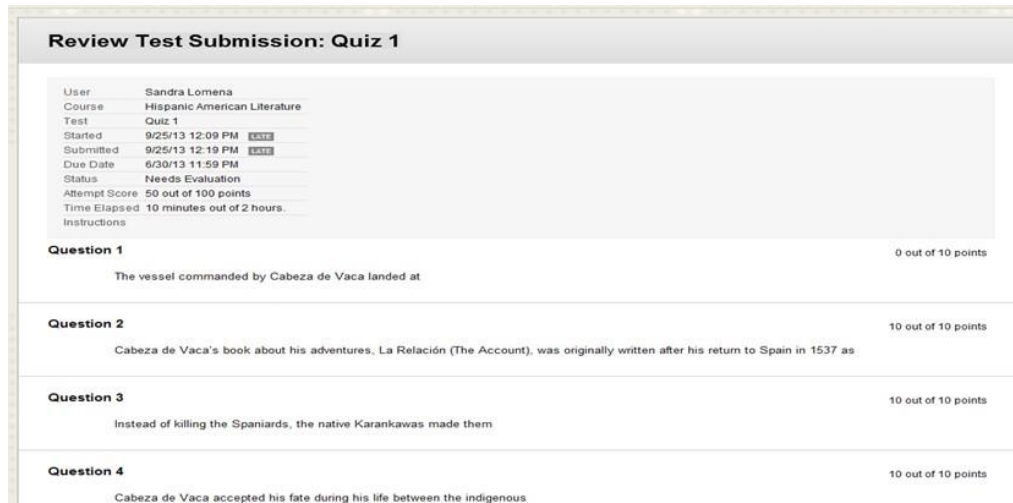
Taking a Test

Feedback and Grades:

- The majority of questions in tests are auto-graded
- You may see your score immediately after completing the test if all questions are auto-graded and your instructor releases this information
- Essay questions, file response, and short answer questions are not auto-graded. Your instructor must grade these questions manually. If a test contains these question types, the grade for the test is released after your instructor finishes grading

Taking a Test

Feedback and Grades:

The performance results you receive after completing a test depend on the options selected by your instructor. Feedback includes one or more of the following: final score for the test, submitted answered, correct answers and feedback for the questions