Student Tips - Taking Tests/Quizzes online

Preparation before taking Tests

- **Timing** - Students should not take the Test unless they are prepared and advised. Students should know when Tests are to be held and what duration they will be. Students should avoid attempting a test at the last minute.

- **Preparation, Procedures and Instructions** - Students should be advised of the recommended environment to take a Test and what procedure to follow if things go wrong. This prevents potential problems and unnecessary anxiety and stress in students. Clear instructions should be provided to the students.
  - Some Tests must be completed when they are started (Force completion)
  - Some Tests can be taken more than once (Multiple Attempts)
  - Tests can be password protected. The password should be provided when required.
  - Tests are normally timed. Warnings are provided one (1) minute from the end and must be submitted. Blackboard does not have force submission. Going over time will still allow submission. Students will not be able to review their results if this occurs. Staff must review the Test individually to make a judgment on the final result.

- **Computer reliability** - Students should use a reliable computer with compatible browser settings and Internet connection to take Tests. Pop up enabling is necessary for saving Blackboard questions and taking some Tests. Therefore pop up blockers must be disabled.

- **Internet Connections** - Use a Wired connection to the Internet where possible. Wireless connections are not recommended due to intermittency signaling of the connection. Dialup connections can timeout or be prone to losing connectivity if incoming phone calls are made. Call waiting or telephone answering services can also be sources of inference.

- **Software** - All unnecessary software programs should be shut down to prevent interference and confusion. If any software is required during the Test, programs should be opened before commencing the Test. Surfing websites during Tests is not recommended.

During the Test/Quiz

Students should be advised to:

- **Avoid Double-Clicking when starting a Test**: If a student double clicks a Test when starting a Test this may be recorded as a multiple attempt. It is important for a single click to be made and to wait until the Test starts. Multiple attempts may not be permitted and could prevent the student from attempting the Test.

- **Expand the question list by clicking (↓) button under the Test instructions**: By exposing the question lists students will get know what question they are attempting and what questions have been saved. The list can also assist in Test navigation.

- **Not launch external websites or navigate outside the Test area in Blackboard**: If a student clicks to external websites or to any course materials menu items inside of Blackboard, the student is likely to be excluded from continuing the Test.

- **Not to use the Back (<), Forward (>) or Refresh buttons**: Students should only use the navigational buttons from within the Test to move around the Test. Using these buttons is likely to lock the student out or prevent submission of answers.

- **Maximize and not re-size the Test browser window**: If a student re-sizes a browser window it may result in a student being locked out of the Test, thus being unable to submit any responses.

- **Not to close the Test window**: If the student closes the Test window they are likely to be excluded from entering or re-taking the Test again. If they lose Internet connection they should try to re-establish the connection.

- **(When using scroll wheel mice) Click into blank spaces rather than application windows**: If students use a scroll-wheel mouse they should take care with where they click and click into a blank space within a Test to prevent being locked out.