Tests

Instructors use tests to assess your mastery over course content and objectives. Your instructor assigns grades to questions in a test. You submit your test for grading and the results are recorded. You can view your grades when your instructor makes them available to you.

1. Accessing Tests

Tests can be found in any content area, learning module, or folder.

- Some courses have a designated link in the course menu for tests.
- Confirm with your instructor where the test is located.
Inquire from your instructor about any passwords or accessibility restrictions. For example, a test might be made available to a specific section only or for a limited time.

- Don’t attempt to take your test using your mobile device. It’s strongly recommended to access your tests using a PC with a good internet connection and a supported browser.

- Ensure you empty your browser cache before attempting any test. Steps in the Learning Resources section below.

1. Navigate to the test and select the title.
2. On the next page, read the instructions carefully then select **Begin**.

- **Read all the instructions.** The instructions include important information such as the number of attempts and most importantly if there is a timer set for the test.
- **Do not click Begin more than once.** Wait for the test to load.
- **If force completion** is enabled, you must complete the test the first time you open it. You can't exit the test and continue later.

- The test might require that you type a password to begin. If necessary, type the password then select **Submit**.
3. The test page loads with all the questions to answer. The timer starts the moment you enter the page.

4. Start reading the questions and answer them carefully. Question types differ from one test to another depending on the course itself and your instructor’s preference.
Some questions such as *File Response*, or *Short Answer* questions will have an associated rubric. Click *View Rubric* to view the grading criteria before answering the question.

- Don’t refresh the page, close the window, or use the browser’s back button while you take a test as this causes loss of data.

- If you have any trouble with your test or understanding test questions, contact your instructor immediately.
Your instructor can choose to present questions all-at-once or one-at-a-time. Read Test Information carefully to ensure which presentation options your instructor has chosen.

5. Click Question Completion Status to review your progress and navigate through the questions.

- Grey shaded boxes indicate answered questions. White boxes indicate unanswered (remaining questions).

- Question Competition Status is also used to navigate through questions. Click a question number to jump to that question.
If **backtracking** is prohibited, you can't go back to questions you have already answered and change your answers. An error appears when you attempt to use the Back option.

- Most of the time, the answers are saved automatically. In case your answers are not saved, click **Save Answer** when you finish answering a question.
• Saving answers is important to ensure your progress is not lost in case a technical issue interrupts your attempt.

• Timer warnings appear when half the time, 5 minutes, 1 minute, and 30 seconds remain. If you collapse the timer, you won't see the color changes.

If the time limit ends either:

a. The test submits automatically and the Submitted page appears. **OR**

b. The attempt will continue beyond the time limit. However, the total time you spend on the test is recorded and your instructor might apply a penalty for continuing beyond the time limit.
6. When are done answering the questions and ready to submit your attempt for grading click **Save and Submit**.

7. Click **OK** in the pop-up confirmation window.

8. A page confirming your submitted attempt appears. Click **OK** to view your results.
You may see your score immediately after you submit your test if all questions are auto-graded and your instructor releases this information.

In some tests your instructor might not release your score immediately after you submit your attempt. Check with your instructor when will the grades be released.

If the attempt was submitted after the time limit has ended, the needs grading icon appears instead of your score. Ask your instructor to release the attempt to view your score.

2. Grades and Feedback

Majority of questions in tests are auto graded. Your instructor defines the correct answers and assigns points to each question. The system validates your answers and assigns the score.
A test’s Grades and Feedback include one or more of these items:

- Final score for the test.
- Answers submitted.
- Correct answers.
- Feedback for the questions.

To access feedback and grade information

2.1 From My Grades:

1. Click My Grades.
2. Click the test’s title.

![My Grades](image)

3. Click your grade to view additional feedback.

![View Attempts](image)
Use the Icon Legend to view more information about the test’s icon.

*Needs Grading* usually means the grades are still not released by your instructor. Refer to your instructor for more information.
2.2 From the Test’s link:

1. Navigate to the test and select the title.

2. Click View All Attempts.
3. Details of all your attempts appear. Click on an attempt’s grade to view additional feedback.
• your instructor may only show the final score for one test, while for another test the final score and correct answers are displayed.

• Some grades might take time to appear as your instructor may choose a future date to release test scores. E.g. after all your classmates take the test.

• Ask your instructor for any feedback or grades not appearing for a test.

3. Retake a Test

Some tests might allow multiple attempts depending on the setting chosen by your instructor. When you first open a test, the Test Information shows the number of attempts allowed and the number of the current attempt you wish to begin.

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<td>Click Begin to start Quiz 1. Click Cancel to go back.</td>
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To start a new attempt:

1. Navigate to the test and select its title.

2. Check the instructions, if multiple attempts are allowed click **Begin**.
3. Read the *Test Information* to check the number of attempts allowed. Then click **Start New attempt**.

4. Complete the attempt as explained in the steps above in section 1, then click **Save and Submit**.

If your instructor only allowed one attempt, you can't make a new attempt.

If you save and exit, the timer continues to run. For example, you start on Tuesday, save and exit, and then complete the test on Thursday. The timer will show that you took 48 hours to complete.
- Check the Test Information for more information about the number of attempts. Refer to your instructor for more information about how the final grade is calculated. E.g. Average score for attempts or the last attempt.

- Questions are mostly randomized in each test attempt.

4. Late Work

After the due date, instructors might allow students to attempt a test. However, if submit an attempt past the due date, the attempt is marked late and penalties might be manually applied by your instructor.

- Often instructors won’t allow any attempt after the due date. When you click on a test to start an attempt you still won’t be able to access it.

- Refer to your instructor for assistance.
Additional Guidelines

- **Start your test as soon as you can.**

  If your instructor makes a test available for three days, plan to take the test early on the first day. If you have an issue, you will have time to contact technical support and your instructor.

- **Check your internet connection.**

  A wired connection is usually more reliable than a wireless connection. Check with your instructor and institution before you take a test with a cellular data connection. Most institutions will advise you to avoid a cellular data connection.

- **Loading Tests**

  In some cases, stored cache in the browser can cause problems in Blackboard. E.g. unable to view certain content. Therefore, it is important to clear your browser’s Internet history and cache before attempting a quiz on Blackboard. Steps are as follows. Also ensure only one tab is opened in the browser to take the test. Unnecessary tabs might slow down your connection and cause technical issues. In case any technical issues occur, close the browser and restart it. Then try to access Blackboard again.
Clear Browsing Data

In Chrome

1. At the top right, click Chrome’s menu.
2. Scroll to More tools, then select clear browsing data.
3. Select *All time* in the time range.

4. Check the boxes, *Cookies and other site data* and *Cached images and files* then click **Clear data**.
In Firefox

1. At the top right, click Firefox’s menu.

2. Click options, then select privacy and security.

3. Scroll to locate Cookies and Site Data and select clear data.

4. Click clear then clear now.

Blackboard Resources

Tests Overview