

Blackboard Testing Options

Test Information

Name – This is the text students will click on to take the assessment.

Description – Use this area to provide students with information about the assessment. At the very minimum, you should list the testing options you have selected so that students will know what to expect before they begin the exam.

Example:

<p>Exam 1 covers materials from textbook chapters 1-4.</p> <p>Number of Questions: 35 Question Types: Multiple Choice (32), Matching (1), Essay (2)</p> <p>Estimated Time: 45 minutes Time Limit: None</p> <p>You may only take this assessment once. Once you have begun this exam you must complete it. You will not be able to resume the exam at a later time.</p>
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Launch Item in External Window – If checked, this will launch the assessment in a new window. Unless students need to navigate through their course site while taking the assessment, this option is strongly discouraged. Pop-up blockers will prevent these assessments from opening. If this option is used, please be sure to post a note in the Description field about disabling pop-up blockers before taking the exam.

Test Availability

Do you want to make the link visible? – This option toggles whether or not the assessment is available to students. In order for students to take an exam, this option must be set to "Yes."

Do you want to create an announcement for this Quiz? – This option will place an announcement on the course's announcements page (ex. "An assessment has been made available in Assignments."). The announcement is not tied directly to the test and is treated as a separate content item within the announcements area. The announcement will be posted immediately, regardless of any display dates set for the assessment.

Allow multiple attempts

Enabled: This option will allow students to re-take the assessment as many times as they'd like. The student's most recent score will always be recorded in the Gradebook. Once the student begins to re-take an assessment, the previous score is removed from the Gradebook. This option will also allow students who have been "locked out" of a test to re-enter the assessment without needing their previous attempt "cleared" in the Gradebook.

Disabled: If multiple attempts are disabled, then students will only be allowed to access the assessment one time. An instructor will have to manually clear assessment attempts to allow the students to retake the assessment.

Force Completion

Enabled: Students will be required to complete the test in one sitting. Students will not be able to exit the test and resume it at a later time. While students will have access to a Save button, this feature is only saving answers for the current assessment, and cannot be resumed later.

Disabled: Students will be able to save their work and resume the test at a later time. Students can re-enter the assessment by clicking the assessment link. Students must use the Save button in order to save any questions they have answered before exiting the test. (Note: Using presentation mode One at a Time, answers are saved after each question is submitted. See Test Presentation below.)

Allow Multiple Attempts + Force Completion – If both multiple attempts and force completion are enabled, then students will be allowed to take the assessment as many times as they like. Students will be required to complete the entire assessment in one sitting for each assessment attempt.

Set Time Limit – This option will place a time limit on the assessment. Students will see a timer displaying the elapsed time on their browser's status bar once the assessment begins. A one-minute warning dialogue box will also display alerting the student that the time limit is almost up.

NOTE: When creating a timed assessment, be sure to use the Force Completion option. This will force students to complete the timed assessment in one sitting.

If Force Completion is not checked, the student *will be allowed* to exit the exam and resume it later. If the time limit was set to 30 minutes, the student will only have 30 minutes from the time the test was begun to complete the assignment. The timer DOES NOT STOP when the student leaves the assessment.

Assessments completed within the allotted time are graded as normal. Assessments that were not completed within the allotted time will be flagged with an exclamation point in the Gradebook. Instructors can click the exclamation point in the gradebook to view the actual time taken on the assessment, and accept or adjust the grade accordingly.

Display After / Display Until – This option is used to limit the display of an assessment link to a given time period. The Display Until box must be checked in order for this option to take effect. The assessment will only display during the specified dates if the assessment is visible to students.

Set Password – Students will be required to enter this password before taking this assessment.

Test Feedback

Score Only – Upon completion of the assessment, students will only be able to see the score they received on the assessment. If any test item requires grading by the instructor, such as an essay question, then the student will see “Needs Grading” in their score area.

Detailed Results – Upon completion of the assessment, students will be able to see the assessment questions, the answers they provided, and whether or not their answers were correct.

Show Correct Answers – Upon completion of the assessment, students will be able to see the assessment questions, the answers they provided, the correct answers, and whether or not their answer was correct.

Detailed Results, Correct Answers and Feedback - Upon completion of the assessment, students will be able to see the assessment questions, the answers they provided, the correct answers, whether or not their answer was correct, and any feedback the instructor may have included in the test questions. Feedback may be entered for each assessment question during the test creation process. Two entries are allowed per question to provide feedback for correct and incorrect answers.

Test Presentation

All at Once: The student is presented the entire assessment on one screen. Use this option for quick/short assessments that should take no longer than one hour to complete. Assessment is displayed in a stateless environment, answers are not saved unless students click the save button, or submit the assessment.

One at a Time - The student is presented with only one question at a time. This option should be used for lengthy assessments that may take more than one hour to complete. Once the student has completed an answer, they may click the navigation arrow to move to the next question. This method automatically saves the students responses as they navigate through the test. The student’s Blackboard session is also updated, preventing session timeouts usually due to inactivity.

Prohibit Backtracking – This option only applies to assessments being presented using the “One at a Time” option. Checking this box will prevent students from returning to previous assessment questions once they have

already answered them. This option is often confusing for students and is not recommended unless the assessment conditions call for the restriction.

Randomize Questions – If checked, this option will display the assessment questions in a random order for each student. If multiple attempts are enabled, the questions will be randomized each time a new assessment is started.