

Secure Computer Based Test Development Checklist

_____	1. The Overall Process for Publishing a Secure Computer Based Exam
_____	2. Obtain and install the Respondus Authoring tool http://irt.austincc.edu/blackboard/respondus/processProcedure.html
_____	3. Establish a connection to Bb for the first time http://irt.austincc.edu/blackboard/respondus/configureBbUpload.html
_____	4. If you import an existing exam file into Respondus, you will first need to update the codes and it is also recommended that you make your existing document file into a text file. Print out the following document and refer to it during the document preparation or file conversion process: http://irt.austincc.edu/blackboard/respondus/QuestionImport.pdf
_____	5. Create or import your exam in Respondus http://irt.austincc.edu/blackboard/respondus/create.html
_____	6. Publish the questions into Bb as a Pool http://irt.austincc.edu/blackboard/respondus/publish.html . Be sure to select the Pool option before you upload the file to Bb. For more information on how to work with question pools within Blackboard, refer to the following URL: http://irt.austincc.edu/blackboard/respondus/pool.html
_____	7. Use Blackboard's Test Manager feature to create an exam from the pool of questions
_____	8. Create a course content area in Bb called Exams (http://irt.austincc.edu/blackboard/respondus/BbContentArea.html)
_____	9. Add the test to your Exams content area within Blackboard or to the content folder where you would like to deliver the secure online exam.
_____	10. Use the Update Settings option in Respondus to make the exam secure http://irt.austincc.edu/blackboard/respondus/create.html#repurpose
_____	11. Make the link to the exam available in Blackboard and add any additional settings you want for the exam (i.e. time limits, forced completion, date range, # of attempts, etc.). Use the Modify Test Options feature in Blackboard to make the changes to the exam.
_____	12. Complete an online Testing Center Transmittal Form and inform the Testing Centers of your intent to offer a secure, computer based test within Blackboard. http://dl.austincc.edu/onlinetesting/transmittalform.html
_____	13. Inform your student of the secure, online test and provide them with reference information on how to take a secure test in the Testing Center. http://irt.austincc.edu/blackboard/respondus/students.html

