

Transcript

1. Title: **Taking a Secure Test in an ACC Testing Center**
2. **Outcome:** Students will be able to successfully take a Blackboard exam in an ACC Testing Center.
Note: Student who need test accommodations should contact [Student Accessibility Services](#) located on every campus.

Hector: Hi Tisha!

Tisha: Hey Hector!

Hector: I am bummed. I have to take my exam in the Testing Center. I've never taken an exam in the Testing Center.

Tisha: No Problem. I've taken a lot of exams in the Testing Centers. Let me give you the tour.

3. Tisha: First things first, Deepak didn't know that you can't take a bathroom break during your exam. He had studied and hoped to make an A on his exam. When he was about $\frac{3}{4}$ finished, he had to go to the bathroom, couldn't wait. Deepak had to submit his exam without finishing and made a "C" because of the unanswered questions. Avoid a crisis! Go to the bathroom before going to the Testing Center.
4. Tisha: You must have your ID card to take a test in the ACC Testing Centers.
Hector: I don't have an ID card.
Tisha: Easy fix. Bring a picture ID and go to the Admissions & Records Office on any campus to obtain your free ACC ID.
5. Allowed/Disallowed Items
Tisha: You have to be careful about what you take into the Testing Center. Your instructor decides what items are allowed. For example, your instructor may allow 3 pages of handwritten notes. Check with your instructor for what you are allowed in the testing center. You know Mai?
Hector: Yeah
Tisha: She left her cell phone in her back pocket. The Testing Center saw the cell phone when she was checking out. Now, Mai's instructor has to decide if she was cheating or not. Mai is freaking out.
Hector: No Way

Tisha: Put everything in your locker so you don't have a problem.

6. Tisha: Now, let's walk you through the process. Sign in at the Instructional Testing Center Kiosk with your ACCeID username numbers, no first letter. Choose your course and exam you want to take. Click to agree to the Testing Center terms. Process to the wait line until your name is called.

Hector: What if I don't know my username?

Tisha: Call the Student Services Help Center, 512-223-4636.

7. Tisha: Check in with the Testing Center personnel. ACC ID required.

Hector: What if I forget my ID?

Tisha: You'll have to go get your ID.

8. Tisha: The Testing Center exchange your ID for a key to a locker located in the hall outside of the Testing Center to store your cell phone and other items.

Hector: What do I do with the key?

Tisha: Keep the key until you're done with the exam.

9. Tisha: Return to the Testing Center. The Testing Center personnel will give you any approved supplemental items and assign a computer. Enter the testing area and go to your assigned computer.

10. Tisha: To activate the computer, either shake your mouse or click to the computer screen. If you have any difficulties with the computer, contact the Testing Center personnel immediately.

11. Tisha: To get to your exam, double-click on the LockDown Browser icon on the desktop.

12. Tisha: Login to Blackboard with your ACCeID username and password and click the **Login** button. If you don't know your ACCeID username and password you'll have to leave the Testing Center and call the ACC student helpdesk, 512-223-4636.

13. Tisha: Your Blackboard course site opens. With the **My ACC** tab selected, the first tab, look on the right-side under "My Courses" and then "*Courses where you are Student:*" Click on the link to your course.

Hector: What if my course is not there?

Tisha: You will have a link to every course you are taking this semester.

14. Tisha: Look on the left-side of your computer screen to see your course menu. Click on the menu item on the left such as Exams, Online Exams where your instructor has placed the exams in your course.

Hector: What if my instructor didn't tell me which menu item?

Tisha: Look at the menu items. Usually there will be an Exams link.

15. Tisha: After you have clicked on the left-side navigation bar, you should see the link to your exam on the right-side of your computer screen. Click on this link to get started.

16. Tisha: A loading pop-up window may display with a green bar indicator of the loading progress. Usually just takes a minute or so to display the exam.

17. Tisha: You should have a "Begin" button at the top and bottom of the exam page. Click on it to open the exam.

18. Tisha: The exam questions display on the right-side of your computer screen. The exam may display all of the questions in a long list or only one question at a time depending on the options chosen by your instructor. This exam displays all of the questions.

19. Tisha: Let's look at another example. This exam displays one question at a time. Click the next (i.e. greater than) symbol to go to the next question or the previous (i.e. less than) to go back a question.

20. Tisha: When you have completed the exam, click on the **Save and Submit** button.

21. Tisha: If you have **not** answered all of the questions, a pop-up window displays listing the incomplete question numbers. If you have answered all of the questions, a pop-up window displays asking you to confirm that you want to submit your exam.

22. Tisha: Test submitted information displays with your name, exam, time used to take the exam, etc. Click the **OK** button to continue.

23. Tisha: Depending on the options set by your instructor, you may be able to view your completed exam while in the ACC Testing Center. After you review your exam, click the OK button at the bottom to close the exam.
24. Tisha: Your Blackboard course displays again.
25. Tisha: Click on the logout icon on the top-right of your computer screen to logout of Blackboard.
26. Tisha: The Blackboard login screen displays. Click the red X on the top-right to close the LockDown Browser.
27. Tisha: Just like computers, a window displays asking if you really, really want to close the window. Click the “Yes” button.
28. Tisha: Guess what? You’re finished. Yeah! Check out with the Testing Center staff. They will give you a receipt and return your ID card. Get your items out of your locker and return the key to the Testing Center staff. You are done!
29. Hector: Hey, that is easy. Thanks for the tour.

Resources:

[Austin Community College Testing Centers Hours and Locations](#)

[Student Instructional Testing Website](#)

[Guidelines](#)

[Student Accessibility Services and Assistive Technology](#)