



Tips for Taking Tests

It is worth taking some time to review your strategy before, during and after completion of an online Blackboard assessment. If you get locked out of a test, it is good practice to e-mail your instructor with as much information on your attempt as possible. Information on how many questions you answered - this can be verified when your instructor views your attempt in the Grade Center - is especially useful.

Before you take Test - If your Blackboard Instructor has given you a timeframe to complete a test (overnight, a full day or longer), do not wait until the last minute to begin the test. Should any technical problems arise, you're less likely to get them solved before the end of the allotted time.

Tip: Run a browser check well in advance of the test and resolve any browser issues. Pop-up blockers can cause problems with saving and submitting tests. If you have multiple pop-up blockers, disable them all. These blockers come installed in the latest versions of Internet Explorer and Firefox, also in third-party toolbars such as Google and Yahoo. Ulster lab machines should already be correctly configured.

Blackboard tests time out after 20 minutes of user inactivity. Your home ISP (Internet Service Provider) might time out sooner with no activity. As a general rule you should save your answers frequently. Saving resets the inactivity clock, but not the test clock.

Taking the Test

1. Select Begin to start the test.
2. Allow the page to load completely before answering any questions. If you begin scrolling or answering questions before the page has loaded completely, it might not load all the questions and they might go unanswered.
3. Use only single left button mouse clicks to navigate, save, and submit answers. Do not use the enter key. Please be patient after clicking on a button for a response. Do not repeatedly click the button.
4. Read all the **Instructions** carefully before proceeding. They will include any directions from your instructor. Do not refresh the page, close the window, or click the **browser's** back button while taking a test.

The screenshot shows the Blackboard test interface. At the top right are 'Cancel' and 'Begin' buttons. Below is a section titled '1. Instructions' with a grey background. It contains three rows of information: 'Timed Test' with a 45-minute limit, 'Timer Setting' with automatic submission, and 'Force Completion' with a one-sitting rule. Below this is a note about clicking 'Begin' to start and 'Cancel' to go back. At the bottom is a section titled '2. Submit' with another 'Cancel' and 'Begin' button.

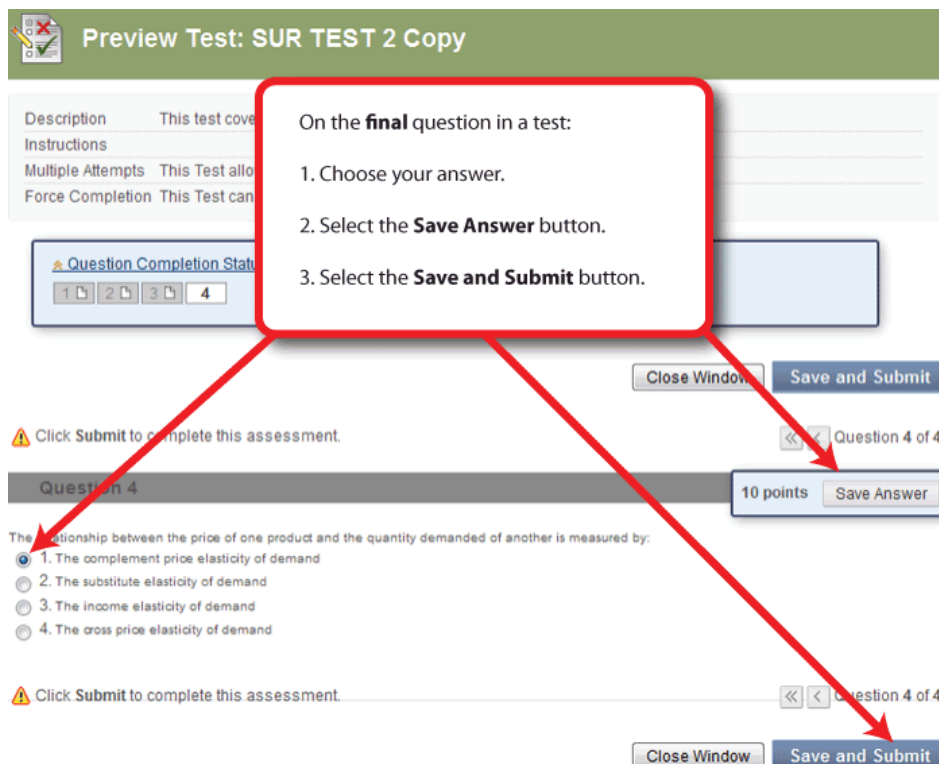
Instructions for, forced completion, multiple attempts, all at once and one at a time are listed below.

Force Completion - Once you begin the test, you are required to complete it in one session. As soon as you leave the test by clicking elsewhere, you will not be able to access it again. For tests that deliver all of the questions on one page, if you did not save any answers or save the test, none of your answers will be recorded.

Allow Multiple Attempts - You may start and stop the test as many times as you wish (within the total time limit for the test if there is one). Once you finish the test you will need to click Save and Submit for your score to be recorded.

All at Once - If all of the test questions appear on the page at once, the Save Answer button will appear next to each question. It is a good idea to carefully select Save Answer after each question answered, in case of technical difficulties. Save answers will be recorded.

One at a Time - If Moving to another question will save this response is visible in the test instructions, there is no need to select the save button for an individual question until you reach the last one. Simply select your answer and move to the next question. You can check under 'Question Completion Status' to confirm that you have answered the question. Select the forward arrow once you answer the question and your answer will be recorded. If you select the double-forward arrow you will skip to the last question. If you select the double-back arrow, it will bring you back to the first question. When you get to the last question, as there is no [next question](#), simply select 'Save Answer' and finally select 'Save and Submit' to submit the entire test.



Submitting the Test

Once you have finished answering the questions, select the Save and Submit button at the bottom of the test. If you do not submit the test, you will receive no credit for your answers. You should see a confirmation page if the submission was successful. Selecting the Save and Continue button does not submit the test.

Confirm your submission. If you received confirmation or feedback, your score was recorded successfully. If you did not receive confirmation, go back to the content area and locate the test. Select the link to the test. Blackboard should tell you that the test has been completed or will give you feedback about the test.

You can check the **My Grades** area to confirm your test submission. If anything happened to your browser or Internet connection during the test, or you received any error messages, include this information with your e-mail to the instructor.

Note: If your instructor has chosen not to show your results and/or feedback until a certain date, then you will not see results and/or feedback in **My Grades** after a successful completion.