



# TIPS To do your test safely on blackboard and complete it successfully

1

Do not use a mobile device to take an exam. Use Chrome or Firefox browser on a laptop or desktop computer

2

Close all other programs and browsers

3

Make sure your Wi-Fi signal is stable

4

Make sure to read the test instructions

5

Never click "Back" or "Refresh" button on your web browser while you're taking a test

6

Click "Begin", "Continue", "Save Answer", "Next Question" or "Submit" button once, then wait for the server to finish processing your request

7

Save your work after each question by clicking on "save answer" button

8

Do not click anywhere outside the test area during the exam

9

Do not close the test window for any reason

10

Make sure to click the "Save and Submit" button only once when you complete your test, then wait for a confirmation message