



Tips for Blackboard's assessment "Test"



To minimize the chance of test taking problems and give students the best environment for success, we recommend certain considerations when building and deploying tests in Blackboard

1 Give very clear instructions before each assessment to your students

2 Encourage your students to use the Chrome browser or Firefox NOT IE

3 Instruct students to single click instead of double click on the arrow for Next Question, Save, and Submit

4 Instruct students NOT to click the REFRESH or BACK arrow on their browser screen while taking an assessment

5 Instruct students to avoid hitting Return/Enter. This may cause an inability to advance to the next question or page

6 To avoid loss of grades after an assessment has been released to students, avoid any and all configuration changes

7 Avoid setting an assessment to open in a new window as this tends to introduce user navigation errors and browser setup issues

8 Try checking OFF for Force Completion and use Set Timer

9 Set the Test Presentation Mode for "One at a Time", especially if the test has more than 25 questions. This allows the student to save after each question

10 Allow Back Tracking. Otherwise, students are more likely to click the browser Back button, resulting in an error.

11 Create Pools of Questions and build your tests with random sets from the pools. If you are not using pools use random questions

12 Give students a few extra minutes on the exam to account for unexpected long load times

13 Break up large tests into multiple smaller tests. If you want to give a 2 hour test, break it up into four smaller 30 minute tests

14 Break Essay questions into their own tests. Essay questions force students to step away from the browser for extended time, increasing the risk of a browser timeout problem