
Completing Exams in My Blackboard Course

A Guide for Students



Last updated May 6, 2008

Completing Exams

Your instructor may administer one or more exams in your course, depending on if your class is being taught fully online using Blackboard or taught in another format using Blackboard as a supplement. These guidelines should assist you in using the testing interface as designed.

Instructor Defined Exam Options

It is important to note that Blackboard provides the instructor with several options when setting up your exam.

1. **Test availability and timer** – your instructor determines when a test is available and how long you have to complete the test once you begin; a timer will appear if your instructor desires to restrict your time limit for completing the exam; you will not be “kicked out” of the exam if you exceed the time limit, but your instructor can see how long you take to complete the exam and may deduct points from your final score if you exceed the specified time limit
2. **Multiple attempts** – your instructor may decide to give more than one attempt on an exam
3. **Forced completion** – your instructor may decide if you have to complete the exam the first time it is launched or if you may save your answer responses and return to the exam to complete/submit it at a later date/time
4. **Password** – your instructor may require you to secure an exam proctor for your exams and may elect to send an exam password to the proctor (contact your instructor for more information about securing a proctor); your instructor may use passwords for other reasons at his/her discretion
5. **Test feedback** – your instructor may or may not release your exam score, submitted answers, correct answers, and/or feedback upon completion of the exam
6. **Test presentation** – your instructor may decide to present your exam questions all at once on one screen or one at a time; additionally, your instructor may elect to prohibit backtracking (prevent you from changing an answer to a question that you have already completed)
7. **Question randomization** – your instructor may elect to randomize test questions or to use random blocks of questions, thus making multiple versions of exams to increase exam security in the course
8. **Require use of Respondus LockDown Browser** – your instructor may elect to require students to complete exams using the Respondus LockDown Browser (instead of Internet Explorer, Mozilla Firefox, Safari)



Always remember that 12:00 a.m. is the **beginning** of the day, not the end and 12:00 p.m. is noon!

Completing an Exam

If your instructor requires the use of Respondus LockDown Browser, you will need to carefully review the **Respondus LockDown Browser Student Guide** before attempting to complete an exam.

Navigate to the content area that contains the exam(s). Your instructor may create a content area called “Exams” or “Quizzes” or he/she may elect to place your exams in the Assignments content area.

Look to see if your instructor has included a practice exam for you. If so, be sure to read the exam description and instructions before completing the exam. Instructors who attend Blackboard training are encouraged to administer a practice exam, but such is not required. If your instructor does not give you a practice exam, it is very important that you review and verify all system requirements for Blackboard before attempting to take your exam.

Once you have located the exam you need to complete, read the description that your instructor has included. Click the name of the exam to begin.

Exams



Practice Exam

This practice exam has been designed to mimic the format of your "real" exams in this course. It is recommended that you complete this practice exam to be sure that you do not have any technical problems using the testing interface on a "real" exam; furthermore, you may consider taking this practice exam before each "real" exam in this course, as your computer system's settings may change through automatic updates without your knowledge.

If you experience any difficulty completing this practice exam, please be sure to review the technical requirements for using Blackboard. If you still have trouble, you may send an e-mail explaining your problem in detail to DLHelp@jsu.edu. Be sure to include the course ID, the name of the practice exam, and your name in your e-mail.

You will be prompted with a “Begin:” page. Click **OK** to start the test. Once you click OK, the exam timer (if used by the instructor) will begin.



Begin: Practice Exam

Click **OK** to begin: Practice Exam. Click **Cancel** to return.

Cancel

OK

Be sure to review the gray box at the top of your exam page. This area includes important information such as instructions, time limits for exam completion, number of attempts, and force completion options.

Name	Practice Exam
Instructions	<p>You may take this practice quiz multiple times. You will have five minutes to complete the exam. Questions will be presented one at a time, but you may backtrack (return to questions for which you would like to review or answer after answering others). It is not necessary for you to click the save button each time, as questions are automatically saved when questions are presented one at a time.</p> <p>Please note the arrow next to the "Question Completion Status:" area. If you click this arrow, you can quickly navigate from question to question, in a non-sequential order. Once you have answered questions, a disk icon will appear which denotes that your answer response for that question has been saved. You may change any saved answer before submitting your responses. The "Submit" button only appears on the last question of the exam.</p>
Timed Assessment	This Test has a 5 minute timer. The elapsed time appears at the top right of the window. A 1 minute warning will be displayed.
Multiple Attempts	This Test allows multiple attempts.
Force Completion	This Test must be completed now.

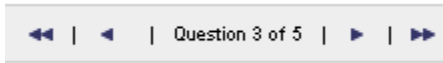
Beneath the gray box you will note a "Question Completion Status:" area. This area is closed by default, but may be expanded by clicking the arrow indicated below. Use the question number links to navigate between test questions (as long as your instructor has not prohibited backtracking in the "one at a time" question presentation; if your instructor is presenting all questions at once the "Question Completion Status:" area only appears above the first question). This type of navigation within the test also keeps you from having to confirm each question submission, thus saving time.

If your instructor has prohibited backtracking in the "one question at a time" presentation, you will have to use the navigation **circled in red** as shown below. If using this navigation, you will be prompted to confirm each answer before moving on to the next question.

The screenshot shows a gray box at the top with a dropdown arrow on the left and the text "Question Completion Status:". Below this are five question number links: 1, 2, 3, 4, and 5. The number 1 is highlighted with a small icon. Below the links is a question header "Question 1" with "2 points" and a "Save" button to its right. The question text is "What is the current mascot of JSU?". There are four radio button options: Eagle Owl, Gamecock (which is selected), Blue Bird, and Cardinal. At the bottom of the gray box, there is a status bar that says "Moving to another question will save this response." and a navigation control box on the right that says "Question 1 of 5" with left and right arrow buttons. A black arrow points to the dropdown arrow in the "Question Completion Status:" area. A red box circles the "Save" button, and another red box circles the navigation control box.

If a test is presented using the “one question at a time” mode, it is not necessary to click the “Save” button before advancing to the next question (advancing to the next question automatically saves the answer you just entered).

Please note that the double arrow navigates to the first and last questions of the exam, and the single arrows move one question forward or backward. **Do not attempt to use the Back and Forward buttons in your Internet browser, as this may cause your exam to lock up or freeze.**



The **Submit** button appears only at the last question. If you have left questions unanswered when you click Submit, you will receive a warning asking if you wish to proceed. You will also be prompted to confirm that you are ready to submit your answer responses.



You will receive a warning when 1 minute remains on the exam timer.

For Further Assistance

If you have any questions or comments, please send an e-mail to DLHelp@jsu.edu or call (256) 782-8172. In all correspondence, please include your full name, Blackboard username, Course ID (which can be copied from your “My Courses” module), and complete details regarding your question (including area of the course, folder names, item or file names, etc.).