

Blackboard – How to Take a Test

Taking a Test

Your instructor lets you know when a test is available and where to find it in your course.

Tips for Taking a Test

- **Start your test as soon as you can.** If your instructor schedules three days for your test, plan to take the exam early on the first day. That way, if you have an issue, you will have time to contact technical support and your instructor.
- **Be prepared.** Have any materials that you need at hand.
- **Read all of the instructions.** If you have any trouble taking your test or understanding test questions, contact your instructor immediately.
- **Check your Internet connection.** You need to make sure that you have a strong internet connection.
 - A wired connection is usually more reliable than a wireless connection.
- **Do not refresh the page, close the window, or click the browser's back button while taking a test.** If you experience problems during a test, contact your instructor immediately.

1. Navigate to the test and click the title.
2. Click Begin to take the test.



Begin: Chapter 1 Test

Cancel **Begin**

1. Instructions

Timed Test: This test has a time limit of 1 minute.
 Timer Setting: You will be notified when time expires, and you may continue or submit.
 Force Completion: Once started, this test must be completed in one sitting. Do not leave the test before clicking Save and Submit.
 Multiple Attempts: This test allows multiple attempts.
 Click **Begin** to start. Click **Cancel** to go back.
 You will be previewing this assessment and your results will not be recorded.

2. Submit

Click **Begin** to start. Click **Cancel** to quit.

Cancel **Begin**

3. Your instructor may choose to have you type a password to begin taking a test. If necessary, type the valid password and click Submit to begin the test. The test continues to prompt for a valid password until the correct one is provided.
4. As you work, answers are saved automatically. You can also click Save next to each question or Save All Answers at the top or bottom of the page as you work. If your instructor associated a rubric with an Essay, File Response, or Short Answer question, click View Rubric to display grading criteria.

Question 2

Keeping in mind that this is a 3-credit course which normally involves approximately ten hours of work each week, is the activity level of this course appropriate?

Yes, I think the activity level is appropriate
 No, I think there is too much to do
 No, I don't think there are enough activities to help me understand the material

10 points **Save Answer**

5. When you complete the test, click Save and Submit.