Taking Online Exams: Best Practices

Blackboard Learn for Students

Prior to taking exam

- ❖ Be sure you are using Blackboard certified or compatible browser. We have found **Mozilla Firefox to be the best.**
- ❖ Be prepared to exam at that time. If exam is set to **Force Completion**, you will NOT be able to leave the exam once you begin
- ❖ Notice the **Timer Setting.** You may leave the test if this is set but the time will CONTINUE TO RUN.   The test will AUTOMATICALLY **save and submit when the time expires.**
- ❖ Avoid clicking the **Cancel** or **Back** button.
- ❖ Avoid running other programs while taking the exam.
- ❖ Disable any pop-up blockers. Some exams are set to launch in a new window. The pop-up blockers will prevent the new window from launching.
- ❖ Click link to the test only once
- ❖ For Wireless Internet Users: try to use a **hard wired** connection plugged directly into a network jack or router instead of wireless.

While taking the exam

- ❖ In the heading of the exam page, check the status of Force Completion. If it says *This Test must be completed now,* the exam cannot be exited and resumed later. If it indicates *This test can be saved and resumed later*, the test can be saved an resumed at a later time – however, the timer will continue to run.
- ❖ In the heading of the exam page, check the **Timer Setting**. If it says ***This test will save and submit automatically when time expires*** – The test will end at the given amount of time. Watch the time clock and pace yourself.
- ❖ Remember saving and submitting are 2 separate process with two different outcomes.
- ❖ If the connection is lost during the exam, **do not** close the browser window. Instead, try re-enter the exam. If the exam is still displayed, complete it and try to submit. If you are concerned about whether your results were recorded, print a copy of the confirmation page for your records and email your instructor indicating the problem you encountered.
- ❖ If you cannot re-enter your exam due to a lost connection, contact your Instructor **immediately.** The TAC **cannot** reset your exam.
- ❖ **DO NOT** use the browsers **Back and Forward buttons or the Scroll Wheel** on your mouse to move through questions; instead use the provided arrow keys and /or window side scroll bars.
- ❖ Do **not double click** the arrows or save answer buttons.
- ❖ Do not click any buttons, Submit, Arrows, or Save Answer, **more than once**.