Blackboard

Test

Making a Time Test and Using Test Exceptions

Note: if you are using a timed test in a class with a student who has test accommodations through Accessibility Services, needing extra time, please consider the options under "Timed Test with Test Exceptions"

Timed Test with Auto Submit On

When making a timed test, you have the choice for Blackboard to Auto-Submit the test after the time limit is finished. If you have a student(s) with test accommodations through Accessibility Services that need extra time and are using Auto-Submit, it is required that you set up a Test Exception (see below) for that student(s).

1. Make the test in Blackboard, following the guidelines in Create Test and Create Test Question documents

2. Under **Test Availability,** use the options below:

    a. **Force Completion:** If you need students to complete the test in on sitting, turn Force Completion on by checking the box. If the students are authorized to start the test, save, and leave, then return to the test later, leave Force Completion off by leaving the box unchecked. *Note: If you have Force Completion turned off, the timer will maintain running even after the student has saved and left the test. If the timer runs out while the student is away from the test, Auto-Submit will submit the test and students will receive a message that they have run out of time.*

    b. **Set Timer:** To set a timer, check the box next to "Set Timer". This will need you to put a time limit. The time limit in Blackboard is determined in minutes (i.e. a test with 2 hours' time limit would be 120 minutes). There will be a timer at the top that students can see when they start the test. Notifications to students will be provided when they get ___ minutes left.

    c. **Auto-Submit:** To turn on Auto-Submit, select the "On" option under the Auto-Submit header. When Auto-Submit is on, students will get a pop-up notification one the time limit is finished, permitting them know they have finished the time limit and it will be submitted.

Timed Test with Auto Submit Off

When making a timed test, you have the option to turn on Auto-Submit, which will submit a test for a student automatically once the time limit has been finished. If you would want students to be able to continue after the time limit is finished, follow these steps:

1. Make the test in Blackboard, following the guidelines in Create Test and Create Test Question documents

2. Under **Test Availability,** use the options below:

   a. **Force Completion:** If you need students to complete the test in on sitting, turn Force Completion on by checking the box. If the students are authorized to start the test, save, and leave, then return to the test later, leave Force Completion off by leaving the box unchecked. *Note: If you have Force Completion turned off, the timer will continue to run even after the student has saved and left the test. This can lead to students having timers that increase over multiple days.*

   b. **Set timer:** To set a timer, check the box next to "Set Timer". This will need you to put a time limit. The time limit in Blackboard is determined in minutes (i.e. a test with 2 hours' time limit would be 120 minutes). There will be a timer at the top that students can see when they start the test. Notifications to students will be provided when they get ___ minutes left.

   c. **Auto-Submit:** To turn off Auto-Submit, select the "Off" option under the Auto-Submit header. With Auto-Submit turned off, students will get a notification that says "time is up" and it asks "if they would like to submit or cancel".

Timed Text with Test Exceptions

Test Exceptions permit you to make a timed with Auto-Submit on for your class, but still permit students who have testing accommodations through Accessibility Services to obtain their extra time. To set up a test with exceptions, follow the steps above for the Auto-Submit option you desire. After it follow the steps below.

1. Localize the **Test Availability Exceptions** header

2. Select **Add User or Group**

3. Check the box next to the name(s) of students with exceptions and click **Submit**. *Note: you can select multiple names on the Add User or Group page, however you will need to enter their exceptions individually. (As shows in Figure 1).*

Figure 1

4. If a student has extra time, modify the number of minutes under the **Timer** column. *Note: Please make sure to type the full time for the students with exception, not just their extra time. I.e. if the test is 40 minutes, and a student gets time and a half, do not type 20 in the Timer option, type 60.*

5. If you want the test to Auto-Submit, or need the students to take the test in one sitting, you must check the **Auto-Submit** and **Force Completion** for each student below the Exception header.

Test Presentation Options

When making a new test, you are allow to choose how the test is presented to the students.

All at Once: Presents all questions to the students on page. This needs the students to scroll down to see the next question

One at a Time: Presents the questions on individual pages. To get to the next question, the student must click >.

Prohibit Backtracking: If disallow backtracking is on, the students will not be able to go back to a question they have answered or skipped. This option is only available to if the One at a Time presentation option is chosen. *Note: if disallow backtracking is chosen and a student tries to use the back button on their browser, the page will refresh to the question they are currently on. I.e. a student is on question 20, and wants to change the answer to question 19. They try to use the back button on the browser, but the page refreshes and continues to display question 20. If Force Completion is on, and they use the back button on the browser, it will submit the test.*

Randomize Questions: This will randomize the order in which the questions are shown to the student. This option is accessible both for the All at Once and One at a Time options

Screenshots to share with Students

The following pages contain images of the different notifications students will get while taking tests on Blackboard. Please feel unrestricted to share this page with your students to indicate any notifications they should be aware of.

Timed Test with Auto Submit On
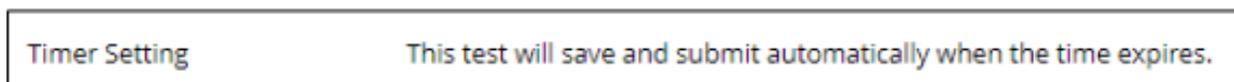
Auto Submit turned on Notification

Timer Setting	This test will save and submit automatically when the time expires.

Figure 2

Timer

Remaining Time: **19 minutes, 56 seconds.**

▲ Question Completion Status:

| 1 | 2 |

Figure 3

5 minutes remaining

Remaining Time: **4 minutes, 58 seconds.**   Less than five minutes remain.

Figure 4

1 minute remaining

Remaining Time: **59 seconds.**   Less than one minute remains. Click Save and Submit to complete the test.

Figure 5

30 seconds remaining

Remaining Time: **29 seconds.**   Less than 30 seconds remain. Click Save and Submit to complete the test.

Figure 6

Auto Submitted Test after time has expired

Test time has ended. The system has saved and submitted your work.

Figure 7

Test auto submitted while away

You completed the Test on February 12, 2018 11:46:41 AM EST.

Back To Course   View All Attempts
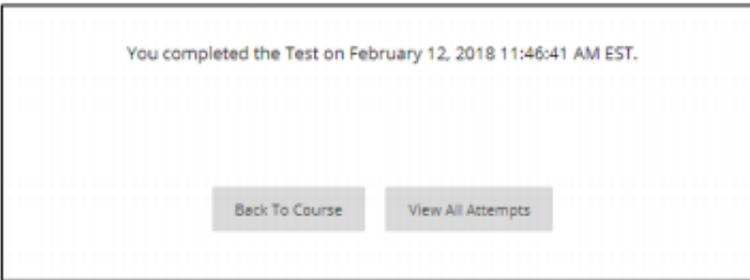
Figure 8

Timed Test with Auto Submit Off

Auto Submit turned off Notification

Timer Setting   You will be notified when time expires, and you may continue or submit.

Figure 9

Timer expired with auto submit off

The time has expired. Press OK to save and submit. Click Cancel to continue the test.

OK   Cancel
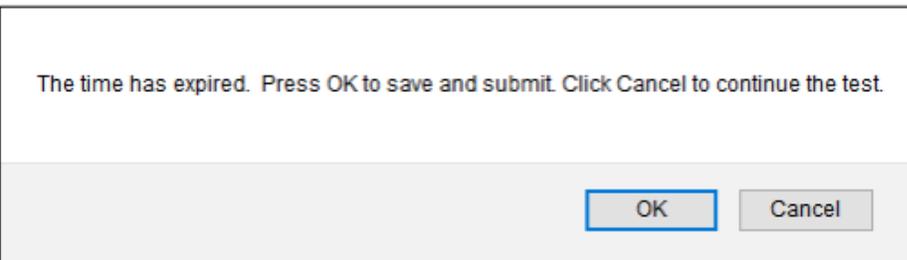
Figure 10

Additional time used on Timer

Additional Time Used: **1 minute, 30 seconds.**   Time Expired.

Figure 11

Over time notification after test submission

Time Used: **11 minutes out of 10 minutes** OVER TIME

Figure 12

Test Presentation Options

Force Completion turned off Notification

Force Completion	This test can be saved and resumed at any point until time has expired. The timer will continue to run if you leave the test.
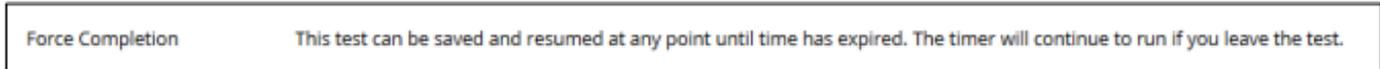
Figure 13

Force Completion turned on Notification

Force Completion	Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit.**

Figure 14

Prohibit Backtracking Notification

The following questions may be incomplete:
1
Click cancel to return to the test. Click Ok to save the incomplete answer.
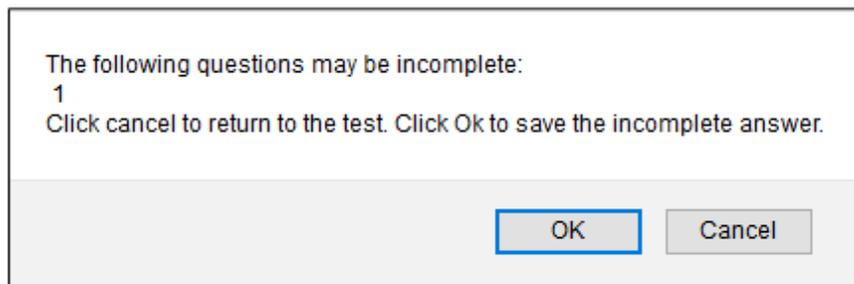
OK   Cancel

Figure 15

Test auto-submitted after trying to use the back button on browser

You recently left the test 'Timed Test with Prohibit Backtracking' without submitting it. It was automatically submitted for you. Contact your instructor for assistance if you did not mean to leave and submit your test.

Figure 16