

Test Availability

The **Test Availability** section contains options that specify how students see and interact with the test.

- **Make the Link Available** governs whether or not students will be able to see the test within the course. Select **No** to hide the test from students until you are ready to release it.

2. Test Availability

Make the link available Yes No

- **Multiple Attempts** allows students to attempt the test as many times as they wish. Each attempt will be recorded in the Grade Center. For MOCK tests instructors can give students 2 or more attempts but for the final test it is recommended instructors don't allow multiple attempts.

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

- **Force Completion** option (when selected) requires students to finish the test once they have started it. If a student closes their browser or tab, experiences a browser or computer crash, or the connection to Blackboard server drops due loss of network/Wi-Fi connection, they will not be able to re-enter the test. In such cases, Blackboard will automatically submit the test. It is then up to the instructor to clear the student's exam attempt from the Grade Center so the student can start a new attempt. It is recommended to avoid using **Force Completion** for tests which are set up for long duration (e.g. 1 hour or more)

Force Completion

Once started, this test must be completed in one sitting.

- **Set Timer** allows you set a timer for the test. The timer begins when a student starts the test and ends when they click Submit. The test timer continues to record time on the backend even if the student has exited the attempt.

Set Timer

Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes

- **Auto-Submit** (if enabled) ensures the test will save and be submitted automatically when the time limit has been reached. Disabling this option gives the student a choice to continue working on the test once the time limit has passed. Any extra time they spent will be recorded in the grade center.

Auto-Submit

OFF ON

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

- **Display After** and **Display Until** is used to automatically schedule a test to be made available to students rather than manually releasing it through the use of **Make the Link Available** option.

Display After  


Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- **Password** option should be selected and password should be provided to restrict access to the test using the given password. It is recommended to use a complex password for additional security (using an alphanumeric combination only).

PLEASE NOTE: **Password** should ONLY be set up here if the test is NOT being delivered through the Respondus Lockdown Browser (RLDB) since RLDB enabled tests have their own password set up under LDB dashboard within the course. Refer [this document](#) for setting up tests through RLDB

Password 

Require a password to access this test.

- **Restrict Location** restricts students to take the test within the specified IP range

Restrict Location	<input type="text" value="No restrictions"/>
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Require Students to log on from a specific location (range of IP addresses).

Test Availability Exceptions

- **Test Availability Exceptions** allows instructors to exempt the general settings of a test for a specific user/group of students. The following three exemptions can be applied:
 1. Attempt
 2. Timer
 3. Availability

3. Test Availability Exceptions

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Due Date

- **Due Date** should be used when the test is not bound by the **Display After** and **Display Until** settings. **Due Date** do not affect the test availability, but any tests submitted after the due date will be flagged as late in the Grade Center.

4. Due Date

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Self Assessment Options

- **Include this Test in Grade Center Score Calculations** specifies whether the score the students receive will be recorded in the Grade Center calculations. Uncheck this box for MOCK tests or for anything that you do not want to affect grade averages in Blackboard.
- **Hide Results for this Test Completely from Instructor and the Grade Center** can be used for completely anonymous tests. PLEASE NOTE: Avoid choosing this option unless you DO NOT wish to view student answers and scores in the Grade Center.

5. Self-assessment Options

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

Include this Test in Grade Center score calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade Center








If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Test Feedback

- **Test Feedback** allows you to restrict the immediate feedback provided to students upon completion of the test. PLEASE NOTE: **Test Feedback** provides immediate 'question-level' feedback. The overall score display shown after student submits the test is not controlled by this setting. The overall score display is controlled through the Grade Center column setting '**Show/Hide Results to Students**'.

6. Show Test Results and Feedback to Students

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

When 	Score per Question 	Answers 	Feedback 	Show Incorrect Questions 
After Submission 	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
---Choose--- 	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Test Presentation

- **All at Once** will display all questions to students in one page.
- **One at a Time** presents the questions in order one at a time. This option can be useful for longer tests because the student is interacting with the system after each question and sending data to the server to be saved as they proceed through the test.
- You can check the box for **Prohibit Backtracking** IF you want to prevent students from returning to a previous question and changing their answer.
- **Randomize Questions** will present the questions in a different order than you created them, regardless of which presentation mode you choose.

7. Test Presentation

All at Once

Present the entire test on one screen.

One at a Time

Present one question at a time.

Prohibit Backtracking

Prevent changing the answer to a question that has already been submitted.

Randomize Questions

Randomize questions for each test attempt.

Recommendations & Best Practices

1. Setup the test to open in a NEW WINDOW.
2. Keep the number of attempts to ONE for the final exams. For MOCK or practice exams, number of attempts can be 2 or more.
3. TURN OFF the "Force Completion" option. This allows the students to continue with his/her attempt. In case of any issues with the session timing out, the student will be able to re-enter the exam from the last point he/she saved, allowing the student to submit the exam with minimal data loss.
4. Keep the PASSWORD COMPLEX with alphanumeric characters for more secured tests, it is NOT recommended to use special characters.
5. If the quiz is enabled for Respondus Lockdown Browser (RLDB), always provide the password through the RLDB Dashboard within the course. DO NOT change the password under Test Options, where you will see the encrypted password.
6. Once the test is enabled for Respondus Lockdown Browser (RLDB), DON'T change any of the test options. If changed, an error will occur. To fix this error, go back to RLDB Dashboard and choose the "Fix It" button.
7. If the test availability is triggered by **Display After** and **Display Until** date/time settings, please make sure the test is made available by keeping **Make the link available** as YES under the **Test Availability Settings** before the **Display After** date/time value.
8. DO NOT enable **Hide Results for this Test Completely from Instructor and the Grade Center** settings for the all the test where student attempts and scores are expected to be recorded in the Grade Center.
9. ENABLE **Show/Hide Results to Students** from the Test Grade Center column to restrict the display of overall test score to students after their test submission.
10. DISABLE all settings under **Show Test Results and Feedbacks to Students**, if the test is final and/or a secured exam where the students are not meant to see question-level feedback/results.
11. ENABLE Randomize Questions, so that each student will get questions in a different sequence.
12. Deploy the test using the ONE QUESTION at a time feature. This ensures that the user's java session is continuously updated without increasing the server response time.
13. AVOID creating large Tests involving many questions that are presented all at once. For e.g. if you have to deploy 50 questions or more then consider breaking them into smaller exams taken in sequence instead. Large exams will create much more server load when submitting the final exam.
14. Ask students to verify periodically that the AutoSave feature is working correctly. It is also no longer necessary to train students to manually save their attempt every 10-15 minutes.
15. MOCK tests are recommended to ensure all scenarios are addressed during a typical final assessment. For example, student login issues, enrolment discrepancies, RLDB set up/configuration, Wi-Fi/Network connection drop, etc.

16. Change Test password every 15-30 minutes to keep the assessment more secured and maintain academic integrity.
17. Ask student/s to show their submission screen BEFORE they leave the examination room.