



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

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Best Practices for Tests & Surveys in Bb

Tests' options can greatly improve the students' experience taking the test.

Consider these suggestions:

1-Turn OFF Force Completion (leave the box UNCHECKED)

☐ Force Completion
Once started, this Test must be completed in one sitting.

Force Completion requires the students to complete the exam in one sitting without exiting the browser or the system. When "force completion" is turned OFF (as suggested), students who lost internet connection or get kicked out of the test, students can go back to the exam where they stopped (when they lost connection) and continue taking the test. Unfortunately, the time lapse when the students were out of the test (since they lost internet connection or the server was down) will count against their exam time because the system will continue to count down the time remaining. That's why we also recommend that you **Turn OFF Auto Submit**.

If an exam is set up to have "**Force Completion**" and to have questions appear "**One at a Time**," students should be instructed to **NOT use the browser back button, navigate away from the page, or close the browser** before submitting their exam. If they do any of these things, their test will automatically be submitted with only the answers they have saved.

2- Turn OFF Auto Submit



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☒ 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.
Hours Minutes
Auto-Submit
OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.
☒ OFF ☐ ON

You can always set up timers for any exam and by turning OFF auto submit, students can take some extra minutes after the time is up. You will be able to see how much extra time they spent by checking the Grade Center. This will also allow students who need extra time to take your test without special arrangements in Bb. One thing you can do is tell your students that the exam is time is 2 hours (for example) and you allow them to take some extra time. If they exceed the time by more than 15 or 20 minutes, you will take off some points.

You can add this in the test instructions area:

Instructions

Paragraph Arial 4 (14pt)

Copy Paste Undo Redo Bulleted List Numbered List Indent Outdent Link Unlink Table Grid

Image Video Audio Mashups

Quote Link

Table Grid

HTML CSS

You will have only 2 hours to complete this exam. You will be able to take some extra time after two hours. If you exceed the time by 20 minutes, I will take out points, unless you were kicked out from the test because you lost internet connection or the Bb server was down (have to be verified with FHSU CTC Department). Make sure to call CTC Help Desk if you lost connection to the Bb server.

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Words:77

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.

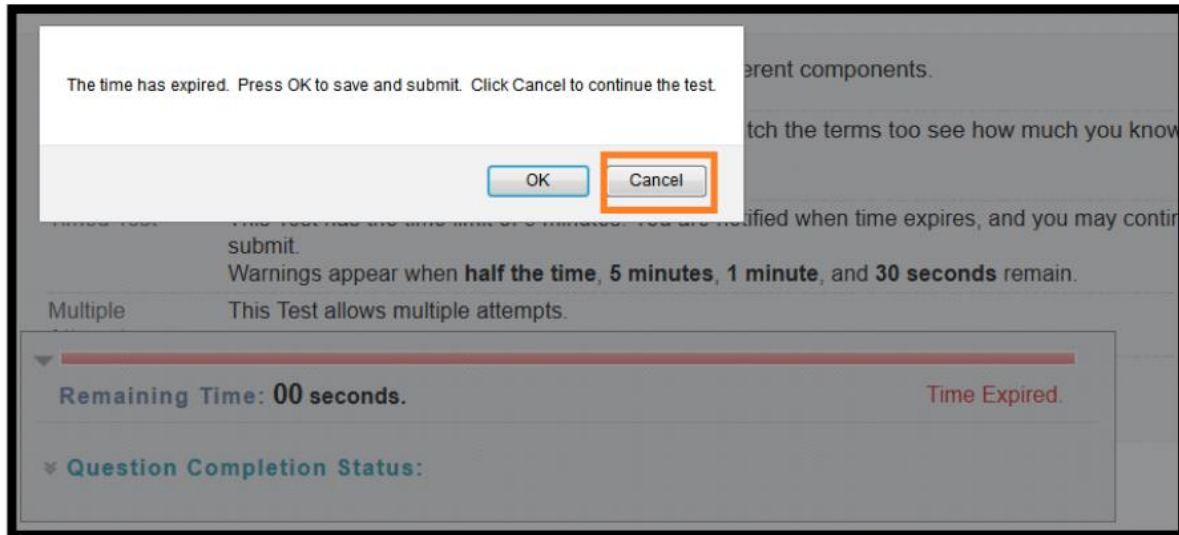


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The student will see this screen when the time is up. He has to click on Cancel to continue taking the test:



The instructor will see this annotation in the Grade Center through test information and access log on the students test attempt:



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Test Information

Current Grade 20.0 out of 40 points
Grade based on Last Evaluated Attempt

Status Completed

Attempt Score 20 out of 40 points

Time Elapsed 0 minute out of 5 minutes

Started Date 3/8/16 3:41 PM [Access Log](#)

Submitted Date 3/8/16 3:41 PM

Clear Attempt [Clear Attempt](#) Click **Clear Attempt** to clear this user's attempt.

Edit Test [Edit Test](#) Click **Edit Test** to make changes.

Instructions

Access Log

The Test Time column shows times relative to the start of the test and the Time Spent column shows the time between the current Access Type and the previous Access Type. Time format is: mm:ss.

Date and Time	Access Type	Test Time	Time Spent*
3/8/16 3:41:30 PM	Saved question 0 multiple times over a period of: 00:12	00:12	00:00
3/8/16 3:41:30 PM	Saved question 1	00:12	00:00
3/8/16 3:41:30 PM	Saved question 2	00:12	00:00
3/8/16 3:41:30 PM	Saved question 3	00:12	00:00
3/8/16 3:41:30 PM	Saved question 4	00:12	00:00

*The times appearing under the Time Spent column may not accurately represent the time the student spent on each question. The student may have looked at other questions before answering and saving individual questions.

3- Turn ON “Test Results and Feed Back to Students” Options:

-If you would like to have your students see their test grades (including test questions, submitted answers and correct answers), after the exam is closed, the Show Test Results and Feedback To Students boxes have to be checked so that students can see their exam after they took it:



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*Note that even though we also recommend “On Specific Date” as an option for the second box, we still highly recommend “After Due Date”.

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 type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
After Due Date 07/22/2016 02:41 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

On specific date you will want to choose a date and time where everyone has completed the test.

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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 type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
On Specific Date 03/17/2016 12:00 PM <i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>



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4- Set Questions to Display Once at a time: -Displaying one question at a time ensures a continuous Java session in Bb and will eliminate test timeout. Once a student clicks on the arrow for the next question, his/her answer will be saved on the server.

6. Test Presentation

Presentation Mode

☐ 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.

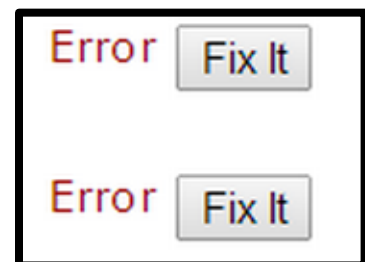
NOTE: If you are using “Random Block” (Pulling questions from a pool), do not use this option. It will slow down the system noticeably.

5-Make sure “Errors” are fixed in Respondus LockDown Browser (This is only if you use Respondus LockDown Browser):

Every semester and after a course copy or modification of the test options, exams that require Respondus LockDown Browser (RLDB) have to be "fixed". The fix can be done by one click on the button "Fix It".

1- Go to Course Tools>>>Respondus LockDown Browser.

2- You will see a list of the exams that are set to use RLDB and you can click on the button "Fix It" next to every exam' error.



For full tutorials about Assessments, Tests and Surveys in Bb, please visit

<http://www.fhsu.edu/learningtechnologies/BlackboardFacultyTutorialAssessment/>