Taking a Test in Blackboard

Your instructor will let you know when a test in available and where to find it in your course. Tests will be located in the content area called Exams. A test in Blackboard will appear as the image below.

Below are some testing best practices when taking exams in Blackboard.

1. Before the Exam:

- Use only supported browser versions when taking on-line tests. (e.g. Chrome or Mozilla Firefox)

- Before starting an on-line test, close all other software programs on your computer, including the browser that you plan to use to take the test. Re-start your browser and log in first to Blackboard without logging into any other sites.

- Use a hardwired connection rather than your wireless connection to the Internet to take an online test. Make sure that when you connect your network cable to your computer you also disable the wireless receiver so that it does not override or interfere with the wired connection.

- Make sure you do not have more than one browser window opened to Blackboard; this can cause problems submitting your exam.
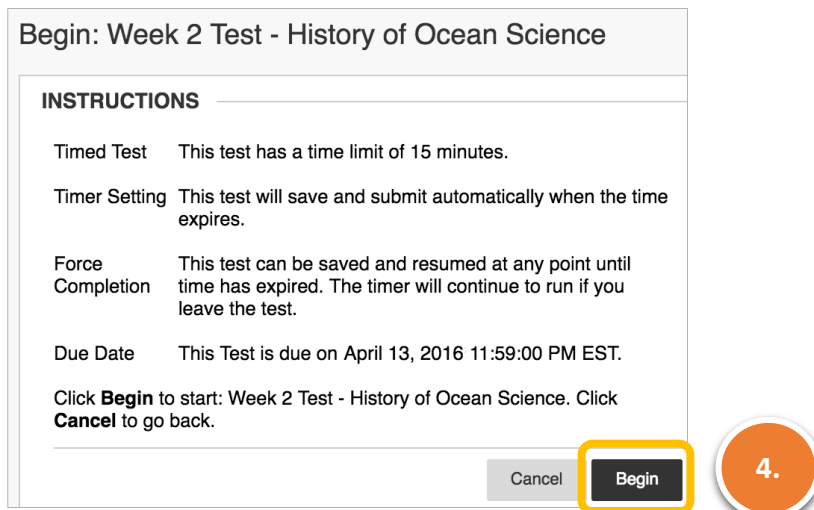
2. During the Exam:

- Make sure you don't use your browser's back, forward and refresh buttons during a test.

- Do not double-click the start button on a test while waiting for it to load. This can cause multiple instances of the exam to open, leading to some confusion.

- Make sure you are aware of your time while taking an on-line test.

- If you are disconnected from your test session for any reason, you should close your browser, re-start the browser, and go back to the test in Blackboard.

- Periodically, save your answers.

EDUCATION
INNOVATION
CORE

Baylor
College of
Medicine

To take a test…

1. Navigate to the content area **Exams** where the test/exam is located.

2. Click on the test/**exam folder** to open.

3. Review the instructions and BCM Honor Code and then scroll down to **click** on the exam.

Home Page
Announcements
Course Information
Course Documents
Exams **1.**
My Grades

Midterm Exam **2.**

Midterm Exam **3.**

4. This will bring you to a screen displaying instructions. When you are ready, press Begin to start the test.

Begin: Week 2 Test - History of Ocean Science

INSTRUCTIONS

Timed Test	This test has a time limit of 15 minutes.
Timer Setting	This test will save and submit automatically when the time expires.
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.
Due Date	This Test is due on April 13, 2016 11:59:00 PM EST.

Click **Begin** to start: Week 2 Test - History of Ocean Science. Click **Cancel** to go back.

Cancel   Begin   **4.**

5. This will bring you to the questions. If the test is timed, your time remaining will appear at the top of your screen. Each question will display how many points it is worth. Commonly used questions in Blackboard are: short answer, essay, true or false and, multiple choice.

5.

Take Test: Week 2 Test - History of Ocean Science

⌃ Test Information

Description	This test will cover material presented in Week 2. This is a timed test. You will have 15 minutes to complete once you begin. You will have one attempt to complete the test. This test is worth 23 points. You will write one essay question that I need to grade so you will not be able to access your score immediately.
Instructions	Please select the correct answer for each question.
Timed Test	This test has a time limit of 15 minutes. This test will save and submit automatically when the time expires. Warnings appear when **half the time**, **5 minutes**, **1 minute**, and **30 seconds** remain.
Multiple Attempts	Not allowed. This test can only be taken once.
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.

Remaining Time: 13 minutes, 26 seconds.

⌃ Question Completion Status:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

QUESTION 1   2 points ✓ Saved

Alfred Wegener discusses a supercontinent called _____.
- ● Linneus
- ○ Cosmas
- ○ Pangaea
- ○ Laurasia
- ○ Gondwana

QUESTION 2   2 points   Save Answer

By studying Antarctic seafloor animals _____ concluded that deep Atlantic ocean water must be uniformly cold.
- ○ James Clark Ross

6. When you're finished with the test select Save and Submit.

    Save All Answers   **Save and Submit**   **6.**

7. Click OK on the pop-up window to confirm the submission.

    bcm.blackboard.com says

    Test submission confirmation: Click Cancel to return to the test. Click OK to submit assessment.

    7.   **OK**   Cancel

8. You will then be taken to a new screen confirming your test has been submitted. Press OK at the bottom of the screen. You may see your score immediately and the results, depending on the settings your instructor set.

    Test Submitted: Test Exam

    8.

    Test saved and submitted.