Taking a Test in Blackboard

Your instructor will let you know when a test is 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 online tests. (e.g. Chrome or Mozilla Firefox)
   - Before starting an online 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.
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.

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

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

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

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.