

Assessment Blackboard Options when Creating a Test or Quiz

When creating a Blackboard assessment (test or quiz), the following three options are **strongly recommended** in order to prevent the chances of your students being locked out of an assessment:

- **Never combine "Force Completion"** under Test Availability **with "Randomize Questions"** under Test Presentation. This specific combination causes a lot of assessment problems such as students being locked out.
- **Do not use "Force Completion"** under Test Availability. It is suggested you avoid using "Force Completion" and to use the "Display After" and "Display Until" availability options under Test Availability to control students' access to the test. Using "Force Completion" increases the chances of assessment problems.
- **Do not use "Randomize Questions"** under Test Presentation. It is recommended to never use the "Randomize Questions" option under Test Presentation; instead, develop a large pool of questions and create assessments using a Random Block when the assessment is created.

If possible, set up assessments in "All at Once" mode (instead of "One at a Time") since the entire assessment is saved. "One at a Time" mode increases the likelihood of possible navigational and interface errors by students, which leads to assessment issues such as students being locked out of the assessment. Encourage students to avoid using the Save button next to each question; rather, use the Save button at the bottom of the page after answering several questions.

If your assessment is extremely long or if you would really prefer to use "One at a Time" mode, let students know that clicking the forward arrow will save each question automatically. If there are a number of essay questions mixed in with other type questions, create a separate test just for the essay questions.

Use "Multiple Attempts" under Test Availability as single-attempt assessments will increase the risk of lockouts. It is recommended to use this option with the "Display After" and "Display Until" availability options.

Avoid using the "Prohibit Backtracking" option under Test Presentation.



For more information, see the Blackboard instructor manual or contact the Walker Teaching Resource Center at 423-425-4188 or utconlin@utc.edu

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Examining the Assessment

Avoid assessment questions that require students to use external software or websites to complete the assessment.

For high stakes assessments or cheating considerations, strongly consider using a proctor or testing center to administer the assessment.

Preparing to Administer the Assessment

Avoid having large classes taking assessments simultaneously. Doing so greatly strains the Blackboard database (load issues) and will increase the chances of your students being locked out of an assessment. Stagger the start times. Do not allow more than 10 students to start a test at exactly the same time, such as in a lab setting.

Train students on how to take assessments in Blackboard; develop a short test/quiz that is modeled on the real test and uses the same test presentation options. Have students take the short test/quiz prior to the real test/quiz in order to familiarize themselves with how to take an assessment in Blackboard. Make sure students' internet connections/browsers meet the minimum Blackboard requirements.

The instructor should allow a window of time for the students to take the test. If the instructor notified the students in advance about their test dates, then scheduling conflicts can be resolved in the beginning.

Blackboard Assessment Taking Information

In the direction or instruction text box of the assessment, consider including the following:

Conditions of exam taking (open book...)
Timing
Number of questions
Types of questions

Password
Timeline to take exam
Number of points the exam is worth
Problem solving issues during exam

Use Mark Reviewed (in Adaptive Release) to have students agree to test procedures. Once the student checks Mark Reviewed, then the link will be visible and ready for testing.



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Firefox has been a more reliable browser with assessment taking in Blackboard than with other browsers.

The timer will warn the students when they have one minute left in the allowed test taking time. Students can continue to take the test past the time allowed; however, the instructor can see the length of time it took for the student to complete the exam.

At the End of the Semester

It is not recommended to copy and/or import a number of assessments into your test manager. Instead, copy your assessments into a pool and export/import the pool.



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