



## Test Taking Instructions for Students

**Follow these guidelines when taking a Blackboard test/quiz to avoid problems such as being locked out of a test/quiz.**

### **Before the Test:**

Turn off pop-up blockers in browser preferences and close all other software such as instant messaging, email notifications, or other programs which may interfere when taking a test.

Give yourself time to take the test, accounting for any technical problems that may occur. Once you have entered the test, do not leave the test or do anything else until you are finished.

It is not recommended that you connect to Blackboard using America Online as your browser or through a dial-up connection. Your connection may be terminated at any time. Recommended browsers are Firefox and Internet Explorer.

Make the Visual Text Box Editor unavailable before the test:  
Main tab > Tools: Personal Information > Set Visual Text Box Editor Options

### **During the Test:**

Wait for all questions to load before beginning the test.

Do not navigate to other websites or any other area of Blackboard while taking the test. If you do, you may be locked out of your test.

Single click on the arrow to advance to next question: avoid hitting Enter on your keyboard or double clicking on the arrow.

Never use the back or forward button in your browser; instead, always use Blackboard's navigational buttons to navigate through the test.

Keep your browser active. The assessment feature in Blackboard is set to time out when there is a lot of inactivity. To keep the test active, you must save the test or individual questions periodically by clicking the "Save" button every now and then located near the end of the test. Checking boxes and typing does not keep the browser active.

When you have completed the test, make sure you click on the Submit button (and not the Save button). Click on the Submit button only once (there may be a delay as the test is scored).

If using a mouse with a scroll wheel, click on your answer and then click elsewhere in the test area, and then scroll down with the scroll wheel to avoid scrolling to a different answer.