



مركز تطوير المحتوى الرقمي  
Digital Content Development Center

# Best Practice for Test Options in Blackboard Instructor Guide



عمادة تقنية المعلومات والتعليم عن بعد  
IT & DISTANCE LEARNING DEANSHIP



جامعة الأمير سطام بن عبدالعزيز  
Prince Sattam Bin Abdulaziz University

## Best Practice for Test Options in Blackboard

There are many issues faced by the students during the tests, which result a bad reaction against e-learning for the students, besides the heavy workload on the faculty member in solving the frequently asked questions.



Therefore, we have created this guide to address such cases in order to indicate the best practice for tests options in Blackboard System, which are as follows:

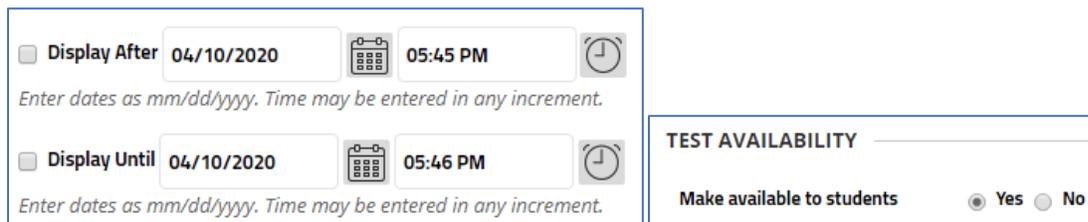
### 1- Student distraction and questions about how to take the test.

- ✚ The faculty member should write a discription guidance for the test, such as the number of questions, question types, test duration and one page or multiple pages, etc....
- ✚ The test description must be activated for the students to read it carefully before the test. The description reading time shall not be deducted from the test time when the option activated.

- Show test description to students before they begin the test.
- Show Instructions to students before they begin the test.

## 2- The student does not find the test in the specified section for the test.

- ✚ The faculty member has created the test, but he didn't make it available or he might made it available, but he chose wrong dates.
- ✚ The faculty member should activate the **Test Availability** by choosing **yes** and set a specific date through (**Display after/Display until**) feature. He shall not use the default dates.
- ✚ The test can be made available before a few minutes of the test time and then to be hidden after the test's end-time without activating (**Display after/Display until**) option. We recommend using the **Test Availability** option.



Display After 04/10/2020 05:45 PM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

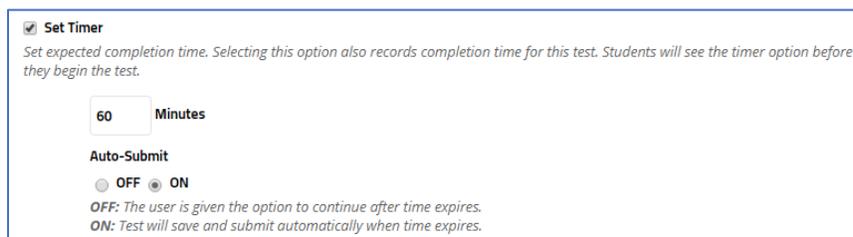
Display Until 04/10/2020 05:46 PM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

**TEST AVAILABILITY**

Make available to students  Yes  No

## 3- The student keeps answering the test after the end of its duration.

- ✚ The faculty member has **Set Timer** for the test and left the **Auto-Submit** on the default, which is **Off**.
- ✚ The **Auto-Submit** choice must be activated by choosing the option **On**.



**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.*

60 Minutes

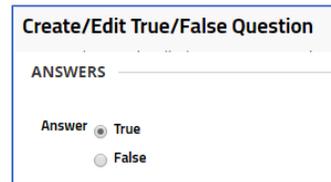
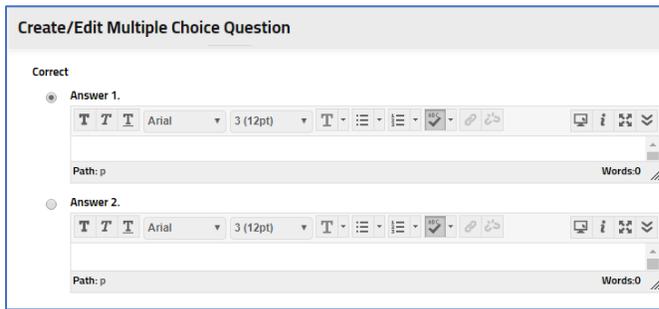
**Auto-Submit**

OFF  ON

*OFF: The user is given the option to continue after time expires.  
ON: Test will save and submit automatically when time expires.*

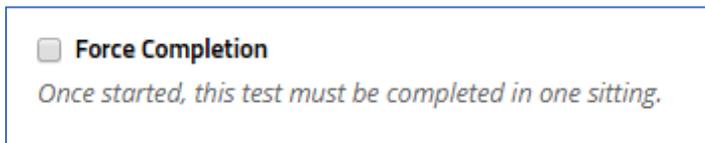
#### 4- The student chose the right answer, but he didn't get the grade.

✚ In the True/False questions, the default is always True, and in the Multiple-Choice questions the default choice is always the first answer. Therefore, the faculty member should make sure of the answers and note keep the on the default.

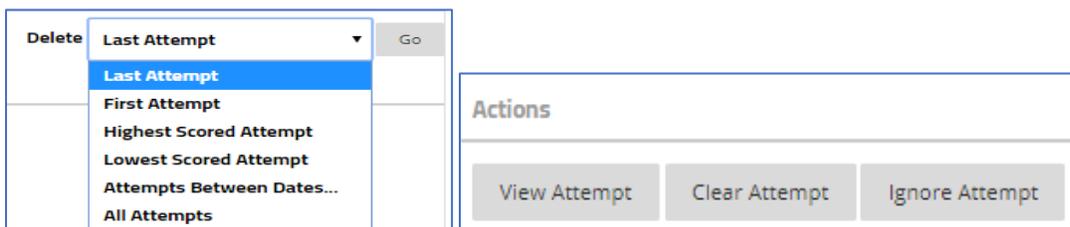


#### 5- The student closed the Browser, or the internet connection was lost during the test, so he couldn't get back to the test even if it is still available.

✚ The faculty member chose **Force Completion** option; in this case the student can't leave the exam for any case (closing the browser or internet outage). This option is not recommended. If you need to activate it, you need to inform the student in test description.



✚ The faculty member shall **Ignore Attempt** or delete it to allow him another attempt if the test still available. It will be considered as a new attempt and it will be deleted or ignored from the Evaluation Center.



## 6- The student can't return to the previous question and the test's question depending on each other.

- ✚ The faculty member has activated **Prohibit Backtracking** option. Therefore, the student can only see on question in the test page and can't go back to the previous question.
- ✚ When choosing this option, the test must be created to make each question is independent.
- ✚ We don't recommend activating this option. If it is needed, students must be informed in the test description.

**TEST PRESENTATION**

**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.*

## 7- The student sees repeated questions.

- ✚ The faculty member has added questions from external TXT file on a previous test created on the system or the question were added to the Pool (Question Bank).
- ✚ The faculty member chose the question **Copy** option in the Bank or in the test without modification.
- ✚ The question shall not be repeated in the test or the Bank and only new questions shall be added.

## 8- The student uses Blackboard application through mobile phone and can't answer the test.

For now, there are many issues were faced during the usage of mobile application. Therefore, some Saudi universities don't recommend or prohibit the usage of mobile application for taking exams. On the other hand,

blackboard system can be accessed from the mobile browser to avoid such issues.

The faculty members shall consider the type of questions that suite the mobile application. We recommend True/False and Multiple-choice questions, besides avoid using pictures, audio files and equation questions.

Moreover, we recommend faculty members to set the **Answer Orientation** on **Vertical**. (The default choice is Vertical)



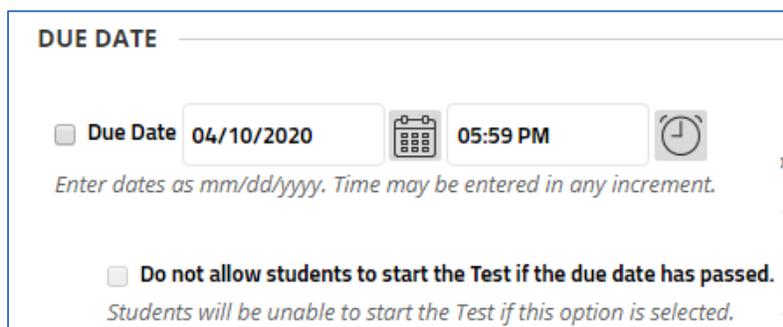
A screenshot of a user interface element. On the left, the text "Answer Orientation" is displayed. To its right is a dropdown menu with a white background and a grey border. The word "Vertical" is shown in the menu, followed by a small downward-pointing triangle icon.

### 9- The student doesn't see his grade but sees this sign

 There are two reasons:

- 1- The faculty member has chosen essay question. In this case, the grade will not appear until the faculty members review the answer and set a grade for it. (Note: it is the same case with assignments)
- 2- The faculty member has set a **Due Date** option or **Test Availability (Display after/Display until)** with wrong dates. This means that the student will send the test answer out of the due date. Therefore, the faculty member shall fix this by saving the student's attempt and evaluate the essay questions manually, then click on save and send. Student grade will appear immediately.

 We don't recommend the activation of the Due **Date** option because of the issues that may accrue.



A screenshot of a configuration interface for setting a due date. At the top, the text "DUE DATE" is followed by a horizontal line. Below this, there are two input fields: "Due Date" with the value "04/10/2020" and a calendar icon, and "Time" with the value "05:59 PM" and a clock icon. Below the input fields, there is a line of text: "Enter dates as mm/dd/yyyy. Time may be entered in any increment." At the bottom, there is a checkbox labeled "Do not allow students to start the Test if the due date has passed." with the subtext "Students will be unable to start the Test if this option is selected."

## 10- The student doesn't see his grade but sees this sign

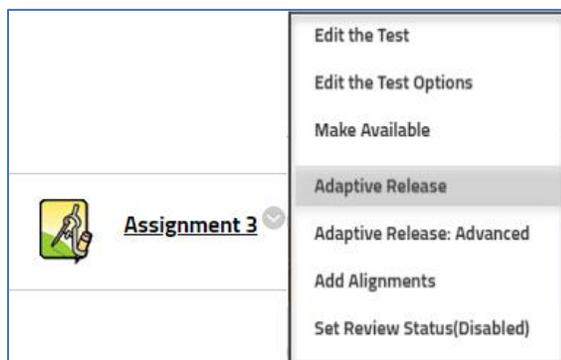
This means that the student still performing his test, didn't click submit, there's no timer or system is halted.

if this sign still appears after the end of the test, the faculty member shall access the student's attempt and click on save and send. Student grade will appear immediately.

## 11- The student couldn't take the test.

**If the faculty member wants to remake the test, he has two methods:**

1-Give the student a make-up exam by creating a test using Adaptive Release option.



2- **Test Availability Exception** enables you to (increase/decrease test timer, test availability postponement and the allowed number of attempts) for one or more students. This option is often used for special needs students.

