



Show test description to students before they begin the test.

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#### Test Instructions

- You have 1 hour to complete this exam
  - Answer ALL questions
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Show Instructions to students before they begin the test.

We recommend ticking the options to show test description and instructions to students before they begin the test. This gives students another opportunity to read over important information before they start the exam. The test description and instructions will be visible to the students throughout the exam. **Obviously do NOT do this if you need to provide information in the Exam Rubric that you do not want students to view before the exam.**

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#### Make available to students

Yes  No

Select **Yes** to make the exam available to students.

**This is a critical setting; we recommend that you only change this setting to Yes when all other changes have been made.** Do it after you have added in the Selective Release criteria. If you leave this setting as **No**, the exam will never become available. Setting it to **Yes** enables the Adaptive Release function to control the visibility of your test.

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#### Open test in new window

Yes  No

We recommend leaving the option to 'Open test in a new window' as the default setting **No**. This will help prevent students accidentally closing the exam if they have multiple Blackboard tabs or windows open.

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#### Add a new announcement for this test

Yes  No

Blackboard can send email announcements to students to remind them the exam is available. FSE eLearning recommend selecting 'No' for this option, as there are more effective methods of contacting students about their exam such as announcements and email.

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Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Score attempts using

Last Marked Attempt

The **Multiple Attempts** option allows students to take the Blackboard exam more than once. This is not appropriate for an online exam. Both the **Multiple Attempts** and **Score attempts using...** tickboxes should remain unticked, as shown above.

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Force Completion

*Once started, this Test must be completed in one sitting.*

The **Force Completion** setting should remain unticked. If enabled and a student accidentally closes the test or disconnects from the internet, the test will be automatically submitted for them. Using a timer and auto submit (shown below) is a more suitable option.

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Set Timer

*Set expected completion time. Selecting this option also records completion time for this test. they begin the test.*

Minutes

Auto-Submit

OFF  ON

**OFF:** The user is given the option to continue after time expires.

**ON:** Test will be saved and submitted automatically when time expires.

To give the students a set time to complete the test, tick the **Set Timer** box and then enter in the duration in minutes into the box. The timer will start as soon as the student opens the exam. Warnings alert the students when half the time, 5 minutes, 1 minute and 30 seconds remain.

**Auto-Submit** should be turned ON. This is the best option for an online exam, as it will automatically submit for the students when the time is up. Even if a student starts a test and closes it midway without submitting, the test will still auto-submit when the timer has ended.

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Display After 18/01/2021  09:45   
*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

Display Until 18/01/2021  10:45   
*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

The **Display After** and **Display Until** options are the dates and times students will be able to see the link to the exam. A common mistake is setting the **Display After** and **Until** but not making the test Available to students. Further information on Adaptive release settings can be found on this page <http://www.elearning.fse.manchester.ac.uk/fseta/how-to-create-an-exam-using-blackboards-test-tools/>

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Password   
*Require a password to access this test.*

Restrict Location  
   
*Require Students to log on from a specific location (range of IP addresses).*

A password and IP restrictions are not necessary for this type of online exams. These options are more suitable for campus based online exams when students have to sit an exam in a certain location, e.g. a University computer cluster.

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## TEST AVAILABILITY EXCEPTIONS

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*Click **Add User or Group** to search for course users and groups to add to the exception list.*

For existing exam settings, you can make exceptions for individual students or groups. An example is if one student requires 25% extra-time to take the exam. Within the exceptions section, the timer for this individual student could be changed from 60 minutes to 75 minutes. More details on setting up your test for DASS Extra Time students can be found on this page: <http://www.elearning.fse.manchester.ac.uk/fseta/how-to-create-an-exam-using-blackboards-test-tools/>

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Due Date

*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

- Do not allow students to start the Test if the due date has passed.  
*Students will be unable to start the Test if this option is selected.*

In the context of an online exam the Due Date doesn't actually do anything in relation to exam security. If you have added a Display After and Display Until date then no Due Date is required.

You do not need to tick the 'Do Not Allow Students to start this test...' option

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- Include this Test in Grade Centre Score Calculations

*Grade Centre items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade-weight calculations will be skewed.*

- Hide results for this test completely from the instructor and the Grade Centre

*If this option is selected, the instructor will not be able to see any student marks, view answers, aggregate results or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.*

We recommend the Grade Centre Score Calculations option remains **unticked**. By not including the exam results in the Grade Centre Score Calculations, no scores could be accidentally made visible to students through Total Columns in the Grade Centre. Do **not** select the option 'Hide the results from the Instructor in the Grade Centre' or the exam submissions will not be able to be viewed.

Leave both of the above options unticked.

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WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
<input type="text" value="---Choose---"/>	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="---Choose---"/>	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

All results and feedback should be switched off for online exams before the exam takes place as shown above. Results and feedback can be made available to students at a later date by changing these options. **Doing this manually is an extra step but will ensure that results are released ONLY when you are ready.**

- 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.*

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- Randomise Questions

*Randomise questions for each test attempt.*

We recommend exam questions are presented to students **All at Once**. This allows students to review the full paper at the start of the exam and ensures they can plan their time accordingly.

Only tick **One at a Time/Prohibit Backtracking** if you want students to view the exam question by question for pedagogical reasons.

With remote exams you may wish to randomise the order of questions in your exam. If you do so you should ensure you have read the guidance/risks of these settings on this page..

<http://www.elearning.fse.manchester.ac.uk/fseta/techniques-to-minimise-academic-malpractice-in-blackboard/>