Recommended Settings for Test Options

Test Availability

- While you are still creating the test, choose No for the Make the Link Available option. This will allow you to preview the test before students can see it. Once you have previewed the test, be sure to go back and select Yes to deploy the test. If the link is not made available, then the test will never be available for students to open regardless of availability dates.

- Add a New Announcement for this Test to automatically post a new announcement letting students know that the test is available.

- We strongly recommend leaving the Force Completion box unchecked. If a student inadvertently exits or loses connectivity, s/he cannot return to complete it. Leaving it unchecked allows students to resume the test only if the time limit has not yet expired.

- Do check Set Timer so that students can see how much time they have to take the test, and to record their completion time. The test will not end after the time has expired unless you select ON for Auto-Submit.

- Use the Display After/Until dates to control how long the test is available. However, setting these dates will not make the test available. The Make the Link Available option must be set to Yes.

Due Date

- We recommend you set a Due Date here, which students can see in their Notification modules and in the Grade Center. You may also want to include the test due date in the Description box of the test so that this information is easily visible to students. The Due Date does not control the availability of the test to students.

Things to Consider When Creating an Online Test

1. Security – Consider a number of test design strategies to alleviate the concern of securing your tests, such as setting a time limit, using a large question pool along with randomized delivery, and, if possible, updating or changing your question pools every semester.

2. Academic Integrity – Including a statement about academic integrity along with the instructions for a test can help discourage cheating and emphasize the importance of proper student conduct.

3. Stability of Internet Service – Encourage students to take tests on a wired internet connection on their laptop or desktop.

4. Oncampus Courses – If you are teaching an oncampus course and plan to use online tests, class may not be canceled in favor of online testing. You may also want to allow students the option to take tests in class.

5. Importance of Performance-Based / Authentic Assessment – Ensure that your test is designed to be a valid measure of student learning outcomes.

6. High-stakes exams online create pressure for cheating – Consider a variety of graded activities to assess student performance.
Before Deploying an Online Test

- Preview a test as your demo student before you make it available to students. You can request a demo student account from support@sdccdonline.net.
- Make sure your students are aware of your policies regarding technical difficulties during a test and what options are available to them if they experience any problems. You can include a reminder in the Instructions field under Test Options. See our guide for trouble-free test taking at http://www.sdccdonline.net/students/training/tutorials_student.htm.

Recommended Settings for Test Options (continued)

Self-assessment Options
- Unless this is a practice test in which the instructor will not view the grades, do not select the checkbox to Hide Results for this Test Completely from Instructor and the Grade Center. If you choose to view the students’ test attempts later, changing this option will delete all previous attempts.

Test Feedback
- You may wish to delay providing correct answers and feedback until the testing period is over. You can manually release this feedback once all students have taken the test.

Test Presentation
- Displaying questions One at a Time makes it harder for students to select and copy the entire exam.
- Unless you need to have students take their test in a new, separate browser window, select the No radio button for Open in New Window. If you select Yes, inform your students that they should disable all pop-up blockers on their browser before starting the test.

Best Practices for Your Students

1. Take a practice test (in your course, if available, or in the online sample course by using newstudent as the login username and password before taking your actual test).
2. Reboot your computer just before starting the test.
3. Clear your browser cache before starting the test. (http://online2.sdcccd.edu/tutorials/clear_browser_cache/clear_browser_cache.html)
4. Make sure your web browser is the only application running on your computer while taking the test (frees up maximum resources for the browser).
5. Take the test on a wired connection where possible. Avoid wifi or, especially, cellular connections.
6. If kicked out of the test due to a technical glitch, log back into the test immediately and continue. If this is not possible, inform the instructor immediately by email or course message.
7. Be aware of any scheduled outages for system maintenance. These notices are posted on the Blackboard login screen and on the portal page.