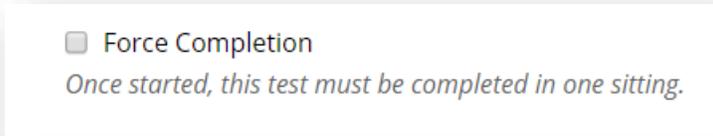




## Blackboard Tests – Best Practice Tips

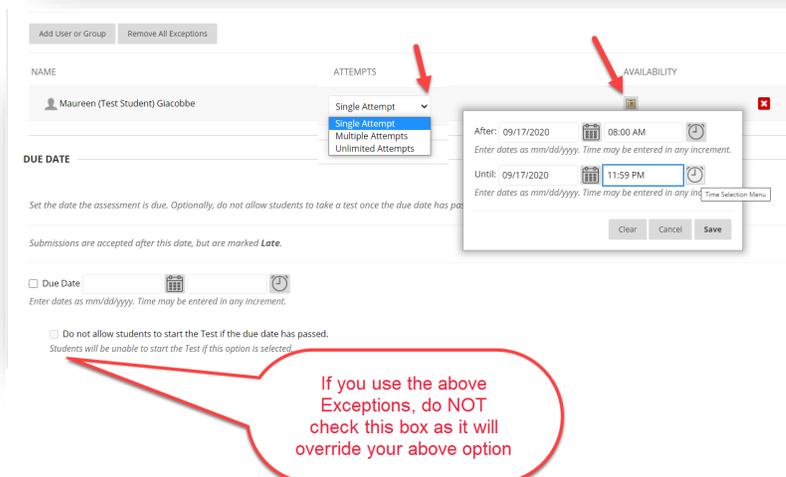
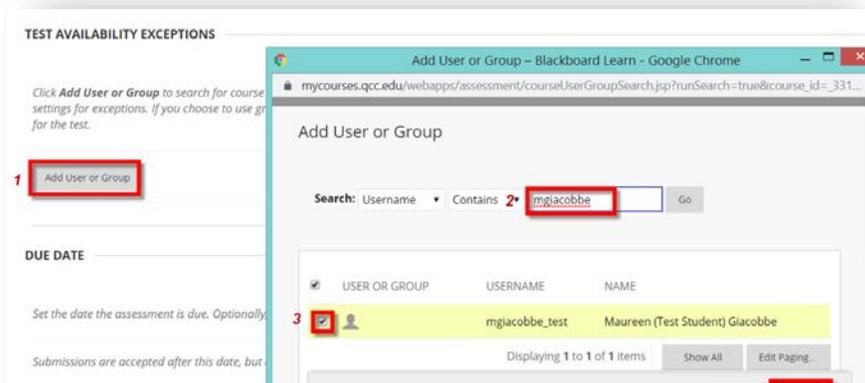
- **Do Not Check Force Completion**

- This automatically submits a test if a student navigates away from a test and was intended to prevent cheating. However, if a student should lose connectivity or if it's interrupted (close their browser) their incomplete test will automatically be submitted (in **Test Options**).



- **Test Availability Exceptions - for accommodations and used to allow a Student Back into a Test that has locked them out?**

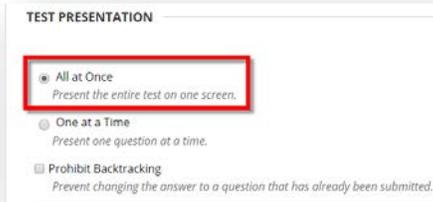
Should a student need a time or date accommodation or if they have technical issues which are preventing them from taking a test, the instructor can allow them to get back into a by making a “Test Availability Exception”. This is performed under “Edit Test Options”. The instructor will need to add the user as an exception, specify “multiple attempts”, and set a time and date range the test is available for them (in **Test Options, Test Availability Exceptions**).





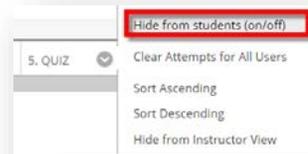
## Blackboard Tests – Best Practice Tips (cont.)

- It’s best to allow the Students to see the questions all at once.
  - Prohibiting backtracking can be problematic (in **Test Options**).



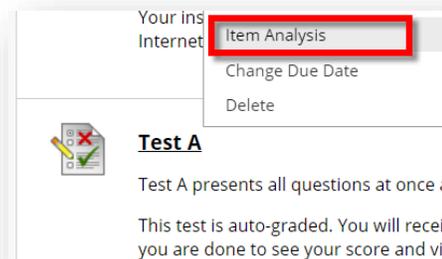
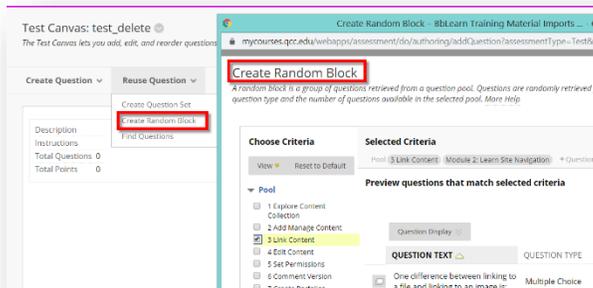
- Know How to Hide Grades from Students

- When tests contain questions that are self-grading (multiple choice, true/false, etc.), a student can view their score in the “My Grades” area right away. If you would like to prevent students from seeing their own scores, you should hide the test column from them in the Grade Center using “Hide from Students (on/off)”.



- If you are using “Item Analysis” then don’t use Block Randomization

- If you use Item Analysis to analyze your tests, then do not design your tests using Block Randomization as it will prevent Item Analysis from gathering meaningful data (click chevron to the right of test title and choose **Item Analysis**).





## Blackboard Tests – Best Practice Tips (cont.)

- **Do NOT Delete Tests**
  - You could lose student data. You can always hide the icon (see below).
- **Do Not Delete Left Menu Choices**
  - It will remove any content it contains, use Hide Link instead.

