Creating a Timed Test and using Test Exceptions

Note: If you are using a timed test in a course with a student who has test accommodations through ADS, requiring extra time, please take note of the options under "Timed Test with Test Exceptions"

Timed Test with Auto Submit On

When creating a timed test, you have the option for Blackboard to Auto-Submit the test after the time limit is reached. If you have a student(s) with test accommodations through ADS that require extra time and are using Auto-Submit, you will need to set up a Test Exception (see below) for that student(s).

1. Create the test in Blackboard, following the instructions in the Create Test and Create Test Question documents

2. Under **Test Availability**, use the options below:

    a. **Force Completion:** If you require students to complete the test in on sitting, turn Force Completion on by checking the box. If the students are allowed to start the test, save and leave, then return to the test later, leave Force Completion off by leaving the box unchecked. *Note: If you have Force Completion turned off, the timer will continue to run even after the student has saved and left the test. If the timer runs out while the student is away from the test, Auto-Submit will submit the test and students will receive a message that they have run out of time.*

    b. **Set Timer:** To set a timer, check the box next to "Set Timer". This will require you to enter a time limit. The time limit in Blackboard is calculated in minutes (i.e. a test with a 2 hour time limit would be entered as 120 minutes). All students will see a timer bar at the top when they start the test. Notifications to Students will be given when they reach ____ minutes left.

    c. **Auto-Submit:** To turn on Auto-Submit, select the "On" option under the Auto-Submit header. When Auto-Submit is on, students will receive a pop-up notification once the time limit is reached, letting them know they've reached the time limit and it will be submitted.

Timed Test with Auto Submit Off

When creating a timed test, you have the option to turn on Auto-Submit, which will submit a test for a student automatically once the time limit has been reached. If you would like students to be able to continue after the time limit is reached, follow these steps
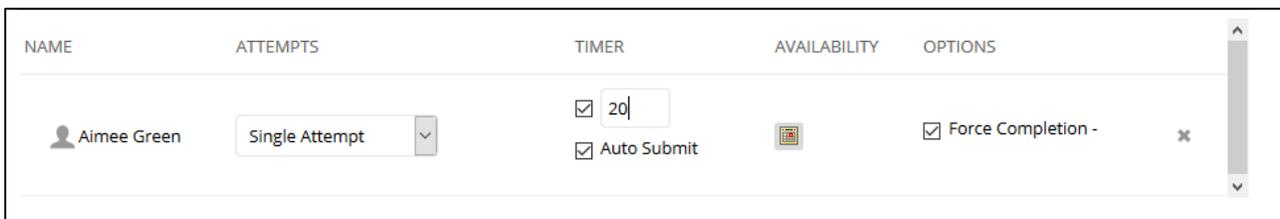
1. Create the test in Blackboard, following the instructions in the Create Test and Create Test Question documents

2. Under **Test Availability**, use the options below:

    a. **Force Completion:** If you require students to complete the test in one sitting, turn Force Completion on by checking the box. If the students are allowed to start the test, save and leave, then return to the test later, leave Force Completion off by leaving the box unchecked. *Note: If you have Force Completion turned off, the timer will continue to run even after the student has saved and left the test. This can lead to students having timers that expand over multiple days.*

    b. **Set Timer:** To set a timer, check the box next to "Set Timer". This will require you to enter a time limit. The time limit in Blackboard is calculated in minutes (i.e. a test with a 2 hour time limit would be entered as 120 minutes). All students will see a timer bar at the top when they start the test. Notifications to students will be given when they reach ____ minutes left.

c. **Auto-Submit:** To turn off Auto-Submit, select the "Off" option under the Auto-Submit header. With Auto-Submit turned off, students will receive a notification that the time is up and asking if they would like to submit or cancel.

Timed Test with Test Exceptions

Test Exceptions allow you to create a timed test with Auto-Submit on for your class, but still allow students who have testing accommodations through ADS to receive their extra time. To set up a test with exceptions, follow the steps above for the Auto-Submit option you prefer, then follow the steps below.

1. Locate the **Test Availability Exceptions** header

2. Select **Add User or Group**

3. Check the box next to the name or names of students with exceptions and click **Submit**.
   Note: you can select multiple names on the Add User or Group page, but you will need to enter their exceptions separately

Figure 1

4. If a student has extra time, change the number of minutes under the **Timer** column.
   Note: Please make sure to enter the full time for the students with exception, not just their extra time. I.e. if the test is 60 minutes, and a student gets time and a half, do not enter 30 in the Timer option, enter 90.

5. If you want the test to auto-submit, or require the students to take the test in one sitting, you must check the **Auto-Submit** and **Force Completion** for each student under the Exception header.

Test Presentation Options

When creating a new test, you have the ability to choose how the test is presented to the students.

All at Once: Presents all questions to the students on page. This requires the students to scroll down to see the next question.

One at a Time: Presents the questions on individual pages. To get to the next question, the student must click >.

Prohibit Backtracking: If prohibit backtracking is on, the students will not be able to go back to a question they have answered or skipped. This option is only available to if the One at a Time presentation option is selected.
Note: if prohibit backtracking is selected and a student tries to use the back button on their browser, the page will refresh to the question they are currently on. I.e. a student is on question 12, and wants to change the answer to question 11. They try to use the back button on the browser, but the page refreshes and continues to show question 12. If Force Completion is on, and they use the back button on the browser, it will submit the test.

Randomize Questions: This will randomize the order in which the questions are shown to the student. This option is available both for the All at Once and One at a Time options

Screenshots to share with Students

The following pages contain pictures of the various notifications students will receive while taking tests on Blackboard. Please feel free to share this page with your students to point out any notifications they should be aware of.

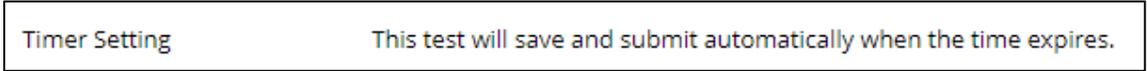## Timed Test with Auto Submit On

Auto Submit turned on Notification

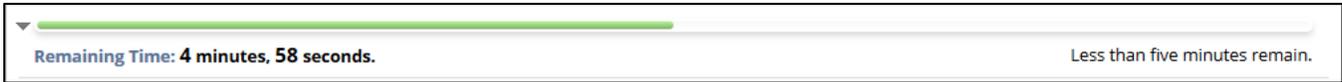| Timer Setting	This test will save and submit automatically when the time expires.

Figure 2

Timer

Remaining Time: **19 minutes, 56 seconds.**

⌃ **Question Completion Status:**

| 1 | 2 |

Figure 3

5 minutes remaining

Remaining Time: **4 minutes, 58 seconds.**   Less than five minutes remain.

Figure 4

1 minute remaining

Remaining Time: **59 seconds.**   Less than one minute remains. Click Save and Submit to complete the test.

Figure 5

30 seconds remaining

Remaining Time: **29 seconds.**   Less than 30 seconds remain. Click Save and Submit to complete the test.

Figure 6

Auto Submitted Test after time has expired

Test time has ended. The system has saved and submitted your work.

Figure 7

Test auto submitted while away

You completed the Test on February 12, 2018 11:46:41 AM EST.

Back To Course   View All Attempts
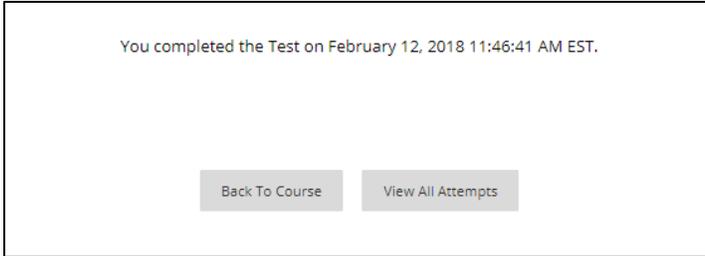
Figure 8

Timed Test with Auto Submit Off

Auto Submit turned off Notification

Timer Setting   You will be notified when time expires, and you may continue or submit.
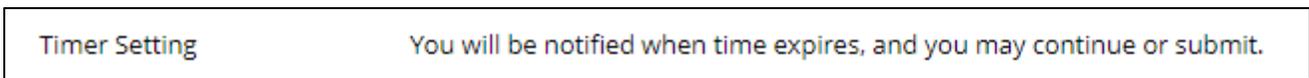
Figure 9

Timer expired with auto submit off

The time has expired. Press OK to save and submit. Click Cancel to continue the test.

OK   Cancel
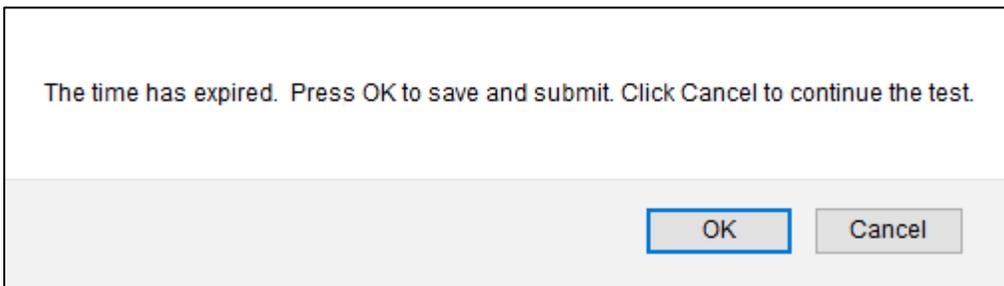
Figure 10

Additional time used on Timer

Additional Time Used: **1 minute, 30 seconds.**   Time Expired.

Figure 11

Over time notification after test submission

Time Used: **11 minutes out of 10 minutes**   OVER TIME

Figure 12

Test Presentation Options

Force Completion turned off Notification

Force Completion   This test can be saved and resumed at any point until time has expired. The timer will continue to run if you leave the test.
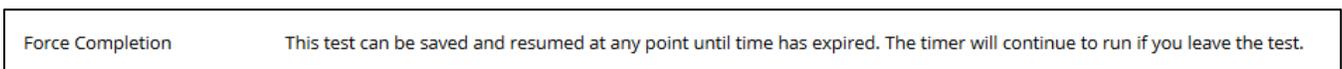
Figure 13

Force Completion turned on Notification

Force Completion	Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit.**
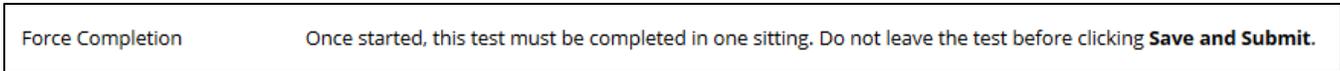
Figure 14

Prohibit Backtracking Notification

The following questions may be incomplete:
1
Click cancel to return to the test. Click Ok to save the incomplete answer.
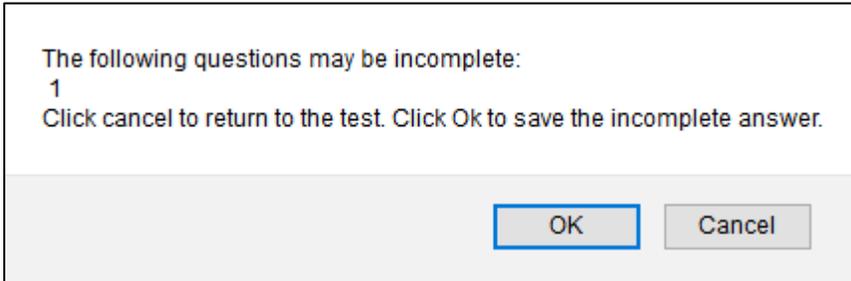
OK   Cancel

Figure 15

Test auto-submitted after trying to use the back button on browser

You recently left the test 'Timed Test with Prohibit Backtracking' without submitting it. It was automatically submitted for you. Contact your instructor for assistance if you did not mean to leave and submit your test.

Figure 16