Test Options

After adding a test to a content area, instructors then decide how and when to make the test available to students. Such as, when to make the test available and how long, how many attempts students should have, and if there should be a timer. All these selections, and more, can be found in the test options.
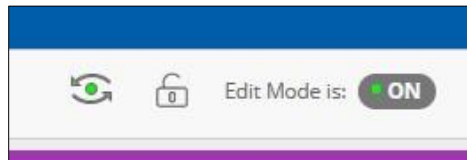
Test Options

How to Get to the Test Options Page

To access the test options in an already deployed test (meaning the test is already in a content area), click on the grey down arrow next to the **name of the test** to open the menu. Select **Edit Test Options.**
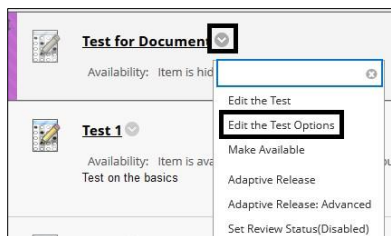
Note: If the instructor is not seeing the grey down arrow, they must check that the course is in **Edit Mode ON**. They can enable this on/off by clicking the toggle in the top right corner of the course.

Options Overview

Test Availability

This section of options is where the most common settings are housed.

- **Make Available to Students:** like the course availability setting, the Make Available to Students setting supersedes all other availability settings. By default, this is set to No. If the instructor fails to change this setting to Yes, any display dates that are set in place will fail to engage.
- **Add a New Announcement for this Test:** allows the instructor to tell Blackboard to automatically announce the creation of the test upon submitting the test options.
- **Multiple Attempts:** instructors can select to allow students several attempts on a test. There is an option for unlimited attempts or a set number.
- **Score Attempts using**: this option becomes available if the instructor is allowing multiple attempts. The instructor can decide which attempt is the one reflected in the Grade Center
- **Forced Completion :** requires the student to finish the test in one sitting.

Special Note: DOES Blackboard Support **does not** recommend enabling Force Completion. If student's lose connection during their test, it will auto submit the test. Students will not be able to access the test again, even if they have time left. This will then require the instructor to clear/ignore the student's attempt and they must start the test from the beginning. It is recommended to use a **Timer with the Auto-submit option ON.**

Set Timer: the instructor can set an expected completion time for the test. A timer will appear at the top of the page while the student is taking the test. For example, 60 minutes. The time must be entered in increments of 60 minutes. It is not recommend to exceed 3 hours as there is a automatic Blackboard Time out.

Auto-Submit: will automatically submit the student's attempt once the timer runs out.

Display After/Display Until: these are the dates the link to the test will be visible to students.

Note: Students can begin the test up until the Display Until date/time. For example, you can set the timer for 60 minutes and Display Until setting to become unavailable on Sunday at 11:59 PM. A student can begin the exam at 11:58 PM and will have the allotted 60 minutes to complete the exam.

Password: instructors can require a password to enter the test. Passwords are case sensitive.

Test Availability Exceptions

This section allows instructors to provide different test options for specific students or groups. It is commonly used to address American Disability Association (ADA) accommodations for students. For more information, please see the Test Availability Exceptions document.

Due Date

Allows instructors to have a due date appear in the course calendar. Additionally, instructors can prevent students from starting a test after the due date has passed.

Note: Students who click on the link for a test right before a due date time will still be able to complete the test with the full time allowed. However, since it will be submitted after the due date, instructors will have to manually check the test even if they have set it up to be automatically graded by Blackboard. The attempt will appear in the Needs Grading section of the Grade Center. Setting a Due Date does not restrict access of the link like Display Until.

Self-Assessment Options

By Default, the test is set to be included in the Grade Center score calculations.

Note: If Hide Results for this test is selected, it cannot be reverted. This will restrict scores and attempts from instructor view. Do not select this setting unless this test is solely for student assessing themselves and instructors do not need to grade it.

Show Test Results and Feedback to Students

Instructors can set up specific rules for how and when they want the test scores and feedback to be available to students.

- **When:** when the scores will be available to students.
  - After Submission
  - One-time View
  - On Specific Date
  - After Due Date
  - After Availability End Date
  - After Attempts are graded
- **Score per Question**: students will see how many points they received for each question.

- **Answers:** choose what answers are visible to students upon review.
  - All Answers
  - Correct
  - Submitted
- **Feedback:** will allow the students to view any feedback the instructor gives on the test.
- **Show Incorrect Questions:** marks questions answered incorrectly by students.

Note: there are two rows available for setting up results/feedback rules. Instructors can have two different rules set up at once. For example, scores can be made available immediately upon completion of a test, but full feedback and answers can be made available on a later date.

Test Presentation

Instructors select how they want the test questions to be presented to students.

- **All at Once**: all questions are presented at the same time. Students must scroll down the page to get to each question. This also allows the student to skip questions and go back to them later.
- **One at a Time:** only one question is displayed at a time. Students must click > to move on to the next question.
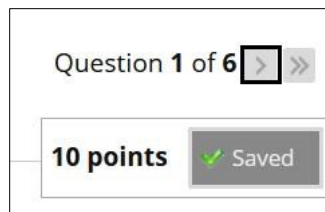
- **Prohibit Backtracking:** prevents students from going back and viewing questions they have already answered. If this is enabled, questions are automatically presented one at a time.
- **Randomize Questions:** displays questions in a random order each time the test is taken.

For more information access Test Options

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu