Blackboard Tests/Quizzes
For use with ProctorU

The following is a list of tips to ensure tests within Blackboard are set up to match settings in ProctorU for online tests to be monitored

FAQs

- When do students sign up for their exam time in ProctorU?
  - Students must sign up for an exam proctoring time more than 72 hours prior to the exam window, or there might be fees. It is highly suggested to have students sign up for exams times weeks before the exam due to the possibility of heavy volume of exams during given periods of time.
- Can changes be made to the exam after an exam window has been set up in ProctorU?
  - Yes, the actual exam, i.e. questions, can be modified up to the point the first student takes an exam. Contact ProctorU if any settings that affect the proctoring need modifications.
- How do I set up my exam in Blackboard?
  - Exams are set up in Blackboard just as they would if the proctoring was not occurring, with some specific settings:
    - A lockdown browser cannot be used
    - Open the test in Blackboard prior to the start date/time of the ProctorU proctoring time period.
    - Close dates in Blackboard are not suggested and if set they should be at least after the ProctorU duration plus the duration of the test and 1 additional hour.
    - Create a password that will only be given to ProctorU and not to the students. ProctorU will insert the password once the proctoring begins.
- Exceptions: How do you add additional time for a student that has accommodations?
  - If a student is in need of additional time or to be tested at a different time period from everyone else, use Blackboard's "TEST AVAILABILITY EXCEPTIONS" in test options to set up the exception. Note that when setting up the test window in ProctorU a note must be added in the "Additional exam notes" field with the student's name and the exact requirements for the exceptions.
- How long should the window for test taking be?
  - It is recommended to have a minimum of 4 hours of time for the scheduling period of a test and longer is preferred. The time frame can last for days as well, depending on the requirements of the course and the needs of the students.

> Warning – It is critical that lockdown browser applications are **not** used
> when a test/quiz is being monitored by ProctorU

The following pages show Blackboard test options step-by-step

for compatibility with ProctorU:

Link to Blackboard Help:

[Creating Tests and Quizzes in Blackboard](#)

Blackboard Test Settings

Once a test is created in Blackboard, it can then be placed in a location for access by students:

Go to the area in which the student will access the test
1. Select the drop-down arrow at "Assessments"
2. Select "Test"
3. You can create a new test here or select an existing test
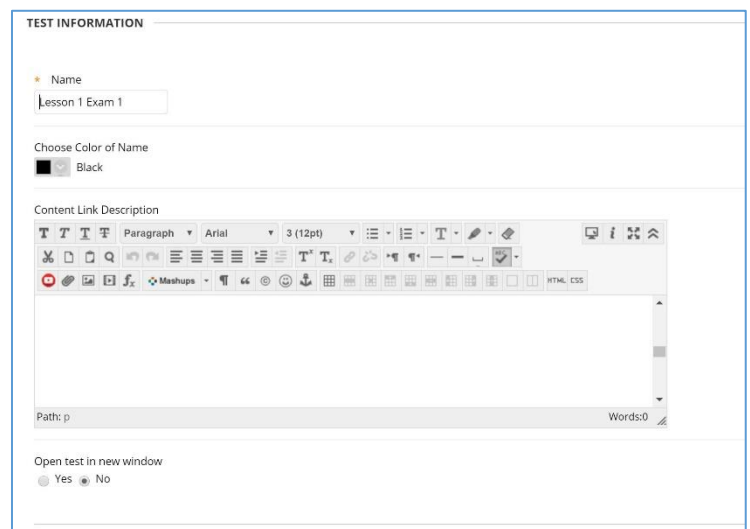4. "Submit"
5. The test options screen will open

Test Options

Complete the test options as follows for compatibility with ProctorU:

Test Information

Complete the test information as you would for tests not being proctored.

1. **Name:** The name should match exactly with the exam name portion of the title in ProctorU

2. **Content Link Description**: add any overall information here that students might need to know before taking the exam.

3. **Open test in new window:** No, unless students need to look at other items in Blackboard while taking the test.

Test Availability:

1. **Make available to students**: Yes

2. **Add a new announcement for this test**: This is up to each instructor and does not affect the proctoring.

3. **Multiple Attempts**: Leave unchecked

4. **Force Completion**: Leave unchecked, this will allow students to get back into the test during the proctoring if they have a technical glitch like an internet interruption.

5. **Set Timer**: Add a set amount of time for students to take the test. Once set, if the timing needs to change be sure to contact ProctorU.

   - **Auto-Submit**: Set to On, so that the student must complete the test within the time period of being monitored.

6. **Display After:** Adding a "Display After" date/time is up to the instructor. The students will not be able to see the test link until this date; however even when the test link is visible to students, they will not be able to open the test until ProctorU has added the password.

7. **Display Until:** It is **not** recommended to add a "Display Until" date and time for the test to be displayed. If an end date for visibility in Blackboard is considered necessary by the instructor, the time should be the duration of the test plus 1 additional hour after the "Last appointment" time set in ProctorU.

TEST AVAILABILITY

Make available to students   ● Yes ○ No

Add a new announcement for this test   ○ Yes ● No

☐ Multiple Attempts
   ○ Allow Unlimited Attempts
   ○ Number of Attempts [ ]

Score attempts using   [Last Graded Attempt ▼]

☐ Force Completion
Once started, this test must be completed in one sitting.

☑ Set Timer
Set expected completion time. Selecting this option also records completion time for this

   [60] Minutes
   Auto-Submit
   ○ OFF ● ON
   OFF: *The user is given the option to continue after time expires.*
   ON: *Test will save and submit automatically when time expires.*

☑ Display After [03/26/2020] 📅 [01:00 AM] ⏰
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [03/27/2020] 📅 [12:32 PM] ⏰
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☑ Password [Chair7697]
Require a password to access this test.

> Time frame in ProctorU: The end date/time an instructor adds on the ProctoruU form is the last time the students can schedule an appointment, not the end of the exam. In Blackboard the exam should remain visible to students after the duration of the test plus 1 additional hour after the "Last appointment" time set in ProctorU. This includes extensions for students with exceptions.

8. **Password:** Adding a password is critical when using ProctorU. You can choose your password. But note that it is suggested to copy and paste the password into the ProctorU information page so it is an exact match. Do not give the password to students, the proctor will enter the password during the proctoring.

Test Availability Exceptions

If a student needs to take the test at a different time from the other students, or for extended time longer than other students:

Select "Add User or Group".

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and grou
must be enabled in the previous test availability step to enab
you must make the group unavailable if you do not want stu
to delete all exceptions for the test.*

Add User or Group

Add a check at the user and Select "Submit":

Add User or Group

Search: Any ▾ Not Blank ▾   Go

☑	USER OR GROUP	USERNAME	NAME
☑ 👤		s00568783	Kevin Dranuski

Displaying **1** to **1** of **1** items   Show All   Edit Paging…

For ProctorU compatibility:

1. **Attempts**: Single

2. **Timer**: If student needs additional time add it in the box. Select "Auto Submit.

3. **Availability**: If students need the test open at a different time period select it here.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Add User or Group   Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY	
👤 Kevin Dranuski	Single Attempt ▾	☐ ▢	🗓	✕

Note: Be sure to include this exception's exact information in the ProctorU exam form in the "additional exam notes field" with the student's name and the exact requirements for the exception.

Due Date:

This can be added, select the date at the end of the time the course is open in ProctorU.

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

☐ Due Date [ ] 📅 [ ] 🕐

Enter dates as mm/dd/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.

Self-Assessment Options:

Selected option to remain.

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

☑ Include this Test in Grade Center score calculations
Grade Center 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 Center
If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Show Tests results and feedback to students:

ProctorU requires students to log out once they are done, students will not be able to see their score at that time.

It is suggested that after the Due Date, allow students to go back in and see how they did on each question. Please note, the password would need to be given to students for students to be able to review their exam, though it should never be given before or during the proctored exam. The password can also be deleted once the exam is over.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission ▼	☐	☐ All Answers ☐ Correct ☐ Submitt...	☐	☐
After Due Date ▼ 03/31/2020 03:21 PM	☑	☑ All Answers ☐ Correct ☑ Submitt...	☐	☐

Test Presentation:

"All at once" or "One at a Time" and "Prohibit Backtracking" is up to the instructor.

Randomize Questions: This is up to the instructor; questions will be placed in a different order for each student.

TEST PRESENTATION

◉ 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.

☐ Randomize Questions
Randomize questions for each test attempt.