

# Students preparing for online assessment

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## General information – Blackboard online assessment



Before you get started, it is recommended you use the [Google Chrome](#) or [Firefox](#) web browser when navigating and accessing tools and resources in Blackboard. Other browsers will work but some features may not work as designed.

**Please note:** *Mobile users can often experience connection interruption. Therefore, it is recommended where possible, the assessment is taken via a computer, using the Chrome or Firefox browser and where the network connection is stable and of sufficient bandwidth. Don't rely on a mobile data connection or a Wi-Fi connection where there may be a lot of internet traffic competing for bandwidth.*

In this example, the assessment described is an **Open, Time Limited Assessment (TLA), Multiple Choice** paper, with a 24-hour window (10am to 10am), which means you can take the assessment within the allotted time (24 hours).

**Please note:** *For those taking a TLA with a specific time constraint, although you have 24-hour window in which to take the TLA, once you begin, you will have a limited time to complete it, usually between 1 and 3 hours.*

Questions will probably appear to you one at a time, often randomised. Students will not be able to take the TLA after the due date, that is, after 10am the following day (after the 24-hour window). Your TLA will be marked late if you go over the allotted time (don't leave it to the last minute) - give yourself ample time to complete your TLA. Results and feedback, in most cases are given on a specific date, determined by your tutor.

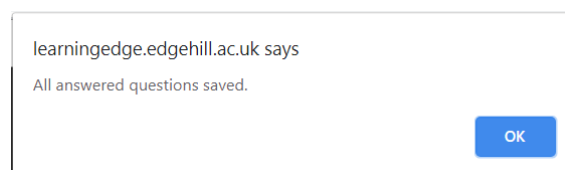
## Important information

The TLA can be taken over a 24 hour period and if using Chrome, answered questions are saved automatically. It is advised they are saved by clicking the **Save** button before moving to the next question (some browsers do not save automatically). **You only have one attempt which is final!**

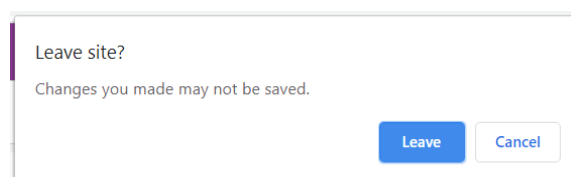
- What happens if you decided to take a break from your TLA?
  - Timing-out issues - if you leave the TLA, save your answers first and close-down the browser, this will help to avoid time-out issues, all your answers are saved before you login again to resume the TLA.
- Time constrained TLAs:
  - It is advised you complete the TLA in one sitting, to avoid running out of time.

**Please note:** Saving your answers, closing the TLA paper and or the browser before stopping, you will be presented with two pop-up browser messages (examples given are from Chrome):

- i. Confirmation that 'All answered questions saved' before moving away from the TLA.



- ii. Chrome warning message on leaving the site, your answers are saved only if you have saved them before leaving the TLA paper.

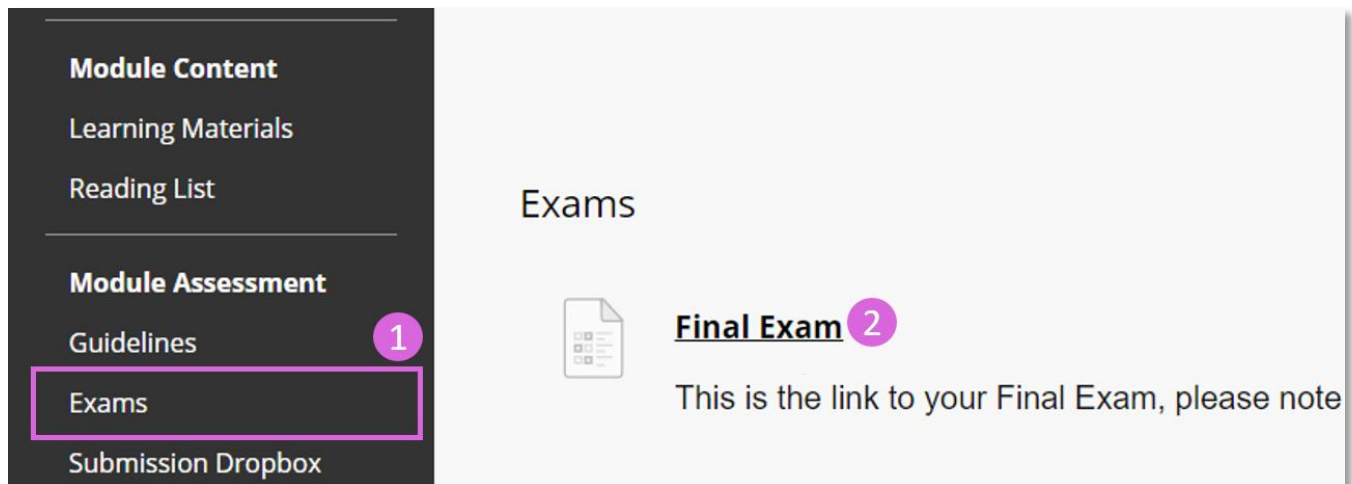


**Please note:** With a **One question per page** TLA paper, before leaving the TLA, check each answer is saved by clicking the **Save** button. At the end of the TLA the **Save and Submit** button is available (clicking this is final). On a TLA where the tutor has decided to have all the questions displayed at once on a single screen/page, a **Save all Answer** button is available at the bottom of the screen, next to the **Save and Submit** button. You are advised to select this before you leave the test if you wish to return later.

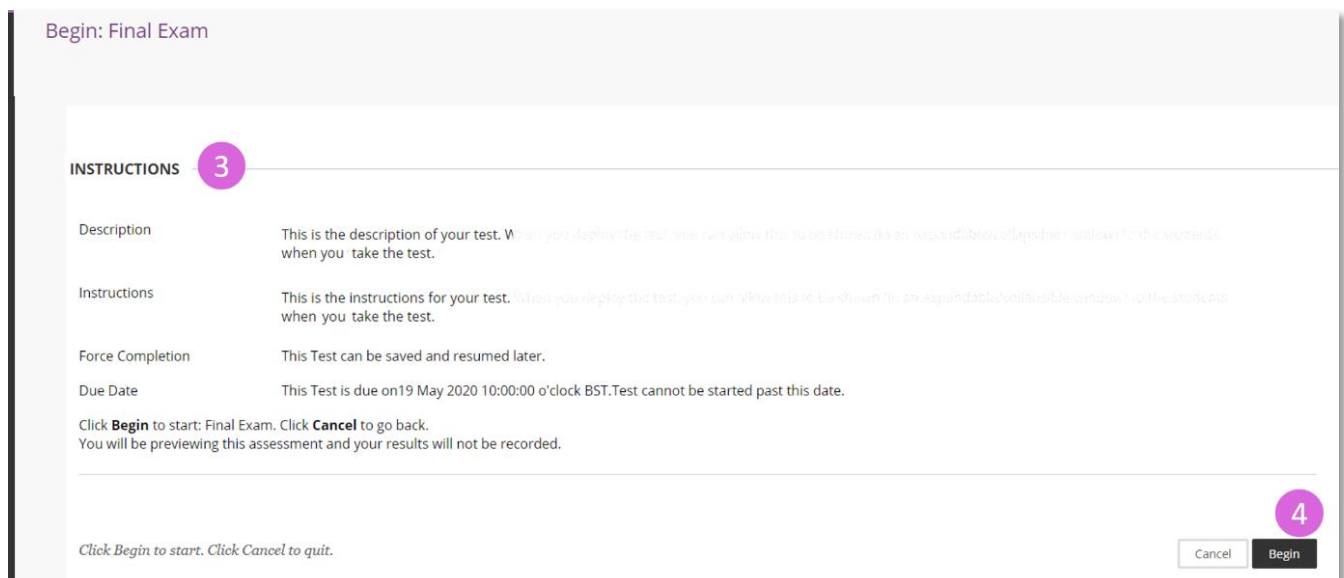
## Navigation

In this example, on accessing your module, a new link has been added to the left menu by the tutor. Here, it is called **Exams**. This link may be called something else in your module. The Exams link will normally be added, by your tutor, to the menu under **Module Assessment** or within **Submission Dropbox**.

1. Click the **applicable link** to access a new screen containing a link to the TLA.
2. Click the **title link** to review instructions for the TLA.



3. Read the **Instructions** and the conditions for the TLA thoroughly.  
*This information is important and is set for you by your tutor.*
4. To start the TLA, click the button marked **Begin**.



## Question Types

There are many questions types, here are just some you may find in your TLA;

*(Your tutor will most likely provide this information either in assessment details or in an announcement)*

- **Multiple Choice**

These questions require you to select the right answer from several possible options.

- **Multiple Answers**

Where there is more than one right answer in series of right and wrong responses.

- **Short Answers (usually less than 250 words) / Long Answers (usually less than 500 words)**

Answers are typed into the text editor below the question.

**Please note:** When answering Short or Long Answer questions, be sure you have enough time to answer the remaining questions in the paper.

Questions will appear on screen one at a time and in a random order. Your tutor will explain the types of questions you can expect to see for the TLA.

Example question types:

5. Multiple Answer

6. After answering a question, you can **Save** or **move to the next question**.

This screenshot shows a 'Question Completion Status' bar at the top. Below it, a message states: 'Moving to another question will save this response.' The question is titled 'Question 3' and is a 'Multiple Answer' type. The question text is: 'Which two of the following are birds? - Please note: As you can select all the answers, this question is designed to negatively marked incorrect answers .....'. There are four options: 1. Pigeon (checked), 2. Elephant (unchecked), 3. Cat (unchecked), and 4. Sparrow (checked). A purple circle with the number '5' is next to the options. On the right, a purple circle with the number '6' is next to a navigation bar that says 'Question 3 of 4'. Below the navigation bar, it says '10 points' and 'Saved'.

7. Short or Long Answer:

This screenshot shows a 'Question Completion Status' bar at the top. Below it, a message states: 'Moving to another question will save this response.' The question is titled 'Question 1' and is a 'Short or Long Answer' type. The question text is: 'Describe the best thing .....'. Below the question text, there is a rich text editor with a toolbar. The toolbar includes options for text formatting (bold, italic, underline, strikethrough, text color, background color), paragraph formatting (bullet point, numbered list, indent, outdent, paragraph, preformatted), and other features like link, unlink, insert link, insert image, insert video, insert audio, insert table, insert code, and insert HTML/ESS. The text area contains the text: 'The best thing depends on the context of the question, in reply to such an abstract question....'. A purple circle with the number '7' is next to the text area. On the right, a navigation bar says 'Question 1 of 4'. Below the navigation bar, it says '10 points' and 'Saved'. At the bottom, it says 'Path: p' and 'Words:17'.

## 8. Multiple Choice:

**Question 4** 10 points ✓ Saved

Multi Choice Question - Which one of the following is a bird?

☒ Seagul

☐ Train

☐ Car

☐ Robin Williams

⚡ Click **Submit** to complete this assessment.

⏪ ⏩ Question 4 of 4

Save and Submit

## Question Completion Status

9. Before submitting your paper, navigate through each question to check you have answered them all (remember you only have one attempt).

**Question Completion Status:**

1 2 3 4

⚡ Click **Submit** to complete this assessment.

**Question 4** 10 points ✓ Saved

Multi Choice Question - Which one of the following is a bird?

☒ Seagul

☐ Train

☐ Car

☐ Robin Williams

⚡ Click **Submit** to complete this assessment.

⏪ ⏩ Question 4 of 4

Save and Submit

10

Save and Submit

10. Within the remaining time, click the **Save and Submit** button to submit your responses

**Failure to submit in time will result in a late submission.**

## Saving the TLA to resume later

Pressing the **Save** button (in the top right of the question page) at any time (see Multiple Answer image, Point 6) will save your answers but not submit the TLA for marking. If you leave the TLA and access it again later, your answers will appear, ready for you to complete the unanswered questions.

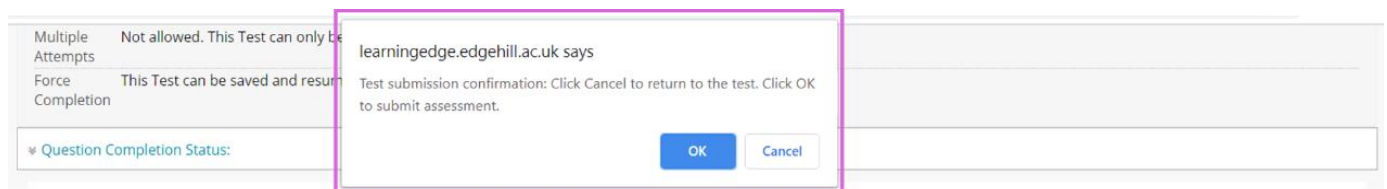
The **Save** button allows you to keep the connection / session alive by allowing you to save your work before submitting or just to save your exam periodically. This is to prevent browser timeouts or internet connection issues.

**Please note:** if the assessment is time limited the clock will not stop if you save your progress to resume it later. Therefore, do not use this feature with a timed assessment, you are advised to take the TLA in one sitting.

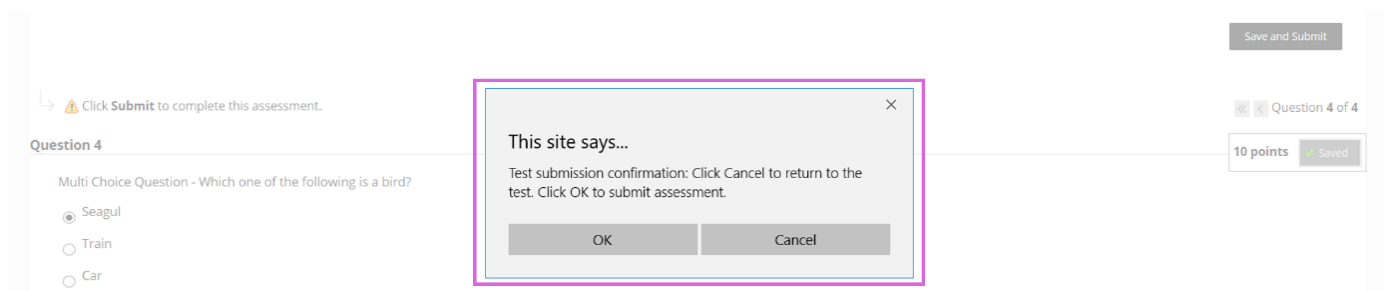
## Save and Submit – browser messages.

Clicking the **Save and Submit** button is final, you will be asked to confirm your final submission, see how two different browsers (Google Chrome and Microsoft Edge) present the confirmation message below:

### Chrome Browser (recommended):



### Microsoft Edge Browser:



## On completing the TLA

### Receipt screen

Once you have submitted your responses you should receive a receipt screen confirming that you have saved and submitted the assessment.

#### Test Submitted: Final Exam Link

Test saved and submitted.

**Student:** MARTIN BAXTER

**Test:** Final Exam Link

**Course:** Tests and Exams Sandbox 2020 (STAT\_TESTS\_AND\_EXAMS\_2020)

**Started:** 21/04/20 13:14

**Submitted:** 21/04/20 13:21

**Due Date:** 21/05/20 10:00

**Time Used:** 6 minutes

Click **OK** to review results.

Tuesday, 21 April 2020 13:21:11 o'clock BST

### Review and status

Having clicked the OK, you will enter a review screen with details of the completed TLA. Scores may not be released until a specific date, set by the course tutor.

#### Review Test Submission: Final Exam Link

User	MARTIN BAXTER
Course	Tests and Exams Sandbox 2020
Test	Final Exam Link
Started	21/04/20 13:14
Submitted	21/04/20 13:21
Due Date	21/05/20 10:00
Status	Needs Marking
Attempt Score	Mark not available.
Time Elapsed	6 minutes
Instructions	Question are randomised, each question will appear one at a time, answer each question to the best of your knowledge, save it then move on to the next question. The test can be taken over a 24-hr period you can save the test and return to it later for completion.  Do not exceed the time allocated for the test, to avoid being marked late.

Tuesday, 21 April 2020 13:23:10 o'clock BST

← OK

**Note that if you exceed the time limit, the TLA will be marked late.**

**A final score will not be given until the course tutor has reviewed the TLA.**

## Feedback

The extent of the feedback immediately following the TLA will vary according to how the TLA was set up by the course tutor. Most likely, your feedback will be given within the usual 4 week window.

## Viewing attempts

Within a 24-hr window.

Having completed the question paper and clicked the **Save and Submit** button, if you are within the 24-hr window allowed for taking the TLA, you can return to it via the same link the TLA was taken. However, once the 24-hr window is expired this will no longer be available to you.

Beyond a 24-hr window.

Your tutor will release the result and feedback of the TLA on a specific date and time. Once that date is reached, you will be able to view your results via the Course menu from **My Grades**.

## Help and support

### Unforeseen circumstances

Should you be unable to complete the exam, through no fault of your own, you must contact your tutor **immediately**.

### Support in case of a crisis

In the event of a crisis contact your tutor at the earliest opportunity.

### Helpdesk Support

Contact our Virtual Helpdesk team via [email or live chat](#).

Please visit [Opening Times](#) for the most up to date virtual support hours.

The Helpdesk team will be able to answer your enquiry or triage it to the relevant team within Learning Services. You can also access our [Ask Us](#) knowledge base which contains answers to the most popular questions and contact details.

<https://askus.edgehill.ac.uk/>