

Exam Pre-Test/Mock Exam Set-Up

The online assessments you are planning this semester may be the first time your students have taken an online MCQ or exam.

To ensure that students know what to expect and understand the instructions and rules, it is good practice to offer them either a pre-test or mock exam.

Guidance is given in this document on the nature of the questions that you could include in your own pre-test or mock exam. You may wish to add more complex questions or modify those below. Keep it simple. You don't need to ask too many questions – just enough so that your students understand what is expected of them and what the restrictions are. It will help you to identify in plenty of time who may need assistance or further guidance or support.

Guidance on how to create Tests is provided in the following help pages provided by Blackboard:

https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys

Also, the following document which explains how to set up Time Limited Assessments (TLAs):

[Test Deployment - 24hr open-book, non-invigilated, online Time Limited Assessment](#)

Creating the pre-test/mock exam

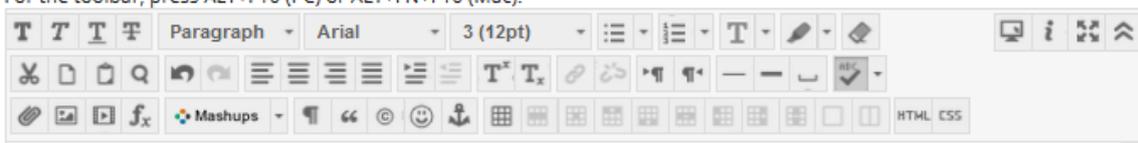
1. Create a New Test
2. Name: e.g. **Pre-Test - PLEASE COMPLETE THIS**
3. Description: **Please work through and complete this pre-MCQ test, so you are familiar with the set-up of the actual on-line MCQ test.**
4. Instructions: **Make sure you get in contact with the module lead if you have any problems.**

TEST INFORMATION

* Name

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



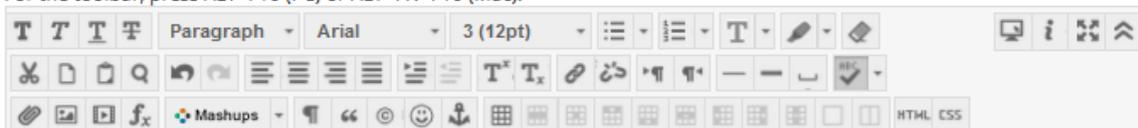
Please work through and complete this pre-MCQ test, so you are familiar with the set-up of the actual on-line MCQ test.

Path: p

Words:21

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Make sure you get in contact with the module lead if you have any problems.

Path: p

Words:15

Create the Questions using Multiple Choice:

1. Can you see this question?
 - a) Yes
 - b) No
 - c) I'm not sure
 - d) Depends on what you mean...

2. Did you notice that you cannot go back to the previous question?
 - a) Yes
 - b) No
 - c) I didn't, but I do know
 - d) How annoying!

3. Just like the actual test, this test is set up to continue to count down your allotted time even if you leave the test. It will also automatically submit if you run out of time.
 - a) Okay, I understand
 - b) I understand slightly
 - c) I do not understand
 - d) How annoying!

4. Like the actual test, this test is set up to 'force' completion. Therefore, if you leave the test webpage to try to access a different webpage, you run the risk of your test auto-submitting and will no longer be able to finish the test.

- a) Okay, I understand
 - b) Okay, I understand, but I am still going to risk it
 - c) I understand slightly
 - d) I do not understand
5. Finally, can you please confirm that you can see this test?
- a) Yes, I confirm that I can see the test and that I am happy with the device that I am using, and the connection is good.
 - b) No, I cannot use this device, I will try a different device
 - c) No, my Wi-Fi is not good enough, I will use a better connection (plug a cable into my laptop/PC)
 - d) I am still unsure, so I will contact the module lead

Recommended Test Settings:

Question value: 1 (so you can see if they get 5/5 for example)

Recommended Test Options

Test options are accessed when the Test is being added into a Blackboard page (not just creation in the background of Blackboard). It can also be accessed via the menu button when the Test has been placed on a page.

Timed Test: This test has a time limit of 10 minutes.

Timer Setting: This test will save and be submitted automatically when the time expires.

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.

You may wish to add the following in the Instructions or Description:

Please note, that your responses will be followed up if you indicate that you are not 100% ready to carry out the test.

For the best experience, we recommend using a laptop or desktop computer (not a smart phone) or as last resort a tablet, equipped with either Chrome or Firefox as the web browser.

You could also include bespoke feedback after a specific response to a question – so if someone answers that they don't understand, you could add some more details into the feedback of that question answer.

Help and Support

Contact ltfsupport@edgehill.ac.uk if you have any further questions.