

# Test Tool: Deployment of an open-book, non-invigilated, online Time Limited Assessment (TLA) with a 24 hour completion window

## Introduction

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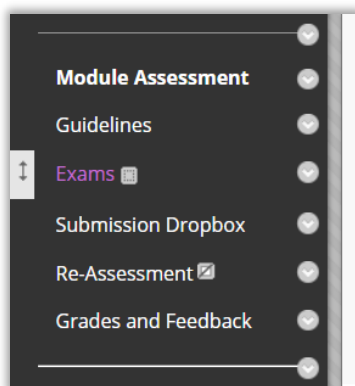
Once you have created your test and added all the questions in the Test Tool within the correct Blackboard (Learning Edge) course area, you are ready to deploy it. When you deploy a test in a content area, you set the options for feedback, due date, timer, multiple attempts, presentation and more.

This guide (steps 1-21 also available as a [Video Guide 8:11](#)) covers the way to set up an open-book, non-invigilated, online Time Limited Assessment (TLA) with a 24-hour window to complete. This will allow the students to leave and return to the test as many times as they need during this period, if they follow some basic instructions (details available in the '[Student Guide - Preparing for online Time Limited Assessment](#)' guide). There is no allowance for extended time (EMC) tests as they are deemed to be inclusive of the 24 hour completion window.

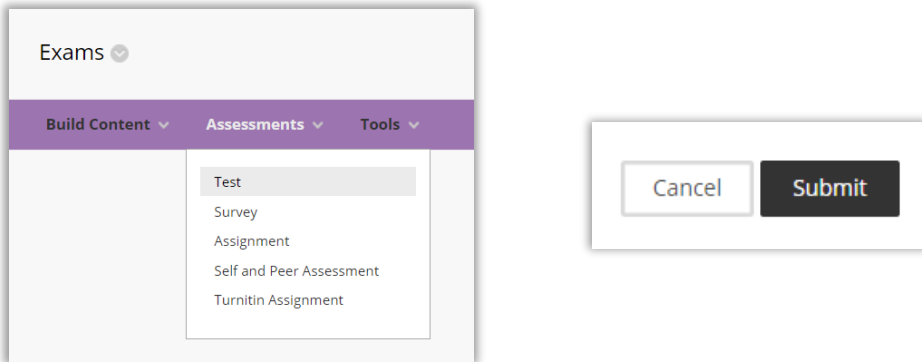
## Select a location and test to deploy

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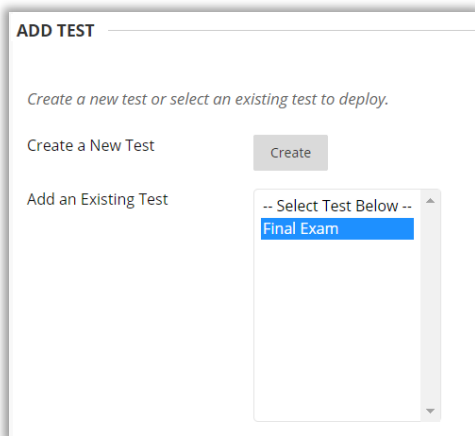
1. With Edit Mode set to ON, begin by clicking the menu item that you wish to deploy (run) the test within. For consistency of the student experience we advise this should be within the Module Assessment section of the Main Menu, next to (or within the submission Dropbox). In this example, we have created a new Content Area and called it 'Exams'



2. Now select Test from the Assessment drop down menu.



3. Select the Test you have already created, in this case 'Final Exam', and click Submit, this will automatically open the Test Options.

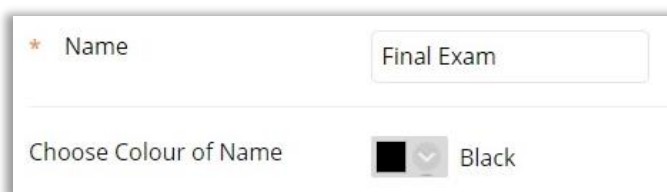


## Test Information Options

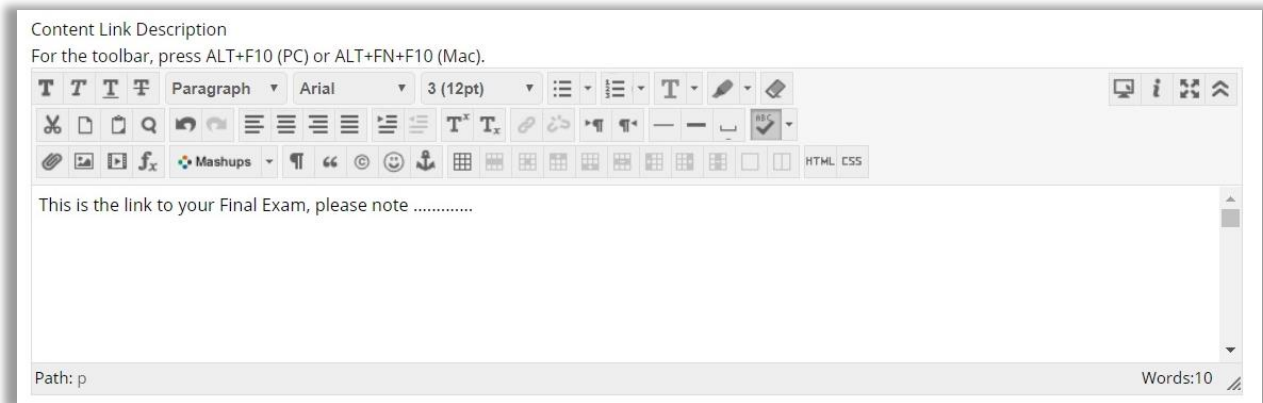
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4. The first section to complete is the Test Information section.

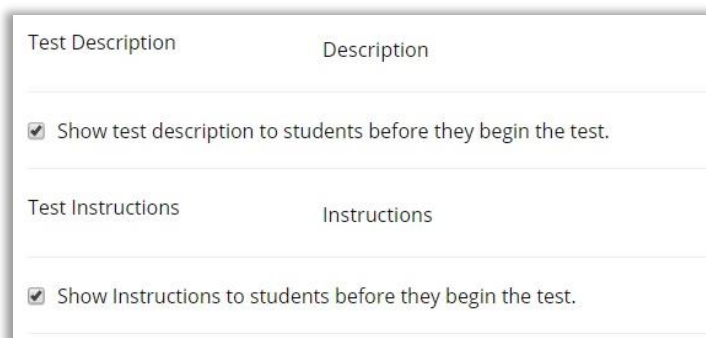
It will automatically bring through the name that you called your test. If you wish, you can change the name and make it a colour.



5. Then you can add a description to the content link. This means the students will be able to read it before they enter the test.



6. The next two selections allow you to choose if the students see the Test Description and Test Instruction text, (these were added when you created the test), once they open the test. This information is accessible throughout the duration of the test, in an expandable/collapsible window. In this example, we have decided to show the students both the Description and Instruction text. *Please note, if you did not enter any detail when you created the test, these options will not display.*



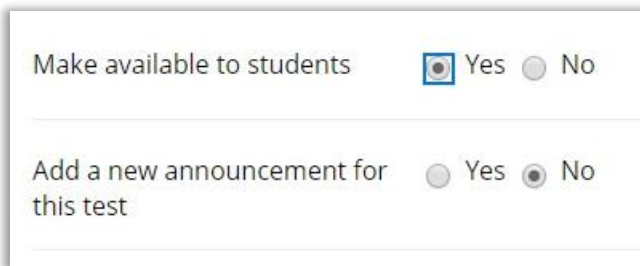
7. And finally, in the Test Information section, select No to Open test in a new window. Although this means that the test will display in a smaller space, it will stay connected to the Blackboard page and will perform better in case there is any bandwidth disruption.



## Test Availability Options

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8. Set the Test to be available to students, later we will limit when the link to the test appears to the students by setting a specific 24 hour time period.



Make available to students  Yes  No

Add a new announcement for this test  Yes  No

9. Only 'Add a new announcement for this test' if you wish to. We would advise that you clearly and explicitly communicate details of the test and its functionality regardless of whether you select this.

10. Do not select Multiple Attempts, leave it blank, as this is a single attempt test. The other options only become active if multiple attempts are chosen.

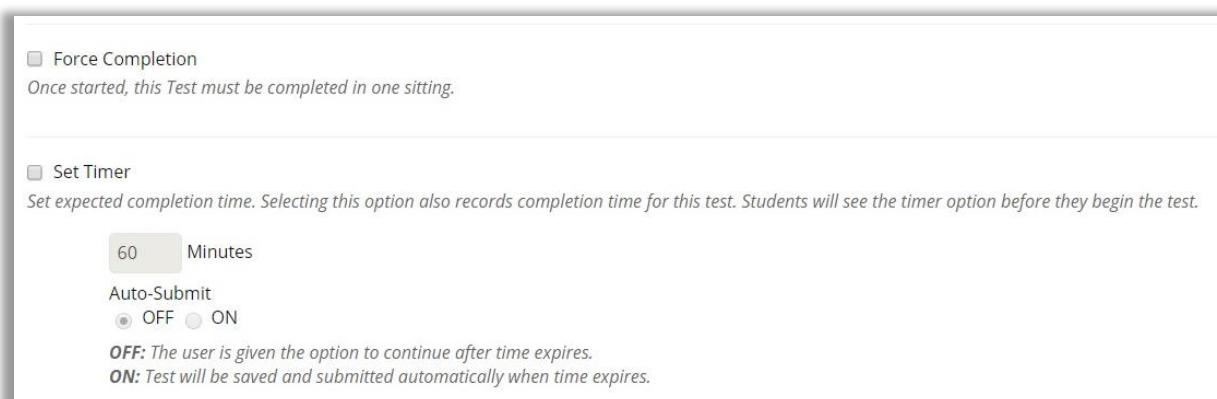


Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Score attempts using

11. Do not select Force Completion, leave it blank, this will allow students to come and go as they required during the 24 hour period.



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 test. Students will see the timer option before they begin the test.*

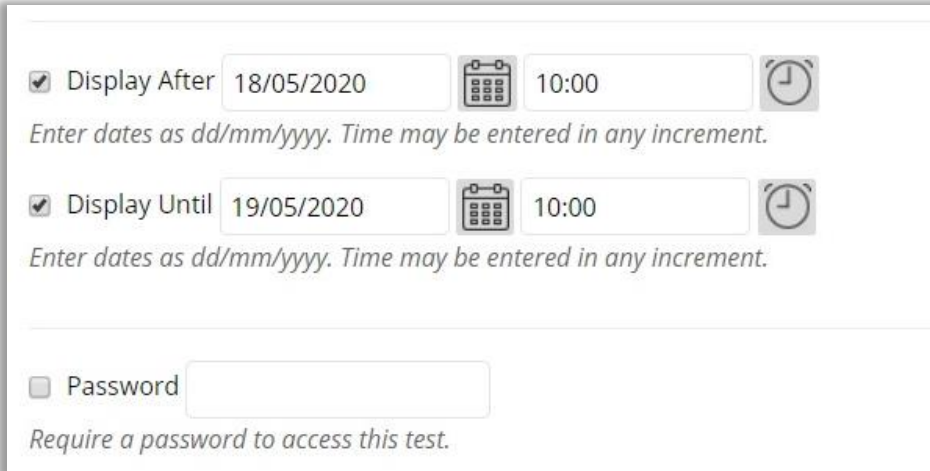
Minutes

Auto-Submit  
 OFF  ON

**OFF:** The user is given the option to continue after time expires.  
**ON:** Test will be saved and submitted automatically when time expires.

12. Do not set a time in the Set Timer option, leave it blank, as the students will then have the full 24 hour period to complete the test. The maximum time the timer allows for is 420 minutes (7 hours), and once a student enters the test it will start the countdown and continue until complete, regardless of how long the student is active within the test. Therefore, if a student wishes to do half the test at lunchtime and the other half late at night, they will not be able to complete it, as the test will have timed out.

13. Display After and Display Until determine when the link to the test can be seen by the students. In the example, students will only see the test link between 10am on 18<sup>th</sup> May 2020 and 10am on 19<sup>th</sup> May 2020, before and after those times they will not be able to begin the test.



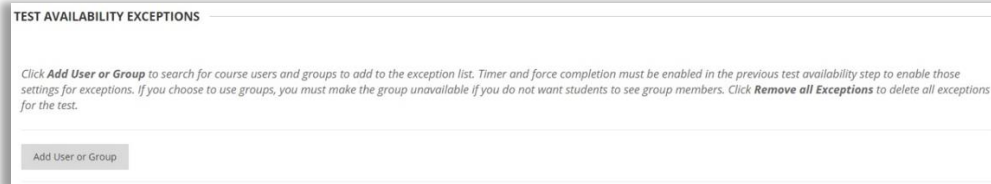
The screenshot shows a form with three main sections. The first section has a checked checkbox labeled 'Display After', followed by a date input field containing '18/05/2020', a calendar icon, a time input field containing '10:00', and a clock icon. Below this is the instruction 'Enter dates as dd/mm/yyyy. Time may be entered in any increment.' The second section has a checked checkbox labeled 'Display Until', followed by a date input field containing '19/05/2020', a calendar icon, a time input field containing '10:00', and a clock icon. Below this is the instruction 'Enter dates as dd/mm/yyyy. Time may be entered in any increment.' The third section has an unchecked checkbox labeled 'Password' followed by an empty text input field. Below this is the instruction 'Require a password to access this test.'

14. If you wish you can set a password for students to use to access a test, passwords have a limit of 15 characters and are case sensitive. In this set-up, we don't feel there is any benefit to using a password.

## Test Availability Exceptions Options

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15. As this an open-book, non-invigilated, TLA with a 24-hour window, we haven't needed to specify many Test Availability criteria's, so it will probably be unlikely that you need to make exceptions. If you do, then click the 'Add user or Group' button, this brings up a dialog box with a list of all the students, then select all those who need exceptions and click submit.



The screenshot shows a dialog box titled 'TEST AVAILABILITY EXCEPTIONS'. It contains a paragraph of instructions: '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.' At the bottom of the dialog box is a button labeled 'Add User or Group'.

16. The selected students will then populate the Test Availability Exceptions dialog box. In this example, only one student (2018 Student 01) has been selected. As shown, we would be able to modify the settings for the Attempts and/or Availability (of the test link) for just this student, so their experience would be different to all the other students.

**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	AVAILABILITY
2018 Student 01	Single Attempt	

**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**.

After:     
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Until:     
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Clear Cancel Save

## Due Date Options

17. Set the Due Date to correspond with the Display Until date and select Do not allow students to start the Test if the due date has passed. This will ensure that students can not start the test after the agreed finish time.

**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 dd/mm/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

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18. Only select 'Include this Test in the Grade Centre Score Calculations' if you are using the TOTAL and/or WEIGHTED TOTAL columns in the Grade Centre.

**SELF-ASSESSMENT OPTIONS**

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

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

## Show Test Results and Feedback to Students Options

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19. You can set up to two rules to show results and feedback. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question. In the example, only one rule is used, so all the results and feedback will be made available to the students on 20<sup>th</sup> July 2020 at 8am. *Please note, this should be the agreed returns date, and must coincide with the revealing of the associated Grade Centre columns, which you will be hiding in steps 22-25 of this guide.*

**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 ⓘ
On Specific date 20/07/2020 08:00 <small>Enter dates as dd/mm/yyyy. Time may be entered in any increment.</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
----Choose----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

## Test Presentation Options

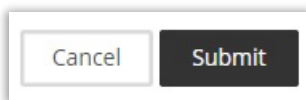
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20. You can specify how students view and progress through the test. In this example questions are displayed to students one at a time in a randomised order (to each other), and the students can go back to previous questions if they wish.

## 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.*
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- Randomise Questions  
*Randomise questions for each test attempt.*

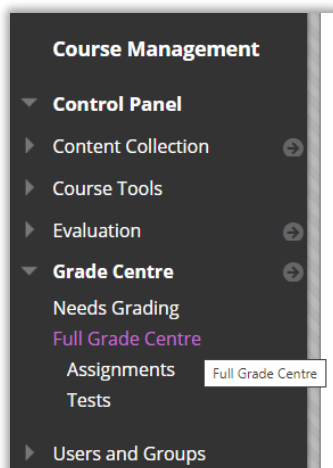
21. Once you are happy, click submit.



## Grade Centre Settings

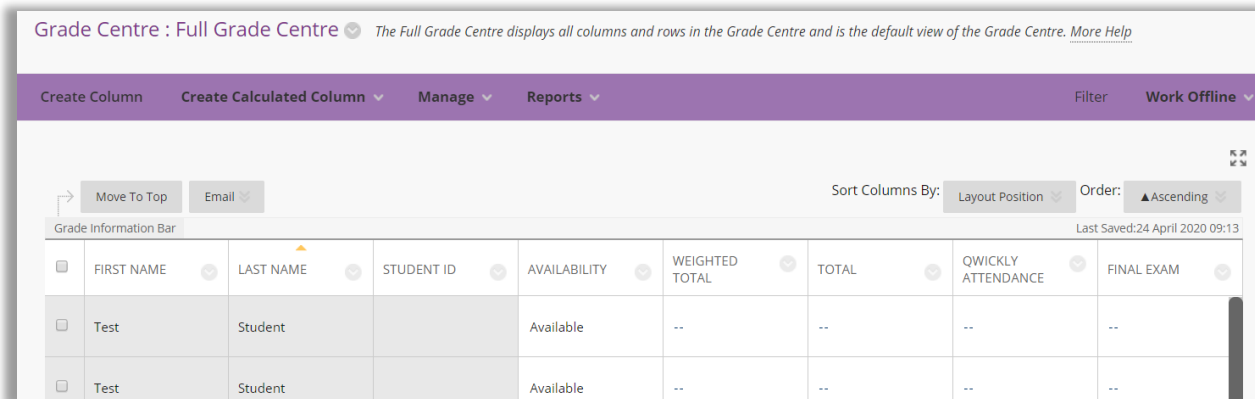
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22. Now that you have deployed the test, it is vital that you hide the associated Grade Centre columns, otherwise students will immediately be able to see their overall test score through the Grades and Feedback main menu item or the Global Navigation menu. With Edit Mode set to ON, select the Full Grade Centre menu item from within the Course Management/Grade Centre Menu.

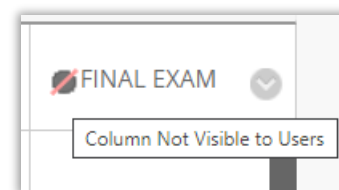
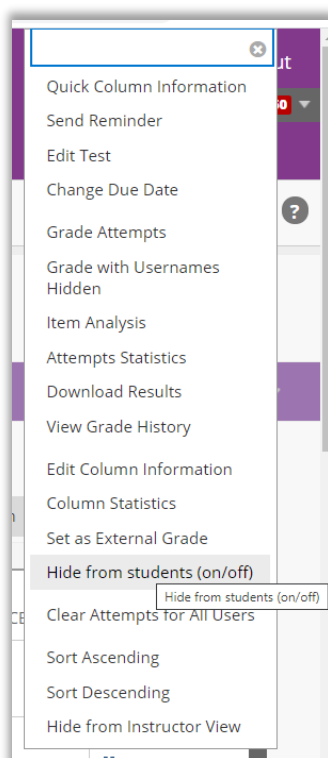
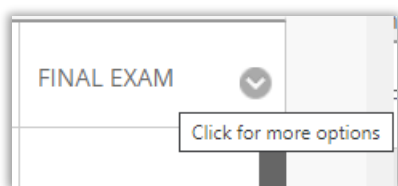




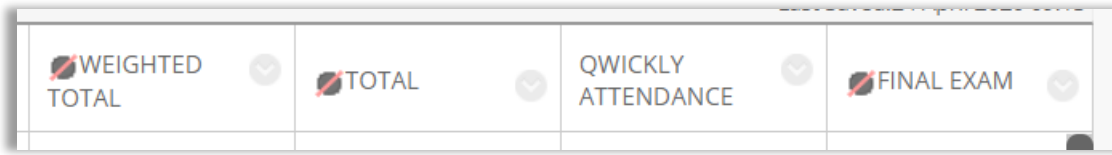
23. This will display the 'Grade Centre : Full Grade Centre' screen, where you will be able to see columns for all the assessable events in your course. We are interested in 3 columns, one which has been created by the deployment of this test and in this example is called 'FINAL EXAM' and the two default total columns, 'TOTAL' and 'WEIGHTED TOTAL'. *Please note, if you have a lot of assessable events, you will have to scroll to the bottom of the screen, and then scroll left and right to find the columns.*



24. Find the 'FINAL EXAM' column (or whatever you have called your Test) and select the 'Click for more options' button and then in the pop-up window select 'Hide from students (on/off)', and this will then hide the column from the students. There will now appear a visual icon, similar to a no entry sign, next to the column description, and if you hover your mouse over the icon a text box appears 'Column Not Visible to Users' confirming its status. *Please note, be careful not to accidentally select 'Hide from Instructor View', if you do, and you do not know how to remedy it, contact [itdsupport@edgheill.ac.uk](mailto:itdsupport@edgheill.ac.uk)*



25. Now do the same for the, 'TOTAL' and 'WEIGHTED TOTAL' columns, this way there will be no way that the score can be revealed to your students.



*Please note, if you are using either of these columns to release and/or display current accumulative scores to the students, then you may need to 'Edit Column Information' on your Test column. If you are unsure of how to do this, please contact [ltdsupport@edgehill.ac.uk](mailto:ltdsupport@edgehill.ac.uk)*

26. You are strongly advised to pilot your test, to make sure it performs as you expect it to.

For further help contact: [ltdsupport@edgehill.ac.uk](mailto:ltdsupport@edgehill.ac.uk)

## Appendix: Alternative Needs (PSRB)

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This guidance follows the '[Message11toallstudents030420FINAL](#)' document emailed to all students by Lynda Brady, Pro Vice-Chancellor (Student Experience), on 3<sup>rd</sup> April 2020, and is aligned to the standard open-book, non-invigilated, online Time Limited Assessment (TLA) with a 24 hour completion window expressed within. If your TLA needs additional criteria beyond this, which may be subject to the requirements of Professional, Statutory and Regulatory Bodies (PSRB) or other, then contact [ltdsupport@edgehill.ac.uk](mailto:ltdsupport@edgehill.ac.uk) to discuss possible options