Setting Test Options

After deploying a test to a content area, instructors set the Test Options. These options determine how the test is presented to students and which test results the students see after test submission. With Service Pack 12, faculty have enhanced options for delivering and releasing tests, scores, and feedback to students. You can still hide the grade column (Show/Hide to Users) for a specific test and restrict students seeing any results in their My Grades tool.

Hints

• Use Adaptive Release only if releasing the test to specific students or making test availability dependent upon completion of prerequisite activities or grades. Do not use Adaptive Release to only set date and time availability.

• If adding Respondus Lockdown Browser to the test, review the related step-by-step instructions.

1. Make sure the Edit Mode is ON.

2. On the content page where your test is deployed, click the test’s action link.

3. Click Edit the Test Options on the drop-down menu.
4. The **Test Options** page displays. It contains 8 sections, each described below.

1. **Test Information**

   - **Name** field: Enter the test name into the **Name** field.
   - **Content Link Description** text box: Enter a test description into the **Content Link Description** text box.
   - **Show Test Description** checkbox: If desired, click the checkbox to **Show Test Description** to students before they begin the test.
   - **Open Test in New Window** option: Click **Yes** or **No** to **Open Test in New Window**.
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2. Test Availability
These options determine when and how the test is delivered to the students.

- **Make the Link Available** sets whether the link to the test is visible to students.
  - Set to *Yes* for students to see it, even if releasing to a limited group or a single person using Adaptive Release.
  - If you, the students, or a fake student cannot see the test link with Edit Mode OFF, set this option to *Yes*.

- **Add a New Announcement for this Test**
  - Select *Yes* to create an announcement for the test.
  - The announcement includes the date and states, “The following Test has been made available in “[Course area that includes the link to the Assessment.]”
  - This announcement appears in the course Announcement section and on the Blackboard home page.

- **Multiple Attempts** allow students to take the test multiple times. By default, it is unchecked to allow only one attempt.
  - **Allow Unlimited Attempts**: students can take the test as many times as they want.
  - **Number of Attempts**: students are allowed a limited number of attempts.

- **Force Completion** requires students to complete the test once they begin it. A student cannot leave the test and come back to resume it.
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**Set Timer** sets a time limit for finishing the test.

- Enter the amount of time in the Minutes box. During the test, the elapsed time displays to students. As students approach the time limit, a one-minute warning appears. Selecting this option also records the student’s completion time.

- If a student saves and exits the test before submitting it, the time continues. For example, if the student begins the test on Tuesday, saves and exits it, then completes it on Thursday; the completion time will show as 2880 minutes out of 48 hours on the student’s attempt in the gradebook.

- If you want the test to be automatically submitted when time expires, click the Auto-Submit ON button.

**Display After** and **Display Until** restricts visibility of the test to the students to specific dates and times. The Test Availability link must be set to Yes for students to see the item during the restricted dates/times.

**Password** sets a password for the test. This is not a password used by Respondus LockDown Browser. If you are using Respondus LockDown Browser, a generated password will appear in this field. Do not delete or modify it.
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3. Test Availability Exceptions
These options allow accommodations to students with disabilities or language and technology differences. Faculty can set exceptions for Attempts, Timer, Availability, and Force Completion. See more detailed information in the step-by-step instructions for Setting Test Availability Exceptions.

![Test Availability Exceptions](image)

4. Due Date
This option sets the date the test is due.

![Due Date](image)

Do not allow students to start the Test if the due date has passed.
If you leave this box unchecked, students can take a test after the due date has passed but it will be marked “Late.” Late submissions are clearly marked in the Grade Center on the Needs Grading page, the View All Attempts page, the Review Test Submission page, and the Grade Details page.
If you check this box, students will be unable to start the Test and will receive a notification.
5. Self-assessment Options

A deployed test is included in the Grade Center calculations by default. However, sometimes faculty want students to take tests for review or practice without impacting Grade Center calculations. Turn the test into a self-assessment by hiding student scores in the Grade Center. This allows students to take tests to reinforce learning without feeling pressure about a score affecting their total grades. If you decide later to include the scores in the Grade Center calculations, all prior attempts will be deleted.

- **Include this Test in Grade Center Score Calculations**
  - By default, this box is checked to include test results in Grade Center calculations.
  - Test scores can also be hidden from students but used in Grade Center calculations. See step-by-step instructions on Showing Grades to Students.
  - Self-assessment tests are generally not included in Grade Center calculations. If the test is not included, the score will not affect any Grade Center calculations. This test is also excluded from weighting.

- **Hide Results for this Test Completely from Instructor and the Grade Center**
  - This option is available only for tests. If you select it, a test behaves like a survey, even if points are assigned to the test questions.
  - The Grade Center displays Complete/Incomplete and N/A (not applicable); zero appears on the Grade Details page. Faculty will not be able to see any student grades, view answers, aggregate results, or download result details for this test. To protect student privacy, this choice cannot be reversed later without deleting all attempts.
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6. Show Test Results and Feedback to Students
This option allows you to post test scores, correct answers, and make feedback available to students after they complete a test. See details in the step-by-step instructions on Show Test Results and Feedback to Students.

7. Test Presentation
The options in this section allow you to determine how to present questions on tests and surveys.

All at Once
- Displays all questions on one screen.
- Students scroll through all the questions and can move up and down from question to question.
- Prohibit Backtracking is available for this option.

One at a Time
- Displays each question one at a time. The screen includes navigation tools to move between questions.
- The Submit function appears only on the last page of the test.

Prohibit Backtracking
- Prevents users from going back to questions they have already answered.
- If you check this box, questions are presented one at a time.
- The back and next functions are not available to students.
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8. Submit

5. Click the Submit button to save your selections.

Randomize Questions
- Select this option to display questions in a random order each time the test or survey is taken.
- If you included references to the question numbers as they appear on the Test Canvas, do not use this option because the random order changes the question numbering.