INSTRUCTIONS FOR TAKING TEST/QUIZ ONLINE

Read **ALL** the instructions before taking the first test or quiz.

BEST PRACTICES

Do not wait until the last minute to take the quiz. If something goes wrong there won't be enough time to resolve the issue.

Read and **study** before the test. Tests or quizzes are not designed to be an open book.

Each test/quiz has a **time limit**.

Don't wait at the very last minute to take the test/quiz. If something goes wrong there won't be enough time to resolve the issue.

NOT PERMITTED

You are **not allowed to look for answers online** while taking the tests/quiz.

Don't copy and paste, this is considered plagiarism. If the question requires you to write your answer, write your answer in your own words. If you need to quote, cite your sources.

Student will not be allowed to take the test after deadline since students have 6 days to take the test/quiz.

I. BEFORE TAKING THE TEST/QUIZ ONLINE:

Do not take the test until ready.

- Make sure you will not be interrupted during the duration of the test.

No interruption for yourself

Vs. No interruption for your internet/computer connection.

- It is **recommended** to use **wired connection** rather than connecting through **wifi**. If wired connection is not possible, make sure your wifi connection is excellent.

Take note of the **3 hours login limit** of eCampus (Blackboard). If you have been using eCampus and not sure how long you been log in, it is recommended to logout then log back in to start fresh.

Close ALL programs, browser, and applications running in the background. Having multiple programs open may cause issues which can result in loss of quiz data.

Use the **supported browser** to take the quiz. To find out what version of browser you can use, visit https://goo.gl/5mX7W5.

You can also go to http://www.whatsmybrowser.org/ to find out what browser you are using.

II. DURING THE TEST/QUIZ ONLINE:

Click only ONCE when entering the test/quiz. Sometimes it takes a while to load the test/quiz.
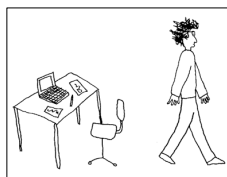
Do not use the back and forward buttons while taking the test. Instead, use the arrow

Do not leave the computer when taking the test as inactivity will result in your being logged off.

Do not open any other windows or applications during the test/quiz. Navigating away from the test/quiz can cause issue of your test.

Do not click on the Submit button until you are ready to submit or run out of time. When ready to submit, click it once. It may take a few minutes to receive confirmation of successful submission.

Fill in the blank questions are case sensitive. The instructor will review these types of questions and manually give points accordingly.
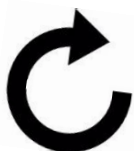
Do not refresh your screen or **resize your screen/browser** after loading the quiz. Be sure it is the size you want before going into the quiz.

You must **keep track** of your time when taking the test. You will get a 1 minute warning on your computer before your time limit expires.

III. AFTER THE TEST/QUIZ ONLINE:

Be sure to check that your quiz has been submitted correctly. After you have submitted the quiz, it should say "*Assessment successfully submitted*". Your name, assessment, course, time, and date submitted will be logged.

Click OK after you submit the test/quiz to review results of your last attempt and find out what you missed and read feedback if there is any.

To see the result of your test/quiz go to the gradebook:

An exclamation point with green background indicates you have successfully completed your test/quiz and it needs grading.

If there is a red exclamation mark, that means an error had occurred and you need to contact e-Campus support.

If there is a notepad and pencil image, this indicates that an attempt is in progress. If you completed your test/quiz and see this icon, contact e-campus support, as there must have been an error in submission.

WHO TO CONTACT FOR TECHNICAL ISSUES?

If you encounter any **technical difficulty**, contact eCampus Support at **972.669.6402**. You must contact them directly and have a ticket number verifying the computer problem *before* you contact your instructor about any issues with your test.