

Test-Taking Tips

To ensure the best testing experience, please adhere to the following guidelines:

1. Before the test:

- Recommended browsers for Blackboard include Mozilla Firefox and Google Chrome.
- Do not begin the test until you are prepared to complete it in one session. Most tests can only be accessed once, meaning you will not be able to leave the test and return to it at a later time.
- Do not wait until the last minute to take the test. If any technical issues do occur, it will take additional time to resolve them.
- If available, use a high-speed (DSL or Cable) internet connection when accessing Blackboard to ensure the best performance possible.

2. During the test:

- Do not open any other windows or visit any other websites while taking a test. Your work may be lost.
- Do not navigate outside of the test area during an exam. This includes using the Course Menu.
- Do not click the Back button or the Refresh button on your web browser.
- Do not click Submit, Next, or Save more than once. Clicking more than once can slow down and can cause test errors.
- When using a mouse with a scroll wheel, be careful with scrolling. Always click a blank area on the test before using the scroll wheel. This will ensure you do not inadvertently change an answer on the test.
- Review all answers before submitting the test.

3. After the test:

- You will need to contact your instructor immediately as well as submit a Ticket to the HelpDesk if any of the following occur:
 - You get locked out of a test.
 - You receive a message saying that you have already completed the test.
 - You receive a message that the test is still in progress.
- You can view your grade by clicking Grades/Tools in the Course Menu, then clicking My Grades.