

📌 Make sure that you are ready for online testing

- Be prepared to access the test on a Windows or Mac computer with [supported web browser](#).
- Make sure that [JavaScript](#), [cookies](#), and [pop-ups from Blackboard](#) are allowed in the browser.
- [Disable third party add-ons or extensions](#) in your browser, such as the AOL or Yahoo Toolbar.
- If this is your first experience with online tests in Blackboard, review [the test-taking process](#).

📌 Be aware of your computer's internet connectivity

We *do not* recommend using mobile devices or wireless (Wi-Fi) or satellite Internet to take tests! These technologies often cause technical problems due to weaker signal strength or dropped connectivity. To avoid problems when taking tests, we recommend using a wired internet connection.

📌 Be aware of your test's instructions and format

Always read the instructions your instructor provides so you know what to expect when the test begins.

- Test questions can be in multiple-choice, true/false, fill-in-the blank, essay, hot-spot image, and other formats.
- Tests can display all questions at once or display questions one-at-a-time while you answer them.
- Tests can be timed and automatically submit themselves at the end of the timed session.
- Test sessions that are set to “force complete” must be completed in one sitting.
- Tests can be password protected.

📌 Avoid actions that are known to cause technical problems

- Do not *double-click* your mouse on any test buttons; only use *single* mouse clicks.
- Do not click your browser's *back* button or the *backspace* key on your keyboard - you might exit the test.
- Do not click test buttons while the page visually indicates that it is saving or processing a request.
- Do not use your mouse's scroll wheel to move up or down the page – this might change your answers.
- Do not resize your browser window or open other browser windows.
- Do not have other programs running in the background, such as chat tools, security scans, or updates.
- Do not exit a test without submitting it.

📌 Save your answers

To keep your test session in active communication with the Blackboard server, and save your answers in the event of an internet connectivity failure, click your test's “Save Answers” button every five questions or so.

📌 Confirm that the test submitted

Once you have completed the test, you should see a *submission history page* that confirms that you have taken the test. Print or take a screenshot of this page for your records. After seeing this page, check your course's [My Grades area](#) to verify that the attempt has been logged in the course's Grade Center.

🚨 IMMEDIATELY CONTACT YOUR INSTRUCTOR IF YOU EXPERIENCE A PROBLEM!