TEST CENTRE BLACKBOARD PROCEDURES

IT'S FAST, CONVENIENT, SECURE AND EASY

The Test Centres will now accept Blackboard based exams by email.

What is required:

- A valid Humber email address.
- A completed Referral Form (see attached).
- Referral forms must be received 48 hours prior to the exam date to be valid.
- A secure password to access your exam through Blackboard.
- Advise your students that they must make an appointment with the Test Centre at least two weeks prior to the testing date to ensure computer availability and the release of the exams.

Benefits:

- No more paper copies.
- No more misplaced exams.
- Not necessary to deliver or pick up exams from the Test Centres as the student will be testing and submitting the exams online.
- Exam security – exams are protected by Secure Browser.
- Exams can be marked and graded online.
- Control over exam deadlines – you will control what day and time your students will write.

Blackboard exams may be sent to the following email address:

TestCentreLake@humber.ca – Lakeshore Blackboard exams only
TestCentreNorth@humber.ca – North, Carrier and Orangeville Blackboard exams only

Students requiring accommodated testing in B113

Blackboard exams for students who require accommodation should be sent to the Disability Test Centre email addresses listed below.   Any exams for students who require an electronic copy (assistive software) as part of their accommodation should be sent to these addresses as well: dstestnorth@humber.ca, dstestlake@humber.ca ,or dstestcarrier@humber.ca . Please keep in mind that students who require a computer as part of their accommodation may not necessarily need an electronic copy. Please refer to the student's booking form to determine whether an electronic copy is required (bottom left hand side of booking sheet). All exams must be submitted to the Disability Test Centres 48 hours prior to testing to be valid.

Should you require any assistance with Test Centre Blackboard procedures please contact Diana Jacobsen, Manager, Testing Services diana.jacobsen@humber.ca, ext. 4037 or Leah Barclay, Coordinator, Accommodated Testing leah.barclay@humber.ca , ext. 4674.

For assistance creating assessments on Blackboard please review the video link and the written instructions below, or contact "The Instructional Support Studio" ext. 4744 or Mark Ihnat, Director, eLearning, Centre for Teaching and Learning mark.ihnat@humber.ca or call ext. 4752.

http://humber.ca/centreforteachingandlearning/technology-strategies/help-centre/other-software/virtual-proctoring.html#ScrollHere

HUMBER/GUELPH-HUMBER TEST CENTRE REFERRAL FORM - *All Campuses*

> THIS FORM IS TO BE USED BY FACULTY FOR STUDENTS WHO HAVE MISSED AN IN-CLASS TEST FOR REASONS BEYOND THEIR CONTROL OR WHO REQUIRE DISABILITY-RELATED ACCOMMODATIONS.
> THE FORM <u>MUST</u> BE COMPLETED BY FACULTY AND SUBMITTED WITH THE TEST.

Date Submitted (yyyy-mm-dd)	2013-03-25
Faculty Name / Ext. / School	John Doe
Course / Test Name	GMC 200 - Blackboard Test #1
Student Name / Student Number	Jane Doe 111-111-111
Student Signature	
Date Picked Up	
Faculty Signature	

➜ What is the <u>regular</u> amount of time permitted for this test?

   <u>3</u>   <u>0</u>
Hours   Minutes

➜ What is the final date this test can be written by the student?

   <u>2013-03-27</u>
yyyy-mm-dd

PERMITTED TEST SPECIFICATIONS AND ACCOMMODATIONS
Faculty, please <u>check all that apply</u>

☒ Dictionary/Thesaurus	☐ Formula sheet	☐ Open book
☐ Translation dictionary	☐ Scrap paper	☐ Open notes
☐ Calculator	☐ Exam booklet	
☐ Computer	☐ Scantron attached	
☐ Internet access	☐ Other – specify: Password: Winter 2007	

ACCOMMODATIONS FOR
⬇ STUDENTS REGISTERED WITH DISABILITY SERVICES <u>ONLY</u> ⬇

★Test Centre staff provide all accommodations that are noted on the student's *Memo to Faculty* when requested to do so by the student.
★Faculty, **please note:** if you wish to deny a disability-related accommodation requested by the student on the basis that it is unreasonable, you must contact the Disabilities Consultant listed at the bottom of the student's *Memo to Faculty* (issued by Disability Services).

Extra time (see below): ○ Time and one half ○ Double Time ☐ Calculator ☐ Computer ☐ Assistive software/devices ☐ Memory aid (submitted by faculty with test) ☐ Reader ☐ Scribe ☐ Supervised breaks ☐ Use of grammar checker ☐ Use of spell checker	☐ Test material in electronic format *Faculty will submit the test in electronic format, **at least 48 hours in advance** of the test date, as a required accommodation of the student's need for assistive software.* **FOR ACCESSIBILITY REASONS, <u>TESTS MUST BE IN RTF FORMAT</u>** ☐ Carrier Dr. – email to dstestcarrier@humber.ca ☐ North – email to dstestnorth@humber.ca ☐ Lakeshore – email to dstestlake@humber.ca

> *Students who have been found in possession of materials at their desks not authorized by Test Centre staff will have these materials confiscated. An incident report will be attached to the test.*

How to create an Assessment

1. In the **Build** tab go to **Assessments** .

2. Click the **Create Assessment** button .
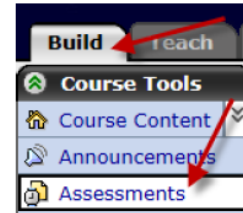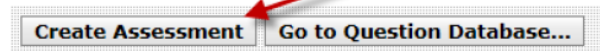
3. Type a **Title**.

4. Optionally, type a **Description**.

5. Optionally, edit the **Grade Book column name** if you would like the Grade Book column title to be different than the title of the assessment.

6. Choose the assessment **Type:** Quiz, Survey or Self-Test.

7. Choose to base the assessment on an existing assessment (if necessary or applicable).

8. Save.

The basic assessment has been created. Now we will edit the properties.

9. Click on the *action link* beside the name of the assessment and choose **Edit Properties**

10. Here you can edit the **Title, Description, Grade Book column name** and **visibility**.
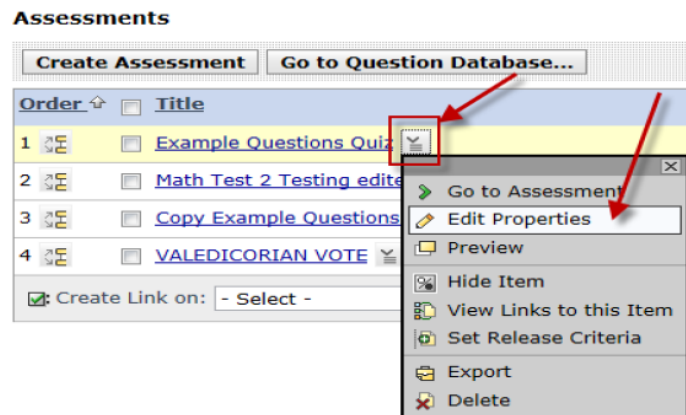
11. Choose the method of **Question Delivery** .

12. Decide on the **Assessment Display.** It is best to have the assessment "open in a new browser window".

13. Choose the **duration** of the assessment. Selct the box for **'Disallow answer submission if time has expired'** to restrict students from submitting answers if the duration time of the test expires.

14. Choose the number of **Attempts** students can use to complete the assessment.

15. Choose when and which features of the **Student score** is released.

16. Optionally, choose to **Release statistics.**

17. Optionally, choose to associate **Goals** with the assessment.

18. Under **More Options** dick the arrows to expand the **Dates Available.**

More Options (Click on the arrow icons to expand or collapse these optional settings.)

⊗ **Dates Available**

19. Fill in the fields to denote the date and times when the test will be available.

20. Click the arrows to expand the **Results Properties** and choose which options you would like to show the students. Uncheck the boxes for options you do not want students to have access to.

⊗ **Results Properties**

Student results display:

☑ 1. Show the question text.

    ☑ a) Show the Student's response for each question.

        ○ i) Show the percentage value of the Student's answer.

        ○ ii) Show the correct answer.

        ◉ iii) Show the correct answer and the percentage value of the Student's answer.

☑ 2. Show the feedback for each question.

☑ 3. Show the Student's score for each question.

☑ 4. Show the Student's total score for the assessment.

☑ 5. Show the grader comments for the assessment.

E-mail results to:

21. Click the arrows to expand the **Submission Properties** and fill in the fields in necessary.

22. Click to expand the **Security Properties** and type a **Proctor password** if necessary or applicable.

⟨⟩ Security Properties	
Proctor password:	
	A Student must enter this password to access the assessment.
IP address:	0 0 0 0
IP address mask:	0 0 0 0
	If Students' machines must match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 255. If Students' machines do not need to match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 0.

23. Click the arrows to expand the **Custom Instruction** and fill in the fields in necessary.

24. **Save.**

The assessment properties have now been configured.
You can now add questions to your assessment.

25. Click on the name of the **Assessment**.

Assessments

Create Assessment	Go to Question Database...

Order ⇧ ☐	Title
1 ⧉ ☐	**Example Questions Quiz** ⩗
2 ⧉ ☐	Math Test 2 Tes Edit this Assessment
3 ⧉ ☐	Copy Example Questions Quiz ⩗ (Conditional)
4 ⧉ ☐	VALEDICORIAN VOTE ⩗
☑: Create Link on:	- Select - ▾ ▶

For more help documentation on Blackboard Learn 9.1 or other e-learning pieces of software, please select the
Technology Strategies tab on the Centre for Teaching and Learning website at:
humber.ca/centreforteachingandlearning

26. Click **Create Questions** and choose your question type from the drop-down.

Example Questions Quiz ⌄

ⓐ Description
This quiz gives you examples of some of the question types

Add to Assessment ⌄	Create Questions ⌄

Move	☐		Title
⤢	☐	1.	Example T/F
⤢	☐	2.	Example Mul
⤢	☐	3.	Example Fill
⤢	☐	4.	Example Ma
⤢	☐	5.	Example Jun

Calculated
Combination
Fill in the Blank
Jumbled Sentence
Matching
Multiple Choice
Paragraph
Short Answer
True False
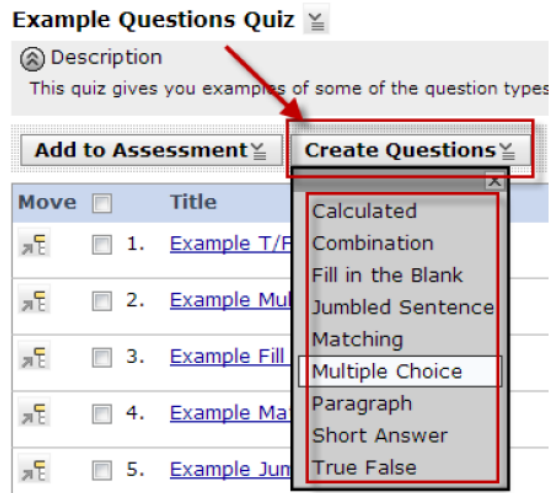
27. Fill in the necessary information for the selected question and click **Save**. You can also preview the question at any time by scrolling to the bottom of the screen and choosing **Preview.**

28. Once you have created your desired question, you can edit the **Points** value. By default, each new question has a point value of 10. Click the box for the point value you would like to change and type the new value. Once finished, click **Update Total** at the bottom of the screen.

Points

10

Update Total