

It's fast, convenient, secure and easy!

Starting in the spring of 2013, the Test Centres will now accept Blackboard based exams via email.

Benefits:

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

What is required?

- ✓ A valid Humber email address
- ✓ A completed Referral Form (see attached)
- ✓ Referral forms must be received 2 business days prior to 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 exam

Blackboard exams can be sent to the following email addresses:

TestCentreLake@humber.ca – Lakeshore Blackboard exams only

TestCentreNorth@humber.ca - North, Carrier and Orangeville exams only

Students Requiring Accommodated Testing in B113 (North) or A235 (Lakeshore):

Blackboard exams for students who require accommodated should be sent to the Disability Test Centre email addresses listed below. Any exams for students who requires and electronic copy (due to use of assistive software) as part of their accommodation should be sent to these addresses as well: destestnorth@humber.ca, destestlake@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 Disability Testing Centres 2 business days prior to testing to be valid.

Should you require any assistance with the Test Centre Blackboard procedures, please contact Diana Jacobsen, Manager of Testing Services Diana.jacobsen@humber.ca ext. 4037 or Leah Barclay, Coordinator of Accommodated Testing leah.barclay@humber.ca ext. 4696.

For assistance creating assessments on Blackboard please follow link: <http://humber.ca/bb91help/instructors.php> or contact "The Instructional Support Studio" at ext. 4744 or Mark Inhat, Director of eLearning, Centre for Teaching and Learning mark.inhat@humber.ca or call ext. 4752.

Referral Form Example:

A fillable version of this form can be at <http://www.humber.ca/test-centre/faculty-guidelines-missed-test>

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 MUST BE COMPLETED BY FACULTY AND SUBMITTED WITH THE TEST.

Date Submitted (yyyy-mm-dd)	2013-09-12
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 regular amount of time permitted for this test?

3 0
Hours Minutes

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

2013-09-27
yyyy-mm-dd

PERMITTED TEST SPECIFICATIONS AND ACCOMMODATIONS
Faculty, please check all that apply

<input checked="" type="checkbox"/> Dictionary/Thesaurus	<input type="checkbox"/> Formula sheet	<input type="checkbox"/> Open book
<input type="checkbox"/> Translation dictionary	<input type="checkbox"/> Scrap paper	<input type="checkbox"/> Open notes
<input type="checkbox"/> Calculator	<input type="checkbox"/> Exam booklet	
<input type="checkbox"/> Computer	<input type="checkbox"/> Scantron attached	
<input type="checkbox"/> Internet access	<input type="checkbox"/> Other – specify:	

ACCOMMODATIONS FOR

↓ STUDENTS REGISTERED WITH DISABILITY SERVICES ONLY ↓

★ 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,
TESTS MUST BE IN RTE FORMAT**

- 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.

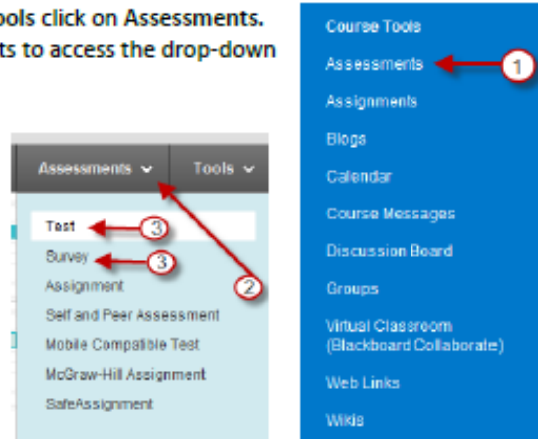
How to Create an Assessment in Blackboard 9.1:

Please note further instructor reference material can be found at http://humber.ca/bb91help/instructors_4.php



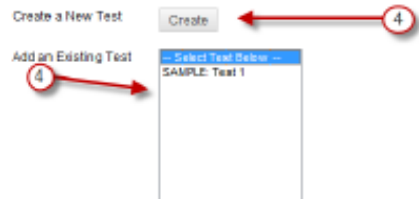
How to Create a Test or Survey

1. On the Course Menu, under Course Tools click on Assessments.
2. On the action bar, point to Assessments to access the drop-down list.
3. Select Test or Survey.
4. Choose Create or select an existing test from the menu.
5. Provide a name for the assessment. Provide a description if desired. Click Submit.
6. Click Create Question and select the desired question type from the drop-down list.
7. On the Create/Edit page, provide the necessary information to create a survey question.
8. Click Submit.
9. Repeat Step 6 through Step 8 to add more questions.
10. Click OK. The Test is added to the list on the Test page and is ready to deploy in a content area.



1. Add Test

Create a new Test or select an existing Test to deploy.



Reordering Questions

By default, when you create new questions, they are added to the end of the test.

1. Reorder questions using the drag-and-drop function or the keyboard accessible reordering tool.

For more help on using Blackboard 9.1 go to: <http://tinyurl.com/d3zaiw8> or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>