

**T E S T I N G**  
**S E R V I C E S**  
**H A N D B O O K**

FOR HUMBER FACULTY



# WHAT IS IT ABOUT?

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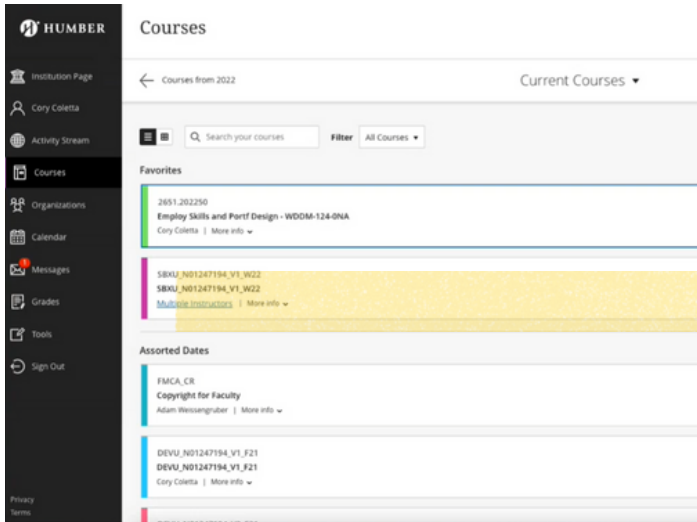
Humber Testing Services has updated its systems to simplify the integration and booking of tests for both faculty and students.

This handbook will provide step-by-step instructions on Integrating your course with Testing Services and Uploading a test.

# INTEGRATE YOUR COURSE WITH TESTING SERVICES

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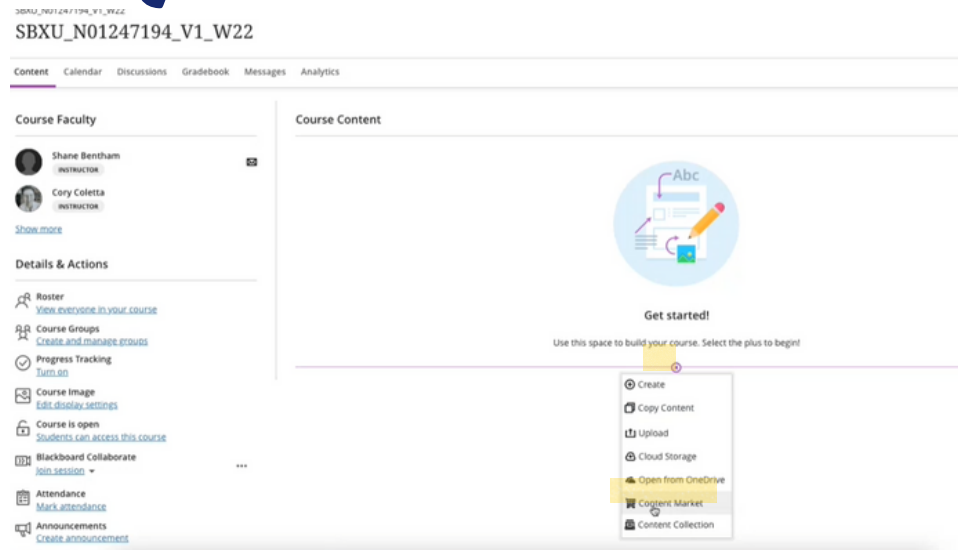


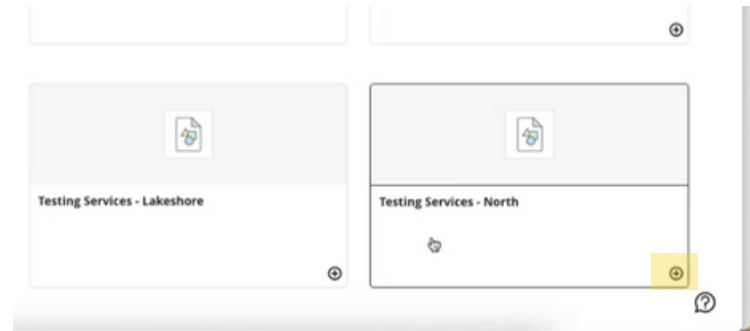
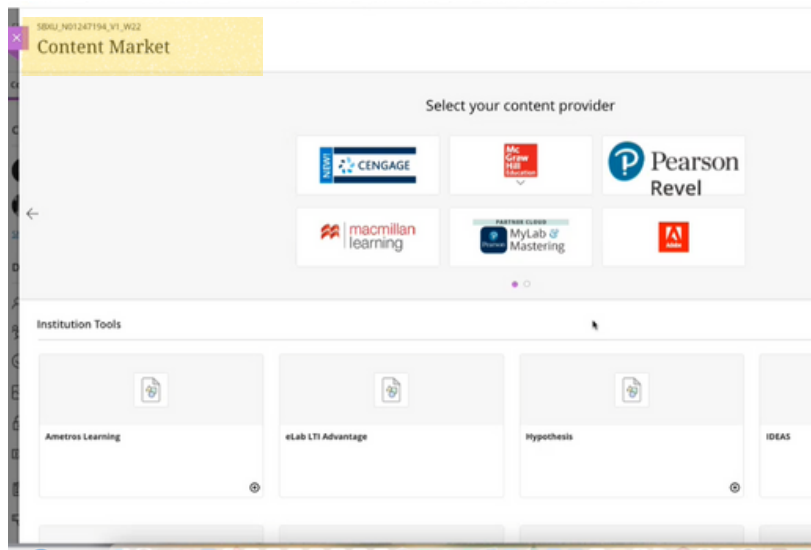
1

Log in to Blackboard and navigate to your course. Select the specific course you want to access. This action will direct you to the course content page.

2

On the course content page, locate and click the “+” sign located in the center. A dialogue box will appear; from there, select **Content Market**.





3

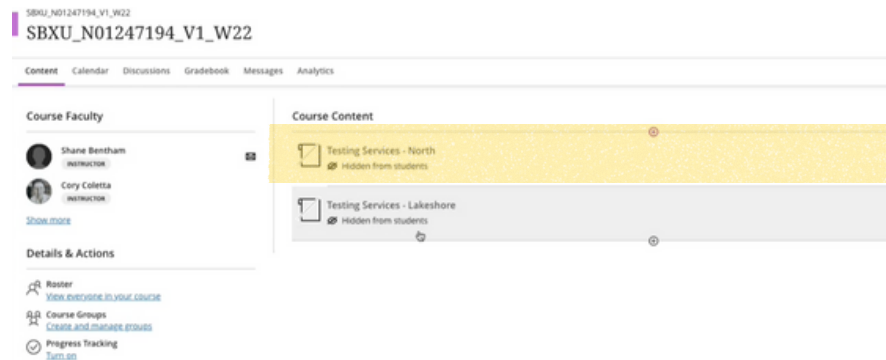
When you are on Content Market, scroll down to find either **Testing Services - North** or **Testing Services - Lakeshore**. Either can be used, as both campuses will be integrated.

To add Testing Services to your course content, click on the "+" sign at the bottom right of the Tool. This action will redirect you to the Course Content page, where you will find it added to your page.

**Important Note:** Avoid clicking on the link itself directly. Doing so will take you the Test Submission page. To ensure proper integration into your course content, use the "+" sign to include it.

5

To access the link, simply click on it from your Course Content. After launching it, you will be directed to the Test Submission page. You can promptly close it, as the synch process is now complete.



**Follow these steps to integrate all of your courses, including different course sections, into Humber's Testing Services system.**

# ACTIVATING THE TESTING SERVICES LINK

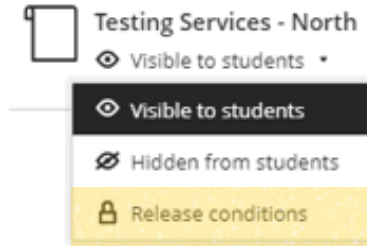
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1

The Testing Services link will be set to "Hidden from students" by default. To make sure that students can view this link in their course content and schedule appointments in the Test Centre, click on "Hidden from students," and then choose "**Release Conditions**" from the dropdown menu. This option enables instructors to specify which students have access to the Test Centre.



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**Note:** Alternatively, you can choose to set it as "Visible to students." This option will make the link visible to all students in your course, allowing them to schedule appointments in the Test Centre. The decision on whether to select this option is entirely at the instructor's discretion.



2

Within the release conditions menu, modify the default selection from "All Members" to **"Specific members or groups."**

Testing Services - North

## Release Conditions

You can limit access to this content. Choose one or more conditions that course members need to satisfy before the content is released.

### Select members

Choose which course members and groups will have access to this content

All members

Specific members or groups

#### Individual members

Search by first name or last name

#### Groups

Search by group

Create new group set

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### Set additional conditions

Date/Time

Performance

Cancel Save

3

From the dropdown menu for individual members, choose the students who should be granted access to the Test Centre. This typically includes accommodated students, students who have missed their exams, and so on.

After adding the desired students, click on **"Save"** to confirm your selections.

Testing Services - North

## Release Conditions

You can limit access to this content. Choose one or more conditions that course members need to satisfy before the content is released.

**Select members**  
Choose which course members and groups will have access to this content

All members

Specific members or groups

**Individual members**

Search by first name or last name

**Groups**

Search by group

Create new group set

**Set additional conditions**

Date/Time

Performance

Cancel Save

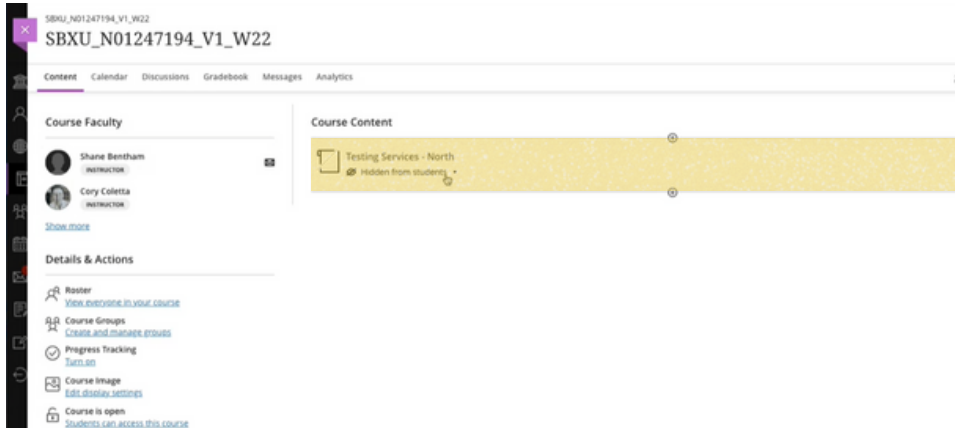
**Apply these release conditions to all of your courses, including various sections within your course.**

# SUBMITTING AN EXAM TO TESTING SERVICES

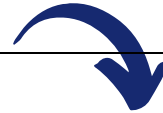
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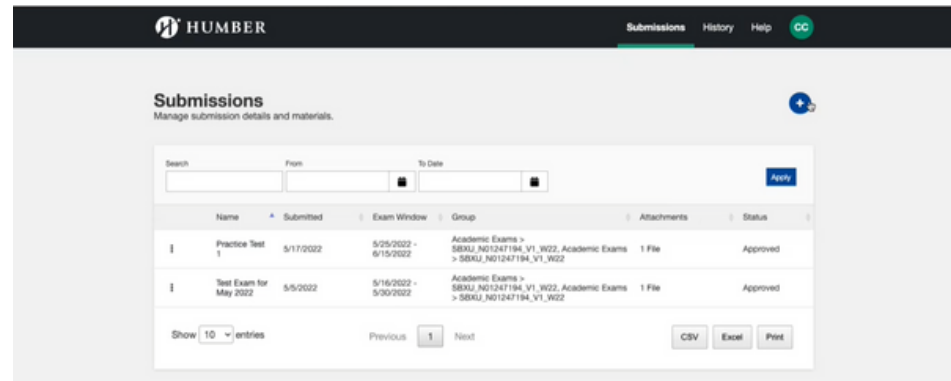
# STEP 1



Access your course by navigating to its Course Content page. You will find the Testing Services link that you added earlier. Simply click on it to proceed.



You will be directed to the Test Submissions page.



# STEP 2

**HUMBER** Submissions History Help TR

## Submissions

Manage submission details and materials.

Search From To Date Apply

Name	Submitted	Exam Window	Group	Attachments	Status
Demo 1	7/12/2022	7/19/2022 - 7/20/2022	Academic Exams > dev_coletta		Approved

Show 10 entries Previous 1 Next CSV Excel Print



< Back

## Submission Builder

Build and configure submissions.

- 1 Details**  
Define the submission.
- 2 File Management**  
Add submission files.
- 3 Additional Information**  
Provide the details.
- 4 Exam Instructions**  
Create instructions.

### Details

Create an identity and time for the submission.

From this screen you can upload a new test center. Please use an accepted format, as d testing center.

Testing Submission Name

Select the exam group/s for this test

Start Date End Date

Select the blue "+" sign located at the top-right corner of the submissions page to add your exam. This action will take you to the Submissions Builder page.

# STEP 3

Fill out all the sections in this portal

1 Details  
Define the submission.

Testing Submission Name

Select the exam group/s for this test

Fill in the test name in the first empty field. Then, choose the course for which this test is intended.

**Note:** Please be aware that students will see the Test Submission Name when they book an appointment. Therefore, refrain from including students' names in this section. If specific instructions are necessary for an individual student, kindly include them in the "Exam Instructions" section.

Start Date

End Date

Specify the start date and end date, which represent the scheduled period during which students can book the test. The system requires a minimum of 7 days for this duration.

As a reminder, students need to book their test appointments at least 36 hours in advance.

Allotted Minutes

60

Next

Enter the allocated time for the test, which should reflect the test's standard duration before any accommodations are considered.

After providing this information, click "Next" to proceed.

**2 Manage Campuses**  
Add campus assignments.

**Manage Campuses**  
Apply submission to other campuses. ⓘ

<input checked="" type="checkbox"/>	Humber - test site
<input checked="" type="checkbox"/>	Lakeshore

[Next](#)

Please keep all the checkboxes selected as this will allow students to book tests at both campuses.  
Then, click "**Next**" to proceed.



**3 File Management**  
Add submission files.

**File Management**  
Attach digital files to the submission. ⓘ

Drag & Drop your files or [Browse](#)

[Next](#)

If you are dealing with a Blackboard test, there's no need to upload a file here; you can leave this field blank.

However, if the exam is on a word document, or if a student requires a memory aid, you can upload it here, ensuring that the student's name is included in the file.

**4 Additional Information**  
Provide the details.

**Additional Information**  
Answer any additional questions.

How is this test to be administered? - Help us reduce printing by having students complete tests digitally where possible. All digitally administered tests are provided using our equipment only. (required)

- Blackboard
- CourseLink
- Other website (indicate in exam instructions)
- Printed (using attached file)
- Digitally (using attached file)

Will you be picking up the printed hard copy from the Test Centre? (required)

- No - Please shred the hardcopy after scanning and returning the digital copy
- Yes - Please keep the hardcopy for pickup after scanning and returning the digital copy

Choose the method of test administration. If you have provided a Word document, please select either "Printed" or "Digital." We strongly recommend using the digital format to reduce printing costs.

**4 Additional Information**  
Provide the details.

If you would like the test answers recorded on a bubble sheet, select which one:

- Zipgrade bubble sheet (attach during file upload)
- Gradescope bubble sheet
- Akindi bubble sheet (attach during file upload)
- Digital scantron bubble sheet

Specify whether you are using a bubble sheet and, if so, indicate the type of bubble sheet you will be using. If you plan to use Akindi sheets, please include them as an additional file.

**4 Additional Information**  
Provide the details.

Blackboard / CourseLink Password

Don't forget to add your Blackboard/CourseLink Password. Tests submitted without either a file or a password will not be approved. If it's a Blackboard test without a password, simply indicate "no password."

**Note:** Testing Services staff do not have access to modify Blackboard tests. When students arrive at the Test Centre, they will log into Blackboard on one of our computers, access the course, and click on the exam. If the exam is not available, not active for the appointment date, or if the correct time limit isn't set (e.g., double time), Testing Services Staff will be unable to make these adjustments. In such cases, we will need to contact you to make the necessary changes.



#### Permitted Test Materials

- Not Applicable - no additional materials are permitted
- Dictionary/Thesaurus
- Basic Calculator
- Scientific Calculator
- Graphing Calculator
- Digital Scantron
- Internet Access (if specific please indicate below)
- Scrap Paper
- Textbook (if specific please indicate below)
- Notes
- Formula Sheet (please upload w/ test)
- Other (please specify in "Additional Instructions")

Faculty Contact Number (required) ⓘ

1236547890

Next

Choose the permitted test materials for the assessment. This section pertains to materials allowed for the entire class and does not include accommodations.

Provide your personal phone number and email in case of an emergency.  
Click "Next" to proceed.

5

#### Exam Instructions

Create instructions.

#### Exam Instructions

Instructions ⓘ

Submit

Submit and Print

Include any essential exam instructions that students need to be aware of. For example, you may instruct them to save calculations in an Excel file, specify that a PDF file must be printed, or indicate that Version A should be provided to Student XYZ.

Click "Submit" to finalize the submission.

# STEP 4

The screenshot shows the Humber Submissions interface. At the top, the Humber logo and name are on the left, and navigation links for Submissions, History, and Help are on the right. A green banner at the top center displays the message: "Your submission has been received!". Below this, the "Submissions" section is titled, with a subtitle "Manage submission details and materials." and a plus icon. A search and filter area includes fields for "Search", "From", and "To Date", with an "Apply" button. The main content is a table with columns: Name, Submitted, Exam Window, Group, Attachments, and Status. Two rows are visible: "Demo 1" (Submitted: 7/12/2022, Exam Window: 7/19/2022 - 7/20/2022, Status: Approved) and "test 2" (Submitted: 7/20/2022, Exam Window: 7/28/2022 - 8/20/2022, Status: Unapproved). At the bottom, there are controls for "Show 10 entries", "Previous 1 Next", and buttons for "CSV", "Excel", and "Print".

Name	Submitted	Exam Window	Group	Attachments	Status
Demo 1	7/12/2022	7/19/2022 - 7/20/2022	Academic Exams > dev_coletta		Approved
test 2	7/20/2022	7/28/2022 - 8/20/2022	Academic Exams > dev_coletta		Unapproved

After completing the submission, you will receive a confirmation message on the screen, and your test will be readily available. It has now been successfully submitted. The Testing Services team will thoroughly review your submission, and if any issues arise, we will contact you within one business day. Upon approval, you will receive a confirmation email, allowing you to inform your students that the exam is ready for booking.

For more information, including demo videos, please visit:  
<https://humber.ca/student-life/testing-services/services-faculty>