

TESTS

About Tests in Content Areas

Tests are on-line evaluations that can be used to measure a Student's understanding of the course. Test properties, such as availability and presentation options, are managed through the Content Area where the Test is added. For information on building Tests see the section on [How to Create an Assessment](#).



NOTE: Instructors may view and grade Tests submitted by Students in the Gradebook, Tests submitted by Students may not be viewed or graded from the Content Area where the Test is posted.

Add a Test to a Content Area

Follow the steps below to add a Test to a Content Area:

1. Select a Content Area, such as Course Documents, on the Control Panel.
2. Select **Add Test** on the Action Bar.

There are two options for adding a test on the Add Test page.

- Create a New Test – Click **Create**.
- Select an existing Test – Select a Test in the **Add Test** box and click **Submit**.

After a Test is added to a Content Area, the Modify Test page appears. This page includes links to the Test Canvas page, to modify the Test itself, and to the Test Options page. The Test Options page includes options for setting the [availability](#), [feedback](#), and [presentation](#) of the Test



NOTE: Settings on the Survey Options page are the same as the Test Options page, with the exception of Survey Feedback.



Warning: A warning appears if any Students have already taken a Test when the Modify the Test option is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies a Test after a Student has submitted it, the Student will view the new, modified Test when they view their grade and feedback. They will not view the original Assessment they completed.

Remove a deployed Assessment

When an Assessment is removed from a Content Area it is deleted from that Content Area and the details of any Student attempts are deleted. The Assessment will still be available in the Test Manager or Survey Manager. Grades can be preserved, but the details of the Student attempts will be lost.

Removing an Assessment from a Content Area does not delete the Assessment from the system. The Assessment must be removed from the Test Manager or Survey Manager to completely delete it from the course.



TIP: If any Students have already taken an Assessment be cautious and consider the consequences before removing the Assessment . It is recommended that an Assessment first be made [Unavailable](#) before considering the more drastic step of removing the Assessment.

Follow the steps below to remove an Assessment from a Content Area:

1. Open the Course area from the Control Panel.
2. Locate the Assessment and click Remove next to the Assessment.

A warning appears. Click Yes to continue.

If a Student has not yet attempted the Assessment, the Assessment will be removed from the Course area. The Assessment is still in the Test or Survey Manager. If a Student has attempted the Assessment, please continue to Step 5.

Select the appropriate option and click **Submit**.

- **Preserve** - This option removes the Assessment from the Course area. Any Grades in the Gradebook related to this Assessment will remain but the attempt itself will be deleted.

In this instance, the grade stays but the Assessment and any attempts are removed. It will not be possible to view any of the Student's responses to questions. This can have serious consequences, for example, if an essay question still needs to be graded, it will not be possible to do so after removing the Assessment because the details of the attempt were removed.

It is important to note that if the Assessment is deployed again, it is done as a new Assessment. There is no connection or shared data between the first and second deployments and the Gradebook will treat each deployment as separate Gradebook Items.

- **Remove** - This option removes the Assessment from the Course area and erases any record of the Assessment from the Gradebook. This will destroy all record of Student performance on the Assessment.

Remove an Assessment from the Test or Survey Manager

Assessments are removed by selecting the corresponding **Remove** button on the Test or Survey Manager. An Assessment can only be removed from the Test or Survey Manager if it is not deployed in a Course area. If a **Remove** button does not appear for an Assessment in the Test or Survey Manager, follow the instructions for [removing a deployed Assessment](#) before trying to remove the Assessment from the Test or Survey Manager.

Removing an Assessment from the Test or Survey Manager destroys the Assessment but does not have any impact on the Gradebook.

TEST OPTIONS

About Test Options

Test Options allow the Instructor to modify the name and description of a Test, as well as, set up the availability, presentation, and feedback for a Test. These options are only available once a Test is added to a Content Area.

After a Test is added, the Modify Test page appears, select Modify the Test Options to open the Test Options page. To make modifications to existing Test Options select Modify next to the Test in the Content Area.

Modify Test Availability

Test availability may only be set after a Test has been added to a Content Area. Availability is managed on the Test Options page.



NOTE: When an Assessment is unavailable it is deployed to a Content Area but a link does not appear to Students. The unavailable Assessment can be seen when accessing the Course area through the Control Panel.

The following are descriptions of the Test Availability options:

| OPTION | DESCRIPTION |
|---|---|
| Make the link available | Select Yes to make a link to this Assessment appear to Students. If this option is set to No , it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears. |
| Create an announcement for this Test | Select Yes to create an Announcement about the Test. The Announcement will include the date and state “an Assessment has been made available in [Course area that includes the link to the Assessment]”. This Announcement will appear in the course Announcements. |
| Allow multiple attempts | This option allows Students to take the Test multiple times. The status of multiple attempts is displayed to Students at the top of the Assessment. The grade for the most recent attempt is recorded and appears in the Gradebook. |
| Force Completion | Students must complete the Assessment the first time it is launched if Force |

| OPTION | DESCRIPTION |
|----------------------|---|
| | <p>Completion is selected. Students may not exit the Assessment and continue working on it at a later date. The Save button is available for Students to save the Assessment as they work through it, but they may not exit and re-enter the Assessment.</p> <p>If the Force Completion option is enabled, it is noted and explained to Students at the top of the Assessment.</p> <p>If Force Completion is not enabled, Students may save their progress and complete the Assessment at another time.</p> |
| Set Timer | <p>Select this check box to set a time limit for finishing the Assessment. If this option is selected, enter the amount of time to allow for the Test in the hours and minutes boxes below. The time elapsed is displayed to the Student during the Assessment. A one-minute warning is also displayed as Students approach the time limit.</p> |
| Display After | <p>Select the date and time when the Test will become available to Students. This field is optional; the Instructor may control availability through the Make the link available option without setting specific dates.</p> |
| Display Until | <p>Select the date and time the Test will be made unavailable to Students. This field may be left blank.</p> |
| Password | <p>Select this check box to require a password for Students to access this Assessment. If this check box is selected, enter a password in the field below. Passwords cannot be longer than 15 characters. Passwords are case sensitive.</p> |

Unavailable Assessments

There is a difference between unavailable Assessments and removed Assessments. Removed Assessments have been removed from the Test or Survey Manager. Unavailable Assessments are deployed to a Course area but a link does not appear to Students. The Assessment can be seen when accessing the Course area through the Control Panel.

Assessment availability is managed on the Test Options page. Assessment availability can be limited to a specific time period by setting the Display After and Display Until fields. The availability can also be open ended by setting only a start date or only an end date. If the link to the Assessment is available, but neither date is set, the Assessment is immediately and always available.

Modify Test Feedback

The Test feedback mode determines the type of results users receive after a Test is submitted.

| FEEDBACK MODE | DESCRIPTION |
|---|---|
| Score only | Present the final score to Students. |
| Detailed Results | Present both the Student's answers and the final score to Students. This option displays the points for each question as well as the points possible. |
| Show correct answers | Present the Student's answers, the correct answers, and the final score. |
| Detailed results, correct answers and feedback | Present the Student's answers, the correct answers, the final score, and question feedback to the Student. |

Differences between Test feedback and Survey Feedback

When a Test is deployed, four options for Test Feedback appear on the Test Options page.

- **Score Only** – Only the final score is presented.
- **Detailed Results** – Allows users to see their answers, whether they are correct and the final score. The correct answers are not presented.
- **Show correct answers** – Allows users to see their answers, the correct answers and the final score.
- **Detailed Results, Correct Answers and Feedback** – Allows users to see their answers, the correct answers, feedback for the questions and the final score.

When a Survey is deployed, only two options are available:

- **Status only** – Allows Students to see if the Survey is complete or incomplete
- **Detailed Results** – Allows users to see the answers they submitted.

Modify Test presentation

There are a number of options for presenting Tests to Students. These options may be modified on the Test Options page.

The following are descriptions of each option:

| OPTION | DESCRIPTION |
|----------------------|--|
| All at Once | Present the entire Assessment on one screen. |
| One at a Time | Display one question at a time. The screen includes navigation tools to move between questions. The Submit button will only appear on the last page of the Test. |

| OPTION | DESCRIPTION |
|------------------------------|--|
| Prohibit Backtracking | Prevent Students from returning to questions they have already answered. If backtracking is prohibited, the buttons <<, <, or >> do not appear to Students during the test. These buttons will appear if backtracking is not prohibited. |
| Randomize Questions | Display questions in a random order each time the Assessment is taken. |