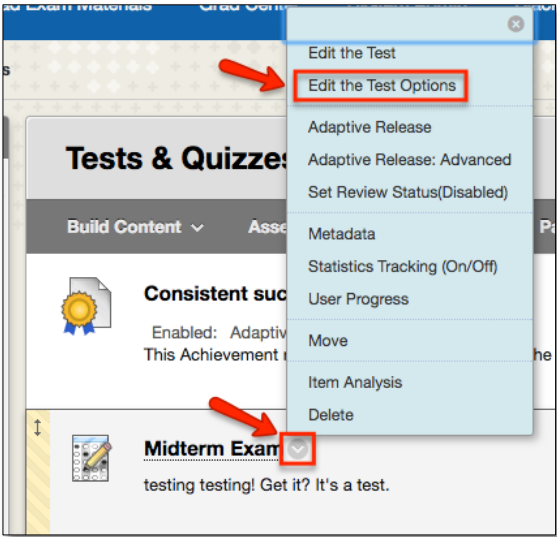
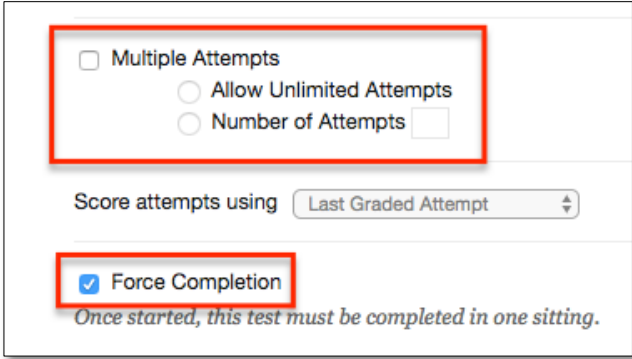


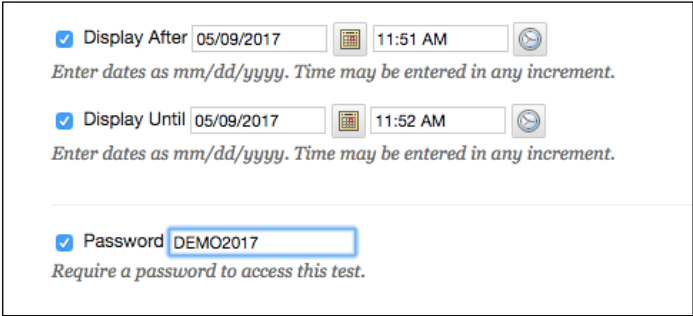
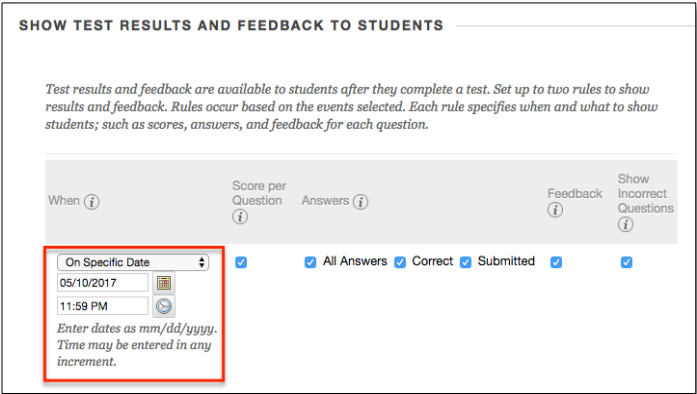
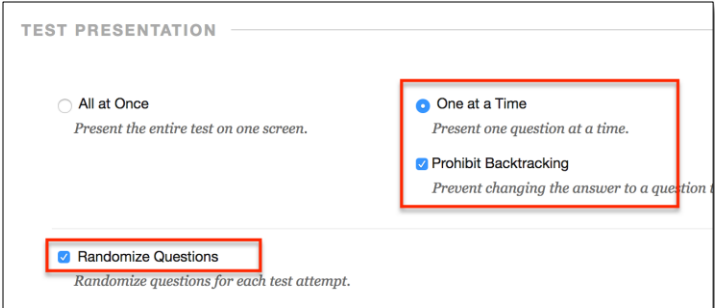
## Ensuring the Security of Tests in Blackboard

SPS now requires that instructors using Blackboard online tests use a password for high stakes exams that comprise 20% or more of the overall grade. This guide covers how to set a password (See Step 3) as well as other recommendations for how to make sure your exam is as secure as possible.

This guide assumes that you have already created your tests. For step-by-step instructions on how to create a test, see [Blackboard's support site](#).

**General Testing Advice:** We recommend that you [create a large test pool](#) and that you [randomize the questions in each test](#) (see hyperlinks for more step-by-step instructions). The size of your test pool depends on the number of questions in your test, so if your students will be presented with 10 questions, create a pool of 50 questions. Also, **modify imported test banks** by changing questions and adding your own as appropriate.

Step Number and Description	Screenshot
<p style="text-align: center;"><b><u>Step 1</u></b></p> <p>To add a password and take other steps to ensure your test is as secure as possible, navigate to the area of your course where your test is deployed, click on the downward facing arrow that appears to the right of the test name, and click on "Edit the Test Options" in the menu that pops up.</p>	
<p style="text-align: center;"><b><u>Step 2</u></b></p> <p>To ensure students cannot leave the test and come back, we recommend you not allow multiple attempts and that you check the box next to "Force Completion."</p> <p><b>Note:</b> If a student requires an additional attempt, you can allow them to retake the test; with randomization, the student will not receive the same questions when they retake it.</p>	
<p style="text-align: center;"><b><u>Step 3</u></b></p>	

Step Number and Description	Screenshot
<p>To ensure everyone accesses the test at the same time, set “Display After” and “Display Until” dates and use a password.</p> <p>To set display dates, check the box next to “Display After” and “Display Until” and enter in the appropriate dates.</p> <p>To set a <b>password</b>, check the box next to “password” and enter in the password you’d like to use. Share the password with your students close to when the test will be administered—you can include it in the test’s instructions if they are timed to appear, or post it in an announcement as close to the date as is appropriate.</p>	 <p>The screenshot shows three settings: 'Display After' with a date of 05/09/2017 and time of 11:51 AM; 'Display Until' with a date of 05/09/2017 and time of 11:52 AM; and 'Password' with the value DEMO2017. Each setting has a checked checkbox and a small icon to the right. Below the settings is a note: 'Require a password to access this test.'</p>
<p style="text-align: center;"><b><u>Step 4</u></b></p> <p>To prevent students from sharing answers, delay making specific feedback on test questions available until everyone has completed the test. To set the date when users can view test questions and feedback, scroll down to the “Show Test Results and Feedback” section of the Test Canvas page. Under “When,” select “On a Specific Date” and select a time from the drop down menu that is after all testing is over.</p>	 <p>The screenshot shows the 'SHOW TEST RESULTS AND FEEDBACK TO STUDENTS' section. It includes a table with columns for 'When', 'Score per Question', 'Answers', 'Feedback', and 'Show Incorrect Questions'. The 'When' column has a dropdown menu set to 'On Specific Date' with a date of 05/10/2017 and time of 11:59 PM. The 'Score per Question' column has a checked checkbox. The 'Answers' column has checked checkboxes for 'All Answers', 'Correct', and 'Submitted'. The 'Feedback' column has a checked checkbox. The 'Show Incorrect Questions' column has a checked checkbox. A red box highlights the 'On Specific Date' dropdown and its date/time selection.</p>
<p style="text-align: center;"><b><u>Step 5</u></b></p> <p>Finally, under “Test Presentation,” tick the boxes next to “Prohibit Backtracking,” and “Randomize Questions” to ensure fair access to all questions.</p>	 <p>The screenshot shows the 'TEST PRESENTATION' section. It has two radio button options: 'All at Once' and 'One at a Time'. The 'One at a Time' option is selected. Below these are two checked checkboxes: 'Prohibit Backtracking' and 'Randomize Questions'. A red box highlights the 'One at a Time' radio button and the 'Prohibit Backtracking' checkbox. Another red box highlights the 'Randomize Questions' checkbox.</p>