Tips for Taking Online Tests

Blackboard Testing

1) **Prepare early.** It is never a good idea to wait until the last minute to prepare for any exam. Be aware of when your exams are scheduled and begin studying as far in advance as possible. Also, be sure to schedule your exams in a timely manner. This can help to eliminate test anxiety and feelings of unpreparedness.

2) **Bring your BSU ID to the lab.** You must have proper identification to gain computer access.

3) **Pace yourself.** Blackboard keeps track of your exam time, how many questions you have answered, and how many questions are remaining. Try to use the first 15 minutes to figure out how many questions you can answer in that time period and use this to set your pace. For some exams, time may be an issue while during other exams, it may not.

4) **Request a piece of scrap paper** from the proctor in the lab. This will allow you the advantage of the typical strategies for attempting multiple choice tests such as:

   a.) **Write down key words** from the questions so you can better focus on what the question is actually asking.

   b.) **Cross out incorrect answers.** For example, if your choices are A, B, C, and D, write the letters A, B, C, and D on your scrap piece of paper. If you know that B and C are wrong, cross them out on your paper. Next, go back and reread choices A and D and try to pick the best answer.

   c.) **Jot down what you know about a topic.** Write out a quick outline of the important points. You can also write down important phrases, terms, formulas, etc. that you are afraid you will forget throughout the exam.

   d.) If time permits, **write down your own answer to a question** before looking at the choices. Oftentimes people struggle with the wording used in multiple choice tests. Using your own words can help you filter through the jargon and superfluous information in the incorrect answers.

   e.) **Remember to mark questions that you are unsure about so you may return to them before submitting your answers.** Otherwise, you may forget to answer a question, in which case the question will be marked as incorrect.

5) **Relax.** Taking a deep breath after answering a question and before reading the next one can help you to focus and display what you know.
6) **Be aware of Blackboard lab trends.** For example, if you are easily distracted by others in the lab, you may consider scheduling your exams at times that tend to have low traffic (e.g. mornings and weekends). You should also be aware that during finals week extra Blackboard labs are created, and certain labs are typically more crowded than others.

7) **Additional considerations.** Be aware that some people will be typing. If you think this will be distracting, sit on the end of a row or away from others. You can’t have ear phones, but you can have ear plugs or muffs. You also might want to schedule at a less busy time. Additionally, you may want to ask the lab assistant if you can sit on the end of a row or in a less congested area if you want more “space.”

8) **Technical problems.** Sometimes tech issues do arise and professors need to “reset the test.” If this happens to you, contact your professor immediately and ask for assistance.

9) **Lab procedures.** For additional information about specific lab procedures, please see: [http://cms.bsu.edu/About/AdministrativeOffices/Labs/ComputerBasedTesting/CBTLabPolicies.aspx](http://cms.bsu.edu/About/AdministrativeOffices/Labs/ComputerBasedTesting/CBTLabPolicies.aspx)

10) **Test Parameters.** When taking a test through BlackBoard, the professor will establish the parameters of the test. Many of the expectations listed above apply. Some testing arrangements allow the student to go back and review the test prior to submission and some situations submit the answer immediately and it cannot be changed. Be sure you fully understand what the professor has in mind prior to testing.