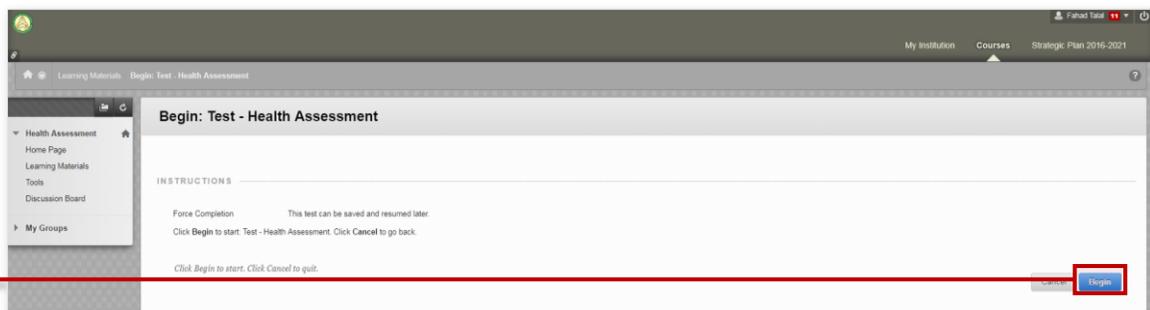# Online Tests

## How to Take a Test

1. Navigate to the test or survey and **select the title**.
2. On the next page, select **Begin**. Your instructor might require that you type a password to begin.
3. If necessary, type the **password** and select **Submit**.

The system continues to prompt for a valid password until you provide the correct one.
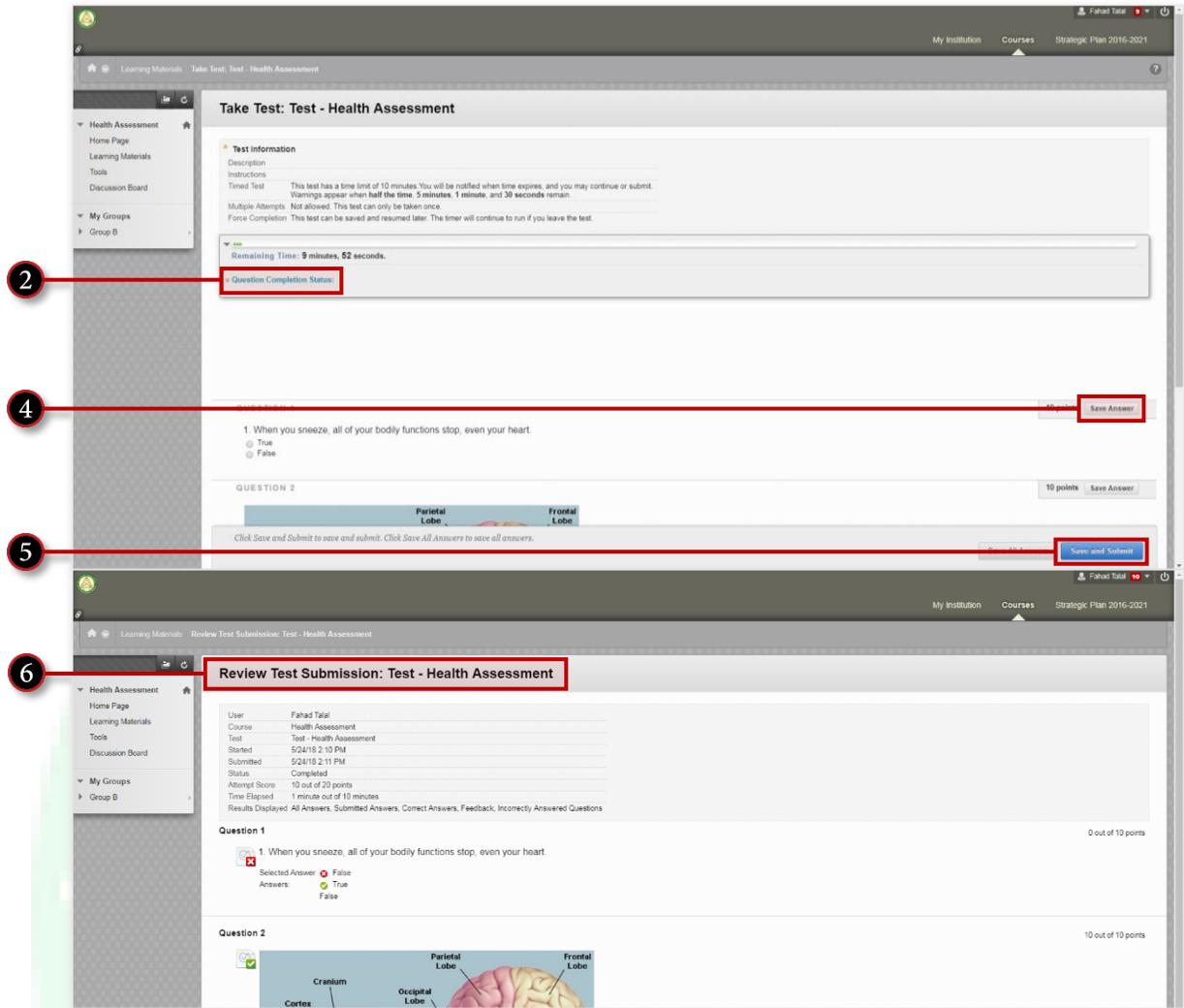


## Take Test Page

At the top of each test, you can view the information about multiple attempts, the timer, navigation, and any optional description and instructions. You're also informed if you must complete the test after you open it. Select the arrows next to the information section to collapse or expand it.

1. **If your test or survey is timed**, you are informed of the instructor's choice. The timer status bar keeps you updated on the time remaining.
   a. Auto-submit: The test or survey saves and submits automatically when time expires. The Submitted page appears.
   b. Continue beyond the time limit: You receive no automatic penalty if you continue beyond the time limit. However, final scoring decisions are made by your instructor. Talk to your instructor if you have questions about this setting. The total time you spend on the test or survey is recorded and available to your instructor when you submit.



2. **View completed questions:** The Question Completion Status section displays a saved icon for each question you have answered. You can select a question number to jump to that question. Select the arrows next to the status section to collapse or expand it.
3. **Clear your multiple choice answer:** If you are unsure of your selection on a multiple choice question, you may double-click to clear your answer choice.
4. **Your answers are auto-saved:** You can also select Save Answer next to each question or Save All Answers as you work. When you save an answer, Saved appears in the question's row.
5. **Ready to submit:** When you're finished, select **Save and Submit**.

6. **You may see your score** immediately if all questions are auto-graded and your instructor releases this information. However, your instructor must manually grade some question types such as Essays.



## View a Test Question with a Rubric

If your instructor associated a rubric with an Essay, File Response, or Short Answer question, select **View Rubric**. You can view the grading criteria before you answer the question.

## Retake a Test or Survey

**When you first open a test or survey**, you are informed if you have multiple attempts. If your instructor placed a limit on the number of attempts, the number is stated. You can also see which attempt you are starting.

**When you return to a test or survey** to start another submission, you can see how many attempts exist and how many you have used.