


BLACKBOARD EXAM INSTRUCTIONS

General Instructions:

Online exam information and instructions will be provided to you in three places: your course syllabus, this document and in the Detailed Exam Instructions Sheet for your course.

- Check your Syllabus to find out the date, time and location of where your online exam will be released in the Blackboard course site.
- Locate your exam within Blackboard course site. Click on the title of the Quiz/Exam to enter. Please only click ONCE on the title of the Quiz/Exam. If you double click you could accidentally open two instances of the exam and not realize it. Once the exam is submitted, the second open exam could cause you to see a paper and pencil icon () on your exam rather than a grade.
- When you see '**Begin Exam**', click the OK button. Only click OK if you are ready to start the exam at this time. The exam timer will start as soon as you click OK.
- **Once the exam is opened, the student must complete it at that time.** You may NOT start the exam, save your answers, leave the exam for an extended period of time, and then come back later to finish the exam.

Timed Exams:

- Most exams will be timed unless noted otherwise. You will have a specific allotment of **consecutive** minutes in which to complete your exam. Check your Detailed Exam Instruction Sheet for your exam time limits.
- The exam timer begins when you click 'OK' to begin the exam and stops once you clicked the "Submit" button and clicked "OK" to confirm assessment submission.
- All timed exams will have a "Timed Assessment" announcement at the top that will tell you how much time you are allowed. Check your Detailed Exam Instruction Sheet for your exam time limits.
- The exam timer is located in a yellow box at the upper right hand corner of the exam. It will read "Elapsed Time: ___ hr, ___ min, ___ sec". Always keep an eye on the Timer to see how much time has elapsed since you began the exam. It is **YOUR** responsibility to keep track of the time while you are in an exam.
- Blackboard will not kick you out of your exam at the elapsed time limit. If you happen to go over the time limit for an exam, then you will have an Exclamation Point (!) rather than a grade. Blackboard will tell you and the instructor how much time you took to complete the exam. Your Instructor will need to manually enter your grade if you have an Exclamation Point (!). **See the Instructor's Policies in your syllabus for the penalty for going over the time limit.**
- **Please Note:** If your internet browser window freezes up, or you have an interruption in your internet connection, or you get kicked out of Blackboard, completely disconnect from the internet (close all windows). Then re-launch your internet browser, log into Blackboard and re-enter your exam. **Please be aware that the timer is still counting while you are not in Blackboard.** It is IMPORTANT that you re-enter the exam as soon as possible.

Essay Questions: Essay and short answer questions must be manually graded by your Instructor. Exams that include these types of questions will not release your grade automatically. You will see an Exclamation Point (!) until your Instructor has graded your exam and submitted a score.

Exam Technical Support:

- **Students are required to immediately inform the ETA office and/or Instructor when they have technical difficulties during an exam.**
- For technical assistance during business hours (Monday through Friday, 8:30am to 5pm), call the USF COPH Educational Technology & Assessment office (ETA) at **813-974-6666**.
- For technical assistance outside of regular business hours, students should click on the '**Tech Assistance**' button in the main navigation bar in the Blackboard course site, click on '**Technical Problem Report Form**', and then fill out and submit the online form. A response will be provided within 24 hours.
Direct Link to Report Form: <http://helpdesk.acomp.usf.edu/cgi-bin/pubhealth.cfg/php/enduser/ask.php>
- **NOTE:** All technical problems that are reported to ETA are also copied to the instructors, so that the instructors are informed of your situation.
- Check the Detailed Exam Instruction Sheet in this course for additional means of contacting Technical Support during exams.