Best Test Practices for Students

# Preparing for a Test:

* Ensure you have the most up to date internet browser (Chrome, Microsoft Edge, Safari, or Firefox), as old versions may not display all Brightspace material properly.
* Ensure to take this test on a computer/laptop using a browser and not in the Pulse app, as some questions may not work well in the app.
* Ensure to connect to a strong reliable internet connection, preferably a wired connection, if possible.
* Make arrangements to have minimal or no distractions when writing the test.
* Close all applications except Brightspace on your device.
* Make sure no form of contact between other students is possible to ensure academic integrity.
* Ensure all necessary components are at hand such as calculators, pencils, papers to be ready as soon as you begin.
* Start your test as soon as you can to provide as much time as possible to complete the test review your answers, and to deal with any technical issues that may occur during the test.

# Taking the Test:

* As soon as you have started a test, do not leave it for any reason until you have fully completed and reviewed everything you are going to submit. Be sure to click the **Submit** button on two separate screens before leaving Brightspace.
* If Brightspace happens to be unavailable or kicks you out of your test, refresh the page. If the availability window for the text has not closed, you will be able to enter the test again. If you cannot access Brightspace or the test, contact your instructor/GA immediately by whatever method they indicated, to assist you and/or set up accommodations for any lost time.
* If the instructor cannot solve the issue, a Brightspace ticket can be created. <https://www.uwindsor.ca/brightspace/ticket>
* Take the time to read the description and instructions provided by the instructor to ensure you are completing the test to the best of your ability.
* Ensure that questions you have completed are showing as saved as you progress throughout the test.
* Type answers to essay questions in Notepad (or TextEdit on a Mac) then copy and paste the answers into the text fields provided for each essay question. This way, you have a copy of your answers just in case you lose your Internet connection.
* Use only arrows within the exam window and not use the browser’s forward or back button.
* Be careful when scrolling up/down a page within a test as the scroll wheel on the mouse or clicking on the screen can cause an answer to change. Check your answers before submitting.
* When you are ready to submit your test, review all selected answers to confirm your final choices, scroll down and click the **Submit** button, and then **click Submit a second time** on the confirmation page.