

CHARLES STURT
U N I V E R S I T Y



Student's Guide to Using Test Centre

Written by:
Education and Training Team
Customer Services Management
Division of Information
Technology


March 2010
Version 1

Contents

Student's Guide to Using Test Centre.....	3
Viewing a Test List.....	3
Taking a Test	4
Instructions	5
Rationale for Answer	6
Navigating Test Pages	6
Mark for Review.....	7
Submitting Your Test.....	8
Review.....	9
Auto-Submitting Tests	9
Review & Feedback.....	10
Feedback will be displayed at a specific date	11
No Feedback will be available to students	11
Viewing Marks.....	11

Student's Guide to Using Test Centre











Test Centre is a tool that Subject Coordinators can elect to make available in *CSU Interact* subject sites to conduct certain types of online assessment i.e. Tests, revision quizzes and other tasks. Not all subjects will use Test Centre.

Once in an *Interact* subject site, select the  Test Centre tool (left-side navigation menu) to take tests, quizzes and other assessments. You can also view individual test results in the "Test Centre" area, and if this has been set up by the Subject Coordinator, you will be able to review submitted tests to see how you went on individual questions.

There is a wide range of settings and options that a Subject Coordinator can use for different tests so check the information on each test carefully.

Viewing a Test List

When you click on "Test Centre", you will see something similar to the screen shot below. All tests (new, in progress and completed) show up in one list. If no tests have been published by your Subject Coordinator, the screen will be empty.

Type	Title	Status	Open	Due	Time Limit	Tries	Finished	Grade
	Self test GIT metabolism Continue	 In progress	Sep 22, 2008 12:00 AM	Feb 27, 2009 12:00 AM		1 / ∞	-	-
	Reproduction Try again	 Finished	Sep 25, 2008 12:00 AM	Feb 27, 2009 12:00 AM	∞	1 / ∞	Feb 17, 2010 1:54 PM	11 Review
	Genetics Try again	 Finished	Sep 29, 2008 12:00 AM	Feb 17, 2010 2:45 PM	∞	1 / ∞	Feb 17, 2010 2:47 PM	12 Review
	Human development Begin	 Closed	Sep 30, 2008 12:00 AM	Feb 27, 2009 12:00 AM	∞	0 / ∞	-	-
	Genetics corrected Begin	 Closed	Oct 29, 2008 12:00 AM	Feb 27, 2009 12:00 AM	∞	0 / ∞	-	-

The Assessment columns provide the following information to you:

- 1) **Title:** links to begin or continue a test appear under the title. If there is no link, the test is not currently available to you.
- 2) **Status:** from the status column you can see if a test is not yet open, ready to begin, still in progress, or finished.
- 3) **Open/Due Date:** shows date and time when a test is open and when it closes.
- 4) **Time limit:** shows how much time is available for the test, if it is a timed test. Once a test has been started, the column shows a bar with time remaining
- 5) **Tries:** shows how many attempts are allowed and how many attempts have been submitted. If unlimited tries are allowed, it will be indicated by an infinity symbol.

6) **Finished:** shows date and time of highest attempt, if graded, or the latest attempt, if ungraded.

7) **Grade:** shows total marks earned and possibly a link to review of results.

If feedback is has been set by the Subject Coordinator to 'immediate,' you will see the review page as soon as you submit the test. You can also click on the review link at a later date to view it again.

If review is not available until a specific time, that date will be listed and the review link will become active at the specified time.

If no feedback is available, no review link will be shown.

Notes:

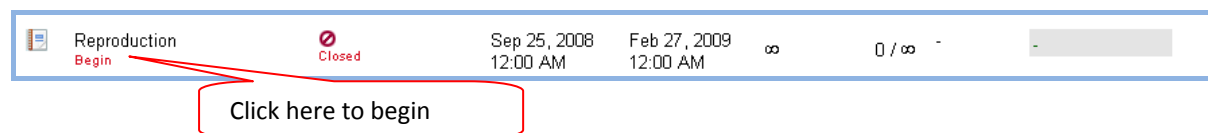
If the test is graded, the highest score/review is shown in the Grade column. If the test is ungraded, the Review page, if allowed, shows the latest try. In a future release, students will be able to review all tries.

If the test allows multiple tries, the highest score is always used for grading.

Taking a Test

To take a test, go to the "Test Centre" (left navigation menu of your subject site).

To begin a test, click on the 'Begin' link under the title of the test.



This link takes you to a **Begin Test** instructions page.

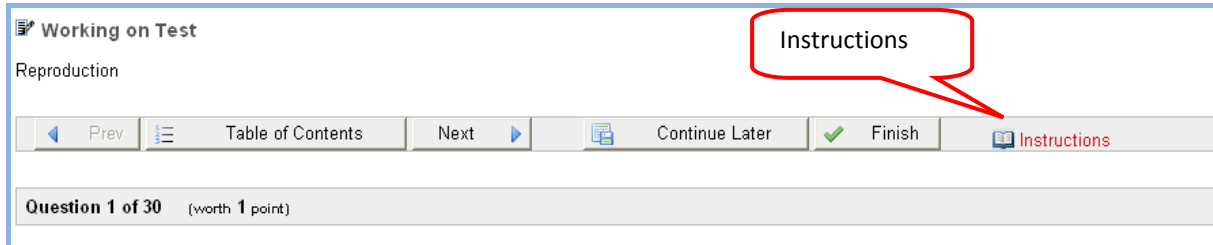
The screen contains instructions and information about your test's settings and your expected behaviour, as which have been set by your Subject Coordinator. You will be able to access this information even while taking the exam, so don't worry if you forget the fine details of the instructions. These instructions will vary, too, depending on the type of test your Subject Coordinator has published.

When you're ready, click on the **Begin** button to start the test. If you're not ready to take the test after all, click on the **Cancel** button.

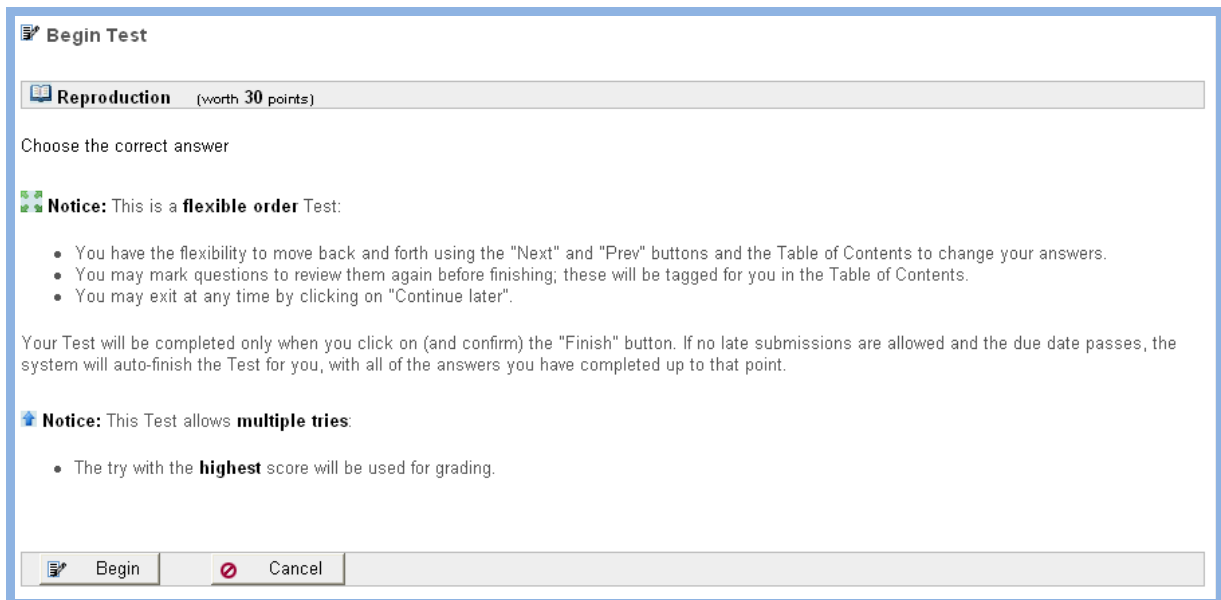
Keep in mind that you may exit and continue later, in any test, but you must return and complete it within the time period that it is open and, if it is a timed test, within the time allotted. In the latter case, when you exit, the clock keeps running!

Instructions

As you progress through the test, you have access to all instructions (Subject Coordinator instructions, timed, flexible order, strict order, or part instructions) via a link at the action bar, accessible from every page of the test.

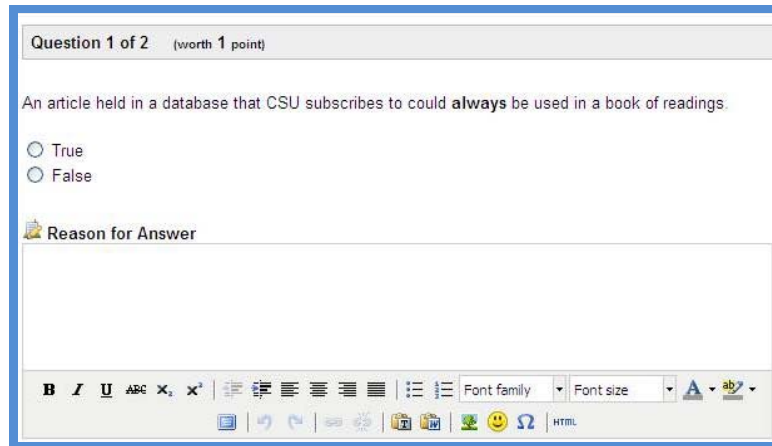


The Instructions view allows you to review at any time Subject Coordinator instructions and system notices, and then continue from where you left off. This is illustrated in the following example:



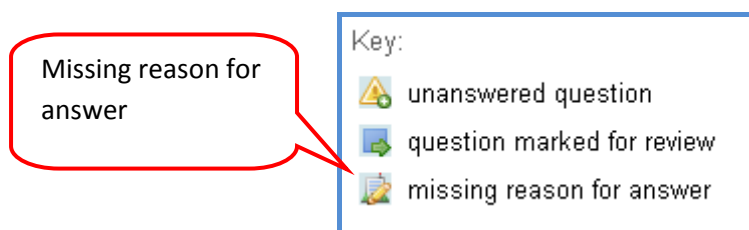
Rationale for Answer

Your Subject Coordinator may require you to provide a rationale for some of the questions. True/False and Multiple Choice questions are types of questions where your choice may need to be justified. These type of questions look like this:



If you forget to provide the required rationale, you will be alerted when you click on "Finish." You will be taken to the Table of Contents (TOC) where questions with missing rationales will be highlighted. You may then return to the question to complete the missing information.

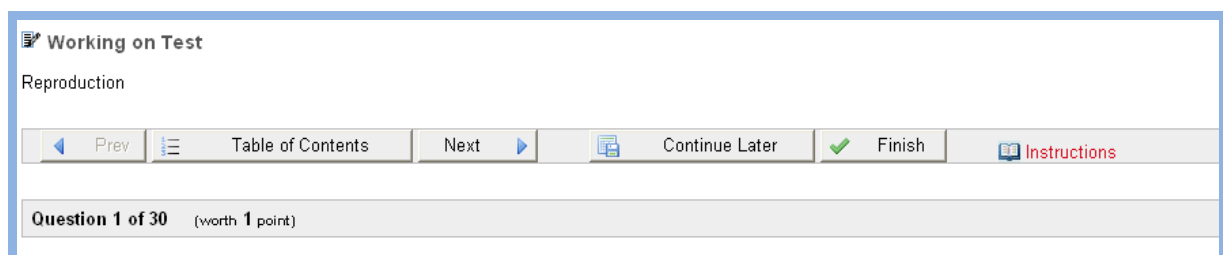
Here is a screen shot of what the icon will look like. Just click on the question in the TOC list to return to that question for answering.



Navigating Test Pages

Your test may be set up with one question per screen, or you may have several questions on one screen.

In either case, there will be a bar of buttons at the top and bottom of the page. These buttons allow you to go to the next question, save your work and leave the test to continue later, or to submit your test by clicking on the Finish button.



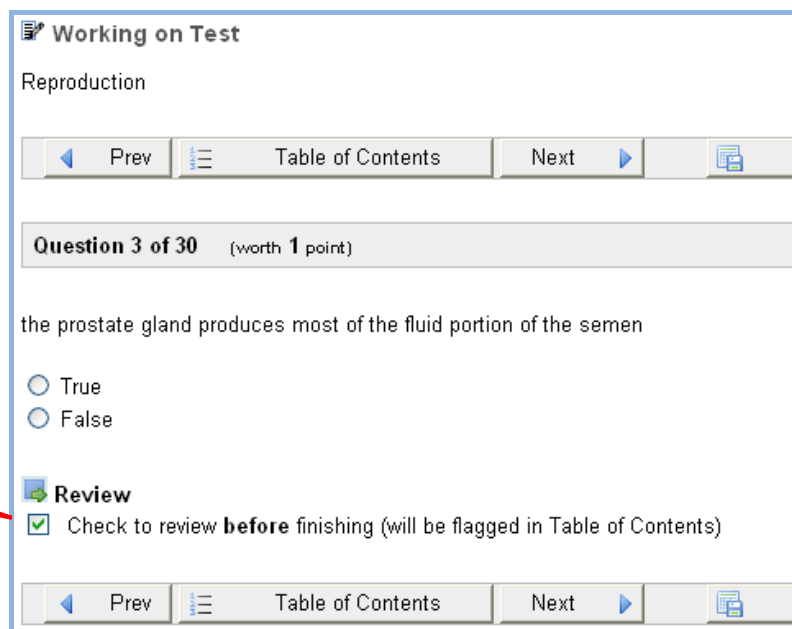
You *may* also be able to return to previous questions or a Table of Contents (TOC) list of all your questions, depending on whether the Subject Coordinator chooses those options or not.

When a Subject Coordinator creates a test, it can be set up to allow you to move back and forth between questions, changing your answers at will, then going to the Table of Contents (TOC) to see what you've left unanswered. Questions may also be marked for review later, prior to submitting the test. This is called a '**flexible**' order test, and is the most commonly used type, especially for short, weekly quizzes.

Alternatively, your Subject Coordinator can set up a test so you can answer a question only once. If that option was chosen, you will only be able to move forward through the test. This is called a '**strict**' order test. In strict order tests, you are not allowed to go to previous questions and there is no Table of Contents. Once a question has been answered, you won't be able to return to it. You will, though, be able to leave the test and continue later. If you click on "continue later" and return, you'll return to the **last question, where you left off**. If you see a question but don't answer it, you'll get an alert message warning you to answer it. If you decide to move ahead anyway, without answering it, you won't be allowed to return to this question. Strict order is typically chosen by Subject Coordinators for high-stakes tests that count for a large percentage of the grade and where there is concern about academic misconduct.

Mark for Review

Under each question there is a "mark to review before finishing" check box (only available in *flexible* order tests). This feature will flag the question and you can return to it later to rethink and/or revise your answer.



The screenshot shows a test interface titled "Working on Test". It displays a question: "the prostate gland produces most of the fluid portion of the semen". Below the question are two radio buttons for "True" and "False". At the bottom of the question area, there is a "Review" section with a checked checkbox and the text "Check to review before finishing (will be flagged in Table of Contents)". A red callout box points to this checkbox with the text "Check to review before finishing". Navigation buttons for "Prev", "Table of Contents", and "Next" are visible at the top and bottom of the question area.

If you've used the "check to review before finishing" feature, before submitting your exam you will be directed to the Table of Contents page where you will be able to see which questions you marked for review. They will have a special icon next to them. You can click on the question in the list to return to that question to review your answer, and if you want, revise it.

Table of Contents

Continue Later Finish Instructions

There are **unanswered questions** and / or **questions marked for review** in your Test.
 ⚠️ Click on any question to continue your work.
 Press **"Finish"** when you are ready to hand it in.

Reproduction - 29/30 Answered Questions (worth 30 points)

1. COmplex carbohydrates include (worth 1 point)
- ⚠️ 2. the sex hormones have a significant effect on the developing... (worth 1 point)
- 🔍 3. the prostate gland produces most of the fluid portion of the... (worth 1 point)
- 🔍 4. the primary function of the testes is to produce testosteron... (worth 1 point)
- 🔍 5. the penis contains two coulumns of erectile tissue that engo... (worth 1 point)
- 🔍 6. the part of the uterus which is shed during menses is the (worth 1 point)

28. Moving from the basement membrane to the lumen in a seminife... (worth 1 point)
29. GnRH release from the hypothalamus causes release of FSH and... (worth 1 point)
30. Erection involves the parasympathetic nervous system (worth 1 point)

Key:

- ⚠️ unanswered question
- 🔍 question marked for review
- 🔍 missing reason for answer

Continue Later Finish Instructions

Unanswered

Marked for Review

Notice that the Table of Contents will list questions that are marked for review, as well as unanswered questions, and those which required rationale if you didn't include it in your answer.

Submitting Your Test

When you have finished your test, click on the Finish button at the top/bottom of each page.

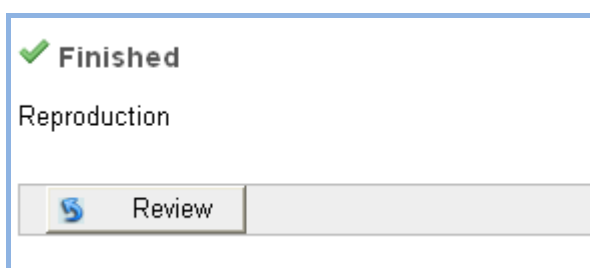
If something has been left incomplete (there's no answer or no rationale), you will be taken to the Table of Contents page with the warning that something has been left unanswered. You should go back and complete the indicated question(s).

When you're sure you have finished the test, and if there is nothing left unanswered, a confirmation box appears allowing you to Finish or Cancel. Click Finish again to submit the test.

Are you sure you are completely done with your Test?

Cancel Finish

You will then see a confirmation message:

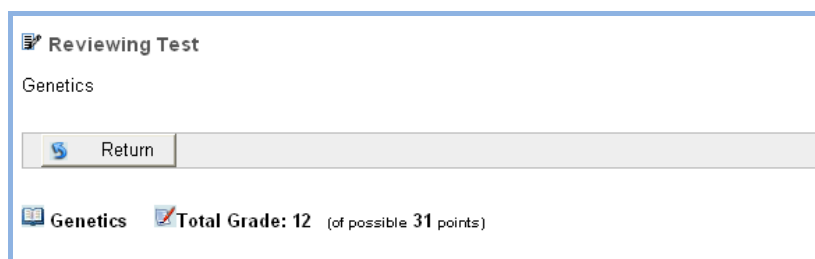


What happens after submitting a test depends on the settings selected by the Subject Coordinator. You may or may not see a "Thanks for your submission" message. You may or may not see a review page with your answers marked. You may be taken back to the Test Centre list of tests.

Review

After submitting a test, you will not see a confirmation page unless the Subject Coordinator has created one. Otherwise, you may see a review page (*if the feedback option has been set to 'immediate'*). If the Subject Coordinator does not allow Review until a future date, you will see when a Review, and possibly a test score, will be available. If the Subject Coordinator did not set their test to show immediate feedback, you will be taken to the initial list of tests where you can *see* verify the date you submitted your test, if you are allowed more tries, and your test score (if this option was enabled by the Subject Coordinator).

The Review page looks like this:



Auto-Submitting Tests

Timed tests - Test Centre treats tests set up with hard due dates (*late submissions not allowed*) as timed tests. When the submission time for a timed test is up, the test will be auto-completed and submitted on your behalf by the system, no matter where you are in the completion of the test.

If you take a test that has a set submission time/date due date, you will see a coloured bar timer **when the test is within two hours of the due date and time**. If there is plenty of time left before the test closes, the bar will be green. It turns red when the test is over.

The timer shows in the list of tests, at the test enter screen, and also while you're taking the test (viewing questions, TOC, and instructions). In list view, the timer sits in the "due" column in place of

the normal date display. Once you've submitted the test, or if it's past due, the test list shows the normal due date display.

Type	Title	Status	Open	Due	Time Limit	Tries	Finished	Grade
	Self test GIT metabolismism Continue	In progress	Sep 22, 2008 12:00 AM	Feb 27, 2009 12:00 AM		1 / ∞	-	-
	Genetics Begin	Ready to begin	Sep 29, 2008 12:00 AM	Remaining Time:00:34:43 <div style="width: 100%; height: 10px; background-color: green;"></div> Due: Feb 17, 2010 3:00 PM	∞	0 / ∞	-	-

Begin Test

Genetics (worth 31 points)

Notice: This is a **flexible order** Test:

- You have the flexibility to move back and forth using the "Next" and "Previous" buttons.
- You may mark questions to review them again before finishing; these will be marked with a flag.
- You may exit at any time by clicking on "Continue later".

Your Test will be completed only when you click on (and confirm) the "Finish" button. If you click on "Finish" and do not confirm, the system will auto-finish the Test for you, with all of the answers you have completed.

Notice: This Test allows **multiple tries**:

- The try with the **highest** score will be used for grading.

Remaining Time:00:33:53

Due: Feb 17, 2010 3:00 PM

Notice: This Test is **near due**:

- You must start before the due date.
- When the due date passes, the Test will finish automatically.

No matter what you're doing or at what point you are in the test (answering questions, staring at a monitor, looking at the TOC, or have exited a test to continue later), when a submission time/ date is up, the test will be auto-completed and submitted on your behalf, with whatever answers you have already entered.

Review & Feedback

If the Subject Coordinator has set the test to 'immediate' feedback:

- You will be able to review the test immediately after submission. You will be taken directly to a review page. Test questions, your answers, and the total score of objective questions may be displayed. The Subject Coordinator may choose to not show your marks until later, in which case, you will see 'ungraded.'
- You may also see correct answers, correct/incorrect feedback and overall feedback. The Subject Coordinator may choose to show you just your answers but not the Answer Key until later, or never.

- You will be able to return to this review page at a later time to see it again along with any remarks made by the Subject Coordinator while grading short answer (essay style) questions. When a test is graded, you will see a result in the Grade column.
- If a Subject Coordinator chooses to show feedback at a later time, the Review link will not be there until then.

Feedback will be displayed at a specific date

- If Review is not immediately available, but will be at a later time (say after the test due date), you will be taken back to the test list view after submitting your test. You'll see that the test has been completed, along with the date and time completed and possibly your mark. The link to the review page is not visible yet.
- Once the feedback display date set by the Subject Coordinator is reached, the Review link will appear and will show the test questions, your answers and marks (if enabled), along with any optional feedback set by the Subject Coordinator: correct answers, correct/incorrect feedback, overall feedback and marker's comments.

No Feedback will be available to students

- If the setting is set to "no feedback will be shown to students," when you complete a test, you will be taken back to the test list view. You will see that the test has been finished, along with the date and time finished and possibly the total score (minus essay questions that may have to be graded still).
- There will not be a link to a review page.
- If the Subject Coordinator changes the feedback options to allow feedback (immediate or at a specific date), then a link to a review page will appear.

Viewing Marks

Depending on the settings your Subject Coordinator chose when creating the test, you may be able to see your test results in Review and the Test List (Grade column). However, it's possible that a test may be set up so the test results don't show anywhere until the Subject Coordinator reviews the answers and grades the submissions. In that case, you will see 'ungraded' in the test list.