

Guidance on using Blackboard's test canvas to deliver online summative assessments

Please read this first

The following is intended as guidance for members of staff at Swansea University who have limited or no experience of using Blackboard's test canvas to deliver **summative (high stakes) assessments online**.

Please note, it is not exhaustive and is **not intended to** replace the need **to consult with SALT prior to the development of your first assessment of this nature**.

Useful Resources

If you would like to explore the Blackboard test canvas and learn more about its functions you [can request access to our online self-paced learning module within Blackboard](#).

Additionally, we strongly advise that if you want to use this tool for high stakes summative assessments that, as a matter of course, **you introduce students to this tool using similar question types through formative exercises** prior to summative testing. You might also like to refer to [Swansea University's Feedback & Assessment Policy](#).



Important Point

If this is your first attempt at using Blackboard's test canvas to deliver **summative high stakes assignments** please consult with a member of the [Technology Enhanced Learning \(TEL\) team of SALT](#) before planning your test.

3 months to test date	2 months to test date	1 month to test date	1 week to test date
<ul style="list-style-type: none"> <input type="checkbox"/> Speak to a SALT representative. <input type="checkbox"/> Write questions for the assessment and practice assessment in order to allow time for checking and validation. <input type="checkbox"/> Liaise with Exams office to organise appropriate rooms. <input type="checkbox"/> Liaise with IT support to: <ul style="list-style-type: none"> o inform them of the date and ensure no major upgrades are planned for the day of the test; and/or o request any specific assistance with equipment setup on the test day. 	<ul style="list-style-type: none"> <input type="checkbox"/> Create the 'final summative' assessment and the 'practice' assessment. <input type="checkbox"/> Deploy both assessments in the Blackboard module <ul style="list-style-type: none"> o For each, check instructions and 'Test options'. (Refer to Blackboard specific considerations overleaf) o Try out the test yourself, check your test results to ensure that all correctly answered questions are marked correct and you can achieve 100% as expected. Do the test settings and Instructions operate as you expected? o Ask a colleague to take the test and provide feedback. <input type="checkbox"/> Prepare guidance for invigilators on how they should administer the test. The usual exam conditions should be adhered to but consider also providing guidance on: <ul style="list-style-type: none"> o How students start the test. o Directions to the location of the test in the Blackboard module (which module, location within in the module, and the name of the link to be clicked). o How the invigilator is still responsible for starting and stopping the test. o How the automated timer operates (if used). o What to do if a PC isn't working and there is no other one available. (see reference to paper copies in the next column) 	<ul style="list-style-type: none"> <input type="checkbox"/> Liaise with IT support <ul style="list-style-type: none"> o For any equipment checking. <input type="checkbox"/> Ask SALT to review the test configuration <input type="checkbox"/> Prepare paper copies of the assessment. <ul style="list-style-type: none"> o You may encounter problems with individual PC's on the test day. Don't assume that all the machines in a room will be functional. o Print around 10% of the total number required. o Know where to go to make more copies if necessary. 	<ul style="list-style-type: none"> <input type="checkbox"/> Carry out a final checks of your 'test settings'. <input type="checkbox"/> Give students access to the practice assessment. <ul style="list-style-type: none"> o Ensure that this operates in exactly the same way and with the same settings as for the proper assessment. o Provide instructions on how they should access the assessment. o Allow the students to make several attempts of the practice assessment to familiarise themselves with the test environment. o Stress that this is not a revision test.

During the test

- Take an attendance register. This will act as a useful cross reference to the test results recorded in Blackboard's gradecentre.
- For large cohorts stagger the 'clicks on the start of the test' for each row/room of students to avoid server overload.

After the test

- Check for any anomalies in the test. [Run an Item Analysis](#) report.
 - Are there any questions that were consistently answered incorrectly?
 - Do you need to consider making any adjustment to the marks?
- Grade any questions that require manual grading.
- Export the results from the Grade Centre.

Blackboard module: specific considerations

Test options

Force completion

If you select this option and the PC crashes midway through a test a student will not be able to go back into the test (unless you have set up more than 1 attempt).

Set timer

If you use the automated timer consider setting 'auto submit' to 'off' so that the overall control is with the invigilators.

Password

Set a password (which is offered at the start of the test) to limit the possibility of someone accessing the test off campus.

Test availability exceptions

If you need to deliver the test to different groups of students **at different times** or for individual students **requiring extended time** make use of this option to set number of attempts and access times for these specific groups/individuals.

Test presentation

Switch on the option to randomise questions for each test attempt to help avoid cheating by students sitting closely in the exam room.

Grade Centre

The 'Show test results' and 'Feedback' options in the 'test options' do not prevent students from seeing results in the Grade Centre, therefore we recommend:

- Ensure you [hide the column entry](#) for the 'final summative' Assessment in Blackboard's Grade Centre otherwise the marks will be available to students immediately after taking the test.
 - Consider also hiding the 'Total' column in the Grade Centre (if the test result is the only mark they will receive to date), the test mark will still be visible via the total column.