

Required Components For Creating Proctored Tests

All proctored tests require 3 components, a test description, an introduction and a header. Not including this information in Brightspace will result in a student being unable to write their test.

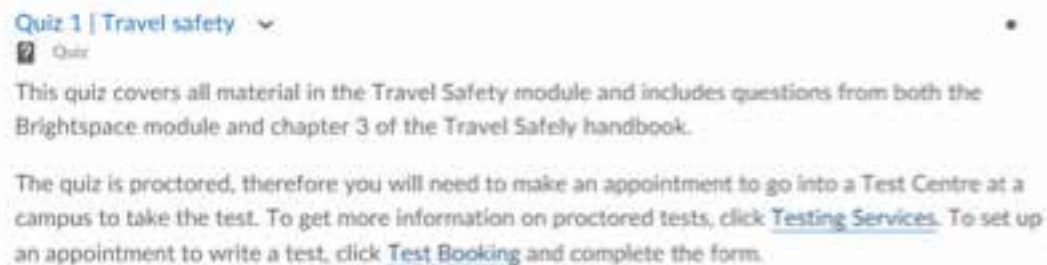
Description

This information will show under content and will include what students need to know for the quiz, as well as whether the quiz is proctored.

Descriptions should include:

- What to study to prepare for the test
- If it is a Proctored test or not. If proctored, add this information: You will need to make an appointment to take the test. To get more information on proctored tests, click [Testing Services](#). To set up an appointment to write a test, click [Test Booking](#) and complete the form.

The description shows up in the **content area**.



Quiz 1 | Travel safety

Quiz

This quiz covers all material in the Travel Safety module and includes questions from both the Brightspace module and chapter 3 of the Travel Safety handbook.

The quiz is proctored, therefore you will need to make an appointment to go into a Test Centre at a campus to take the test. To get more information on proctored tests, click [Testing Services](#). To set up an appointment to write a test, click [Test Booking](#) and complete the form.

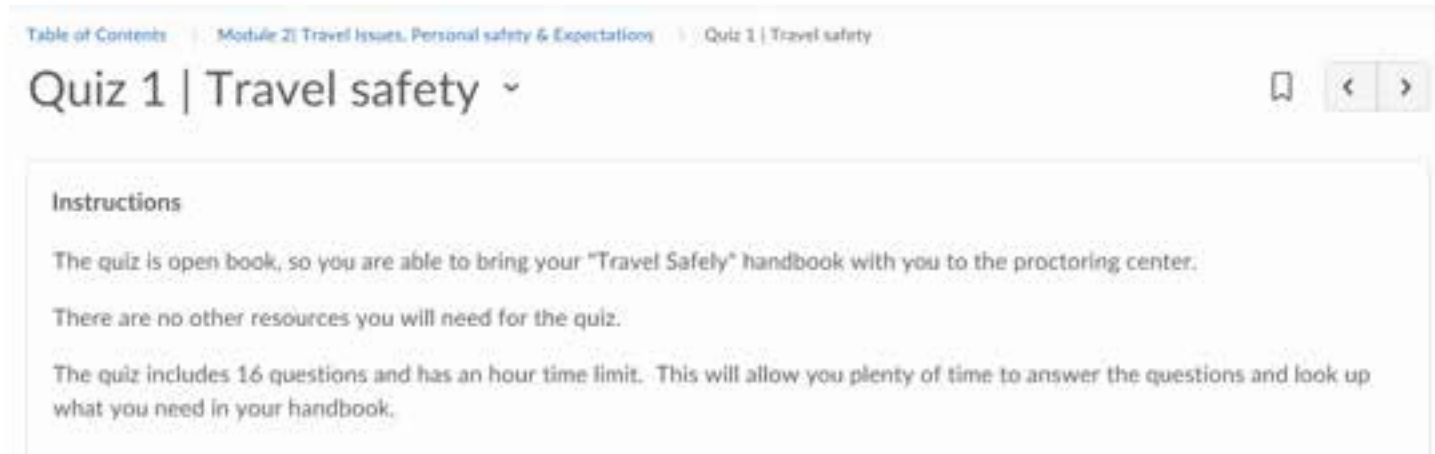
Introduction

This information will appear when the students click the content link to access the test.

Introductions should include:

- Open or closed book
- Resources students are allowed to use when writing the test – textbook, notes, online book, code book, calculator, etc – and if additional web browsing/file sharing is permitted.
- Number of questions
- Time limit

The introduction shows up once the **student clicks on the quiz under content.**



The screenshot shows a web interface for a quiz. At the top, there is a breadcrumb trail: "Table of Contents" > "Module 2 | Travel Issues, Personal safety & Expectations" > "Quiz 1 | Travel safety". Below this, the title "Quiz 1 | Travel safety" is displayed with a dropdown arrow. To the right of the title are icons for a bookmark, a left arrow, and a right arrow. The main content area is titled "Instructions" and contains the following text:

The quiz is open book, so you are able to bring your "Travel Safety" handbook with you to the proctoring center.

There are no other resources you will need for the quiz.

The quiz includes 16 questions and has an hour time limit. This will allow you plenty of time to answer the questions and look up what you need in your handbook.

Header

This information appears on the first page of the test and will show on a printed copy.

Headers should include:

- Open or closed book
- Resources students are allowed to use when writing the test – textbook, notes, online book, code book, calculator, etc – and if additional web browsing/file sharing is permitted.
- Computer or instructor marked or specific instructions required to write the test
- Number of questions
- Time limit
- Faculty contact information
- Instructions on what to do with the test once completed – only if the test is to be printed.

The header shows once the **quiz has been started**.

Quiz 1 | Travel safety

Quiz 1 | Travel safety - Preview

Est. Length: 2:00:00

Faculty Demo Daylight: Attempt 1