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.
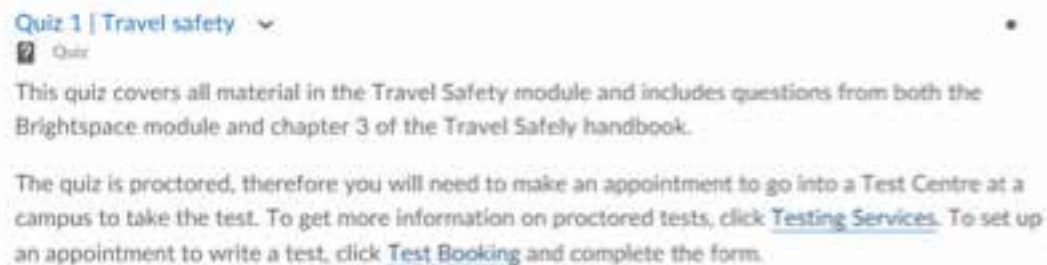
Description

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.

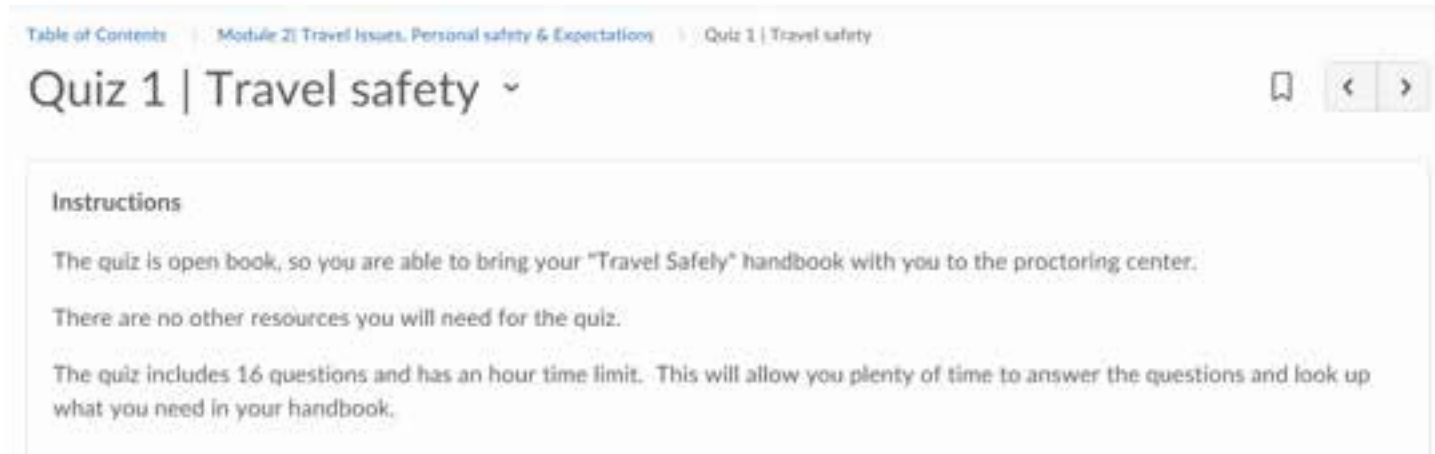The description shows up in the **content area**.

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.**

Table of Contents   Module 2| Travel Issues, Personal safety & Expectations   Quiz 1 | Travel safety

Quiz 1 | Travel safety ˅

Instructions

The quiz is open book, so you are able to bring your "Travel Safely" 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