Before taking the test - Prepare your computer

- ✓ **Complete a Browser Check**, click here to complete your browser check. The Browser Check should be completed in the browser you will be using to take your exam. If your exam utilizes the Respondus LockDown Browser you must complete the Browser Check in Internet Explorer.

- ✓ **Connect to a wired high speed internet connection.** A wired high speed internet connection is strongly recommended especially for long exams or finals/midterms.

- ✓ **Add *.wvu.edu as a trusted site.** Make sure you add the *.**wvu.edu** domain as a trusted site in your browser's security settings to ensure content will not be blocked.

- ✓ **Disable firewalls** before taking the test if you are taking an exam from a computer or computer network that has a firewall installed.

- ✓ **Make sure your computer is free of viruses and/or spyware** by running anti-virus & anti-spyware software regularly. If you need anti-Virus Software please review the information here.

- ✓ **Take a practice test**- If your instructor has provided a practice test; make sure you access it prior to the start date of your test on the computer you will be using for the exam in order to provide sufficient time to fix any problems you may discover.

During the Test

- ✓ **Close down all other programs running on your computer.** Do not take a test with several other applications running in the background, such as movies, music, e-mail, or anything not required to run for the test.

- ✓ **Set aside time** in which you will be free from interruptions to take the test. Most tests can only be accessed once.

- ✓ **Click only once on the link for the exam**- do not double click or click on test link multiple times.

- ✓ **Read the instructions for the test carefully**: Each test may be set up differently by your instructors. The options for each test will be listed at the top in the Instructions area. It is very important you read your instructor's directions carefully

  Some tests may be taken more than once, while others can only be taken once. Your instructor will inform you if the test can be taken more than once.
  Some tests may require that they be completed in one sitting (force completion), while some tests may allow you to complete one section, and then return to finish additional sections.
  Some tests may be timed. Your instructor will tell you if the test is timed and the time allotted.
  Some tests are all-at-once assessments, allowing you access to the entire test and move freely item to item (permits backtracking). Some tests are one-at-a-time assessments, showing only one question at a time, and you may not return to a previous question.

- ✓ Once you begin the quiz, ***do not click the Back, Forward or Refresh button*** on the browser itself. This can cause you to lose your Internet connection, as well as your test.

✓ Once you start the test, *do not resize the browser window*. Both of those actions will cause eCampus to reload the quiz, which could also lead to a "duplicate attempt" problem.

✓ **Click Submit, Next, or Save one time only**! It may take a few minutes to receive confirmation or move to the next question. Clicking more than once can actually slow down the loading and cause test errors.

✓ **Click the Submit button one time** when you are finished with the test. It may take several moments for your test to be submitted, so do not click Submit more than once. Once your test is submitted, you will receive a confirmation it was successfully submitted. Note: If you click the Save button, your test will be saved but not submitted. Always use the Logout button to conclude your sessions in Blackboard.

If you experience issues with Test, contact your instructor immediately if you get locked out of a test during the allowed testing time, if you receive a message saying you have already completed the test, or if you receive a message saying the test is still in progress. If your instructor resets the exam for you to take again, eCampus will clear all previous answers and you must start from the beginning of the test. Only your instructor can reset the test.

After successfully submitting your test, select Tools > My Grades, located on the left side of the page, to view your test score. However, if the test contained question types other than multiple choices, true/false, or matching, your test will need to be manually graded by your instructor before you can see your grade. Contact your instructor for details regarding grade availability.