

Test Center

Starting An Assessment: To start taking an assessment in Test Center, you must first enter the VSpace course in which the assessment is located, and then select the “Test Center” tool. A list of available assessments is then displayed to you. Select “Begin” under the title of the assessment you wish to start.

Information regarding the assessment you selected is then displayed, including how much time you have to take the assessment and how many times you are able to take it. Read this section **carefully** before you begin. Select “Begin” if you are ready to start the assessment or “Cancel” if you want to return to it later. If the instructor has set a time limit a time bar will be visible when you are taking the assessment to inform you how much time remains. Once the time limit is reached VSpace will automatically submit the assessment for grading. *Note: Exiting the test by any manner including selecting “Continue Later” will not stop the timer, it will continue to run.*

Taking An Assessment: There are two primary ways that instructors can organize assessments in Test Center. Strict order gives you one question at a time and only allows you to save your answer and move on to the next question. You can not go back to read a previous question and/or change your answer. Flexible order (shown below) allows you to go back to previous questions, mark questions for review and use the table of contents feature.



Figure 1 - Flexible order assessment

To save your answer and view the next question, or series of questions, select the “Next” button below the question text. To leave the assessment without submitting it for grading, select the “Continue Later” button. VSpace will save the answers you have already entered. Remember, in a timed assessment the timer will continue to run even if you leave the test.

To use the table of contents feature, select the “Table of Contents” link located in the bars above and below the question. You can use the Table of Contents to go to the beginning of a part by selecting the part

text or to any question in the assessment by selecting the question text. You can also see which questions you have not answered or have marked for review.

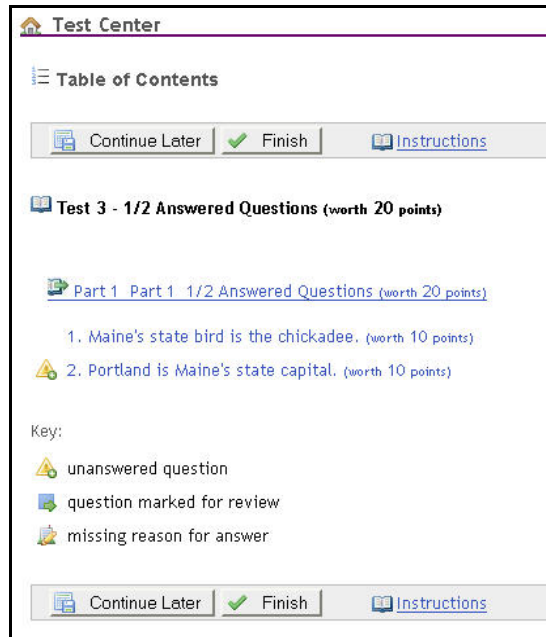


Figure 2 - Table of contents

When viewing the table of contents, use the icons to the left of a question, along with the icon key below, to determine if a questions is unanswered, marked for review, or missing a reason. The “Finish” button will submit the assessment for grading even if you have unanswered questions or questions that are marked for review. When you select the “Finish” button, a pop-up box will ask if you are completely done. Select “Finish” to submit the test or “Cancel” to go back to the test. After selecting “Finish” you will be taken to a confirmation page showing that your assessment is finished.

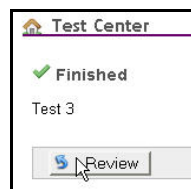


Figure 3 - Confirmation page

Reviewing the Assessment: You can access feedback your instructor has given you by selecting “Review” on the confirmation page, or by selecting “Review” to the far right of the assessment title in the assessment list.

If your instructor has selected a date and time for your feedback to be available, you will not be able to review the assessment until that time. The date when feedback becomes available is shown to the right of the assessment title in the assessment list.

Additional Information: When taking an assessment in Test Center **DO NOT** use the navigation buttons in your browser. The “Test Center” tool is designed to disallow this from working, especially if the assessment you are taking does not allow you to view previous questions. Use the “Next” button to move on to the next question and the “Previous” button (if enabled) to view the previous question. You may also use the “Table of Contents” (if available) to navigate through the test.