

## Tips for Taking Tests and Quizzes

### Plan Your Time

- Do not wait until the last minute to take the test. Have a backup plan in case your computer crashes or you lose your Internet connection.
- Ensure your time zone has been set so that you do not miss the test.
- Change your time zone to reflect where you are working from.

### Recommended Browser

We recommend using [Mozilla Firefox](#) when working within the campus.

NOTE: Pay close attention as you download any web-based application—unwanted applications may be attached to the program. Also, you may need to temporarily disable your firewall settings in order to download these applications.

### **Maximize Your Internet Connection**

If you lose your Internet connection while taking a test in Moodle, your data could be lost. You can minimize the risk of losing your Internet connection by doing the following:

- use a high-speed Internet connection, if possible;
- if possible, do not use a wireless connection;
- contact your Internet Service Provider (ISP) to determine if your service has time-out restrictions;
- disable call waiting before starting the test if you have a dial-up modem that uses the same line as your phone; and
- close all unnecessary programs.

### **Before taking the test:**

- Close all other programs you may have open on your computer. This includes any music or videos, email or IM programs, word processing programs, or other web browsers.
- Before opening a test, be certain you are ready to take it and that you have enough time to complete it without any interruptions.
- Some tests have a time limit; you must complete and submit the test within a designated time frame. You will not be allowed to return to the test once the test times out.

### **Once you launch the test:**

- Do not open other windows or programs while taking a test in Moodle (unless the action is required for the test).
- Do not click outside of the test window.

- Be careful when using a mouse with a scroll wheel. Click in a blank area on the test screen before using the scroll wheel to prevent inadvertently changing a response on the test.
- Your answers are automatically saved as you enter them.
- Your test page has a Navigation block in the upper left corner, where you can click on the question number you want to navigate to. Alternatively, you can click on Next at the bottom of each page to proceed to the next question. . Do not use the back arrow in your browser to return to a previous page; this could cause you to lose the answers you have already completed.
- In the Navigation block, you'll find a clock if your test is being timed. The clock will count down the time remaining to complete the test.
- Review your answers and be sure you have answered all questions before clicking on the Submit all and finish button. Once your test has been submitted, you will not be able to modify any answers.

### **If you experience any problems:**

- If you receive an error message, note the error message or issue word-for-word, along with the date and time, and describe what occurred before the issue arose. Report the error message and surrounding circumstances to [Ask YU](#) for troubleshooting. You can access [Ask YU](#) by clicking the "[Ask YU](#)" icon in the top right corner of any page of the campus.
- When reporting errors, please provide as many details as possible, including course number, test name, question number, browser, and operating system.
- You should notify your instructor of the problem and request further instructions.