

RECOMMENDATIONS FOR AN ONLINE TEST (ASSIGNMENT/TEST & QUIZ)

Your instructor may administer exams through LMS. Here are some tips on submitting online Tests and Quizzes:

- Confirm you have good internet connection – run a “speed test” in your search engine to check connection
- Preferably use an **updated** browser on a computer
- Clear your **Browser history** before attempting any Assignment/Test.
- Open LMS in only one browser tab – see **Important Note** below
- Use LMS’s built-in navigation buttons
- **Shut down** all other applications & activities on computer during a test.
- LMS automatically saves your answers every 5 minutes but it’s good practice to manually save your answers and confirm your answers are recorded
- Keep a backup copy of your written responses on your computer in case of technical problems
- If your test is timed, be aware of the countdown clock at the top of your assessment
- Click “Submit for Grading” when you are done. You should then see confirmation of your submission and receive email confirmation.

Important Note on Tests & Quizzes: When taking a test, remain in one browser tab of Sakai LMS. Do NOT open Sakai LMS in additional browser tabs or windows. Doing so could cause you to lose your work. If you must access other parts of your course in Sakai, save and exit your test before navigating away. Then reopen the test to continue and confirm your answers are saved. Don’t forget to submit when you have finished.