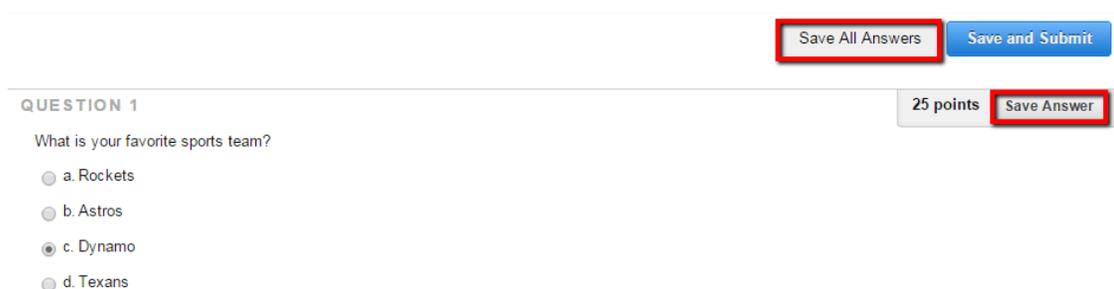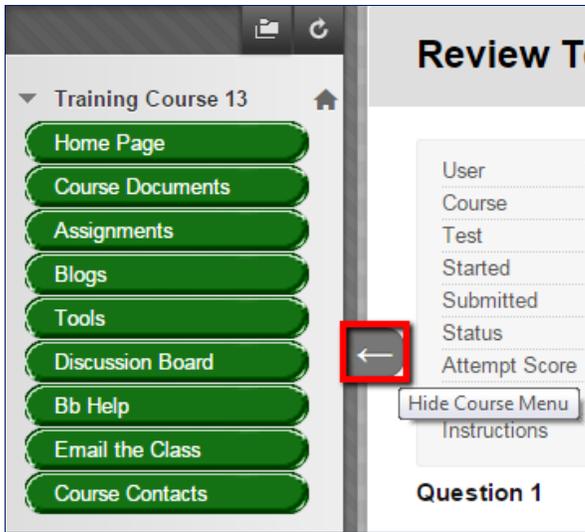# Blackboard 9.1 Tips for Taking Tests

Before starting your online Test, it is important for you to follow a few guidelines to better ensure that you will not experience technical problems that might cause your assessment to "lock."

- Close all application windows on the computer, and then launch a new browser window to log into Blackboard.

- If there is a specific start time for the test, log in 10-15 minutes early to test the connection.

- After beginning the Test, scroll to the bottom of the page to be sure the **Save Answer**, **Save All Answers**, **Save and Submit** buttons are available.

- Do NOT click **Save and Submit** until you have completed the exam.

- Do NOT use any of the browser's navigation buttons (Back, Forward, Home, etc.) during the Test.

- Do NOT click the browser's Refresh or Reload buttons in your browser while taking the Test. This includes keyboard shortcuts such as F5, Ctrl+R (Window), and Command+R (Macintosh).

- If Force Completion is in effect, DO NOT leave the Test page without completing the Test and clicking the **Save and Submit** button at the end. If it is not in effect, click **Save All Answers** before navigating out of Blackboard.

- DO NOT open other browser windows or applications while taking a Force Completion quiz/test.

- DO NOT click other links or buttons within the Blackboard course while taking a Test. You may wish to remove temptation by hiding the Course Menu.

- If the Test presents only one question at a time, make sure you click (single-click) the **Next** button to proceed to the next question.