# ……. Quiz

**Instructions and Guide**

## OVERVIEW

**The quiz is comprised of ….. questions, is worth ….. marks and needs to be completed within …. Minutes one you begin the Test.**

|  |  |
| --- | --- |
| **The summary of the quiz is provided below:** | |
| Number of questions | …. (randomly assigned by the computer). |
| Total marks (points) | …. Marks |
| Quiz time | … Minutes |
| Question Display | ‘One/All’ question(s) at a time |
| Quiz availability | HH:MM AM/PM on DD/MM/YY until HH:MM AM/PM. on DD/MM/YY |
| Quiz coverage | Materials covered in lectures and or tutorials/workshop from week xx to week yy |

**Note:** Essentially, you have about **xx days time** frame within which you can take the quiz/test anytime.

**TECHNOLOGY-RELATED INFORMATION**

1. This Blackboard **quiz is NOT Mobile Compatible.** Please DO NOT take the quiz using a smartphone/mobile device.
2. **Browser Compatibility:** Use Chrome and/or Firefox. **Do not use Internet Explorer/Edge, or Safari.**
3. **Internet Connection:** For better connectivity stay close to your internet WiFi router, if you have a LAN connection that is preferable.
4. The quiz is on **‘set timer and auto submit option’** which means if you begin the quiz you MUST complete the quiz in a single sitting.

## Importantly, do not click the ‘Back Button’ and or ‘Refresh’ button on the

**browser** while doing the quiz as this will submit your Quiz.

## GENERAL INFORMATION ON TAKING THE QUIZ

* To take the quiz, log in to Blackboard, then go to ‘…….’ and click **“Quiz”** you will be directed to the quiz link.
* Once you click **‘Begin’** after reading the quiz instructions you will notice the following, which will be seen throughout the test.

## e.g.

* You will get reminder for time left at **half time, 5 minutes, 1 minute, and 30 seconds** remaining before test automatically submits.
* You can cycle between questions at any point during the test by clicking on the Question number. as shown in the above screen shot (but do not click the ‘Back Button’).
* Remember to click **‘Save Answer’** after choosing the answer for each question.



* Every time an answer is saved “**a green tick Saved**” button as shown below will be displayed informing you that your answer for that question has been saved.



* Once you have successfully saved the answer and moved to the next question you will notice in the ‘**Question Completion Status**” that the answered question turns grey as seen below.

A screenshot of a cell phone

Description automatically generated

* Only when you have completed the quiz should you click ‘**Save and Subm it’**

