Tests and Surveys are similar in nature. The type of questions available for use in both Tests and Surveys are identical. The primary difference between the two is that surveys *are not graded* and the answers to survey questions *have no point values*. While survey completion is noted and results are accessed through the Gradebook, the results are *anonymous*. Test items *are graded* according to the point values assigned during the test creation, and grades are recorded in the Gradebook.

Creating a Test or Survey

In the following example, a test is created and new questions are added. Follow the same steps to create a Survey and add new questions; however, you do not assign points to Survey questions.

1. In the Control Panel, expand the Course Tools section.

2. Select Tests, Surveys, and Pools.

3. On the Tests, Surveys, and Pools page, select Tests.

4. On the Tests page, click Build Test on the action Bar.

5. Type a name, description, and instructions.

6. Click Submit.

7. Modify the default question settings if necessary. Here you can change the default point value for all questions in the test or allow images/files to be added to the question or answers.

8. On the Text Canvas page, point to Create Question on the action bar to access the drop-

Create Question
> Calculated Formula
> Calculated Numeric
> Either/Or
> Essay
> File Response
> Fill in Multiple Blanks
> Fill in the Blank
> Hot Spot
> Jumbled Sentence
> Matching
> Multiple Answer
> Multiple Choice
> Opinion Scale/Likert
> Ordering
> Quiz Bowl
> Short Answer
> True/False

down list. Select a question type.

9. On the Create/Edit page, add the necessary information to create a question.

10. Click Submit.

11. On the Test Canvas page, type the Points for the question.

12. Repeat Step 7 through Step 11 until all of your questions are added to the Test.

13. Click OK. The test is added to the list on the Tests page. The test is ready to be deployed in the Course.

Editing a Test or Survey

1. In the Control Panel, expand the Course Tools section.

2. Select Tests, Surveys, and Pools.

3. On the Tests, Surveys, and Pools page, select Tests or Surveys.

4. On the Tests or Surveys page, click the Test or Survey's action link to access the contextual menu.

5. Select Edit from the drop-down menu beside the test or survey.

6. Make changes to the test or survey.

7. Click OK.

Changing the Order of Questions

New questions are added to the end of the test or survey. Reorder items by pressing and dragging the question's double arrow icon or use the Keyboard Accessible Reordering tool.

Questions are numbered automatically in the order they are added. The question numbers update when items are reordered or randomly ordered. For this reason, use caution when referring to specific question numbers. If the option to Randomize Questions is selected when the test or survey is deployed, do not refer to specific question numbers, as the random ordering changes the numbering each time.

Deploying a Test or Survey

Once a test or a survey has been created, the next step is to deploy it to users. This is a two step process: adding the test or survey to a content area and then making it available.

About Unavailable Tests

The difference between unavailable and deleted assessments:

- Deleted assessments have been deleted from a course. Deleting an assessment is irreversible.

- Unavailable assessments are deployed to a content area, but a link does not appear to students.

You can access assessments through the Control Panel > Course Tools > Tests, Surveys, and Pools.

You manage assessment availability on the Test Options or Survey Options page. Assessment availability is limited to a specific time period by setting the Display After and Display Until dates and times. If the link to an assessment is available, but neither date is set, the assessment is immediately and always available.

Add a Test or Survey to Content Area

1. Navigate to the course area where you want to add a test or survey.

2. On the action bar, point to Assessments to access the drop-down list.

3. Select Test or Survey.

4. Select a test or survey from the Add Test or Add Survey list.

5. Click Submit. The Test Options page appears.

Make a Test or Survey Available

You set test and survey availability after you deploy the assessment in a course area. You manage availability on the Test Options page.

1. On the Test Options or Survey Options page, click Yes to Make the Link Available to users. If you select No, it will not appear to students. You may make the link available, and then use the Display After and Display Until fields to limit the amount of time the link appears.

2. Set the following availability and feedback options for a test

Option	Function
Add a New Announcement for this Test or Survey	The announcement will include the date and state "an Assessment has been made available in [Course Area that includes the link to the assessment]." This announcement will appear in the course announcements as well as the My Course and My Announcements modules. If an announcement was previously posted using this feature, the date and time of the most recent announcement appears.
Multiple Attempts	This option allows students to take the assessment multiple times. The status of multiple attempts is displayed to students at the top of the assessment. Select Allow Unlimited Attempts so students can take the assessment as many times as they want. Select Number of Attempts and provide the amount to indicate a specific number of attempts that is allowed. If you allow multiple attempts for a test, the most recent graded attempt's score appears in the Grade Center and shows to students in My Grades by default. To change the attempt used for the score, go to the Grade Center and access a test's column header contextual menu. Select Edit Column Information and select from the options in the Score Attempts Using drop-down list.
Force Completion	If you select Force Completion, students must complete the assessment the first time it is launched. Students may not exit the assessment and continue working on it at a later date. The Save function is available for students to save the assessment as they work through it, but they may not exit and re-enter the assessment. At the top of the assessment, Force Completion is noted and explained to students. If you do not enable Force Completion, students may save their progress and complete the assessment at another time.

Option	Function
Set Timer	Select this check box to set a time limit for finishing the assessment. If you select this option, enter the amount of time to allow for the test or survey in the hours and minutes boxes. During the assessment, the time elapsed is displayed to students. As students approach the time limit, a one-minute warning also appears. Selecting this option also records completion time, available in the Test Information section when the attempt is complete. If a student saves and exits the assessment, the timer continues. For example, if he begins the test on Tuesday, saves and exits it, then completes it on Thursday, his completion time will be 48 hours. ***If you set the timer, turning on Auto-Submit will save and submit the assessment automatically when time expires. Leaving it off gives students the option to continue after time expires.***
Display After and Display Until	Select the date and time when the test or survey will become available to students. This field is optional. You can control availability through the Make the Link Available option without setting specific dates.
Display Until	Select the date and time the test will be made unavailable to students. This field may be left blank.
Password	Select this check box to require a password for students to access the assessment. If you select this check box, enter a password in the text box. Passwords cannot be longer than 15 characters and are case sensitive.
Test Availability Exceptions	Select one or more groups of students and make a number of exceptions to the already established availability settings. You can use exceptions to provide an accommodation to a disabled student or provide accommodations for technology and language differences. You can create exceptions for: • Number of attempts. • Timer. • Availability. • Force completion.

Option	Function
Show Test Results and Feedback to Students	Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. If conflicts in rules occur, the most permissive settings for that user or group of users is granted. For example, students would receive the greatest number of attempts, longest availability time, and so on. • **When**: Sets when appropriate test results and feedback are shown to students: After Submission, One-time View, On Specific Date, After Due Date, After Availability and End Date, After Attempts are Graded. • **Score**: Shows the score a student achieved out of points possible. • **All Answers**: Shows all answer options. • **Correct**: Shows the correct answers. • **Submitted**: Shows all of a student's submitted answers. • **Feedback**: Shows instructor-generated feedback messages for each question. • **Show Incorrect Questions:** Shows the questions a student answered incorrectly or partially incorrectly. Example: You select After Submissions, Score, All Answers, Correct, Submitted, Feedback, and Show Incorrect Questions. Students see their scores along with all answer options. They also see their submitted answers marked as correct or incorrect, and any feedback you have provided. Example: If students are taking the test at different times, you can choose to make a limited amount of feedback available until all students have completed the test. When you first deploy the test, you can choose to present only the Score. After all students have taken the test, edit the test options to show more. You can create an announcement to notify students that additional feedback is available. Students can return to the test to view the additional feedback.

3.   Click Submit

Controlling the Presentation of a Test or Survey

Additional options are available to control the presentation for an assessment.

Option	Function
Include this Test in Grade Center Score Calculations	Test results can be used in Grade Center calculations by selecting this option. Test scores do not need to be revealed to students to be used in Grade Center calculation. Self-assessment tests are generally not included in Grade Center calculations. If the test is not included, the score will not affect any Grade Center calculations. This test is also excluded from weighting.
Hide Results for this Test Completely from Instructor and Grade Center	This option is available only for tests, and if you select it, a test can be made to behave like a survey, even if points are assigned to the test questions. The display in the Grade Center will read Complete/Incomplete, and N/A (not applicable) or zero appears on the Grade Details page. You will not be able to see any student grades, view answers, aggregate results, or download result details for this test. To protect student privacy, you cannot reverse this choice later without deleting all attempts.
Presentation Mode	**All at Once**: Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question. If selected, you cannot select Prohibit Backtracking. **One at a Time:** Displays one question at a time. The screen includes navigation tools to move between questions. The Submit function appears only on the last page of the assessment. You may also select Prohibit Backtracking and Randomize Questions.
Prohibit Backtracking	Select this check box to prevent users from going back to questions that they have already answered. If you do not allow backtracking, questions are presented one at a time and the <<, <, and >> functions will not appear to users during the test or survey.
Randomize Questions	Click to display questions in a random order each time the test or survey is taken. If you have included references to the question numbers as they appear on the Test Canvas, do not use this option because the random order will change question numbering.