



CENTRE FOR TEACHING, LEARNING AND TECHNOLOGY

THE UNIVERSITY OF BRITISH COLUMBIA

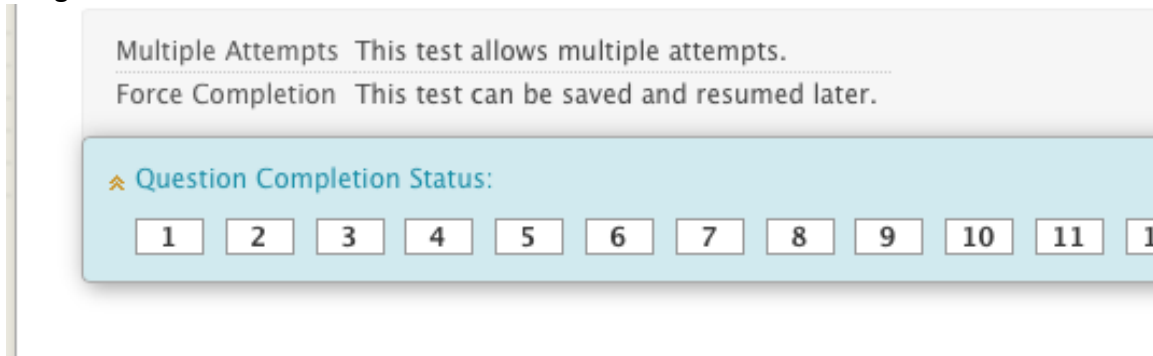
Effective Practices for Students

Taking Tests in Connect

Developed by *Connect* Team,

- **Use a Laptop or Desktop Computer.** Do not take a test on an iPad, iPhone, Android phone/tablet, or other mobile device—use a laptop or desktop computer.
- **Ensure That Your Computer Is Prepared For The Test.** You should ensure that your computer is free of spyware and malware, and that you are using a compatible browser such as Firefox or Google Chrome. Your computer should be up-to-date with the latest patches since automatic updates can interrupt your test.
- **Turn Off Browser Toolbars.** To ensure success while taking your test, turn off browser toolbars such as Yahoo, Google and MSN.
- **Ensure You Have Power.** If using a laptop, ensure that it has enough battery power to last for the duration of the test or plug your laptop into a power outlet.
- **Ensure You Have Strong Wireless Connection.** If taking your test using a wireless connection, ensure that you have a strong connection to the network – four bars for Windows and 3 bands for a Mac.
- **Minimize Interruptions While Taking A Test/Assessment.** Close other applications such as email notifications, chat, IM or social networking sites (Facebook) before taking the test.
- **Start Fresh.** Before taking a test, restart your browser and log into Connect. Some students have found that restarting their computer before taking a test is an effective practice.
- **Click Only Once To Launch The Test.** Double clicking the link may launch the test twice.
- **Ensure you read and understand the instructions for the test.** For tests that are set to Force Completion, for example, if you accidentally shut down your browser, experience even a short loss of wireless connectivity, or open a new URL from the tab in which the test is open, the test it will be submitted even if you have not finished it.kalev
- **Use Navigation Within Connect.** Once you have launched the test, ensure that you only use the navigation within Connect, i.e., do not use the browser back button, reload the test, use the browser delete button or resize the test window. If you are only able to answer one question at a time (questions present themselves on separate pages), make sure you only single-click the **Next** button to move forward

- **Check Your Progress.** You can check on your progress within the test by expanding the 'Completion Status' link at the top of your test, just below the test instructions. See image below



- **Check That Your Answers Are Being Auto-Saved.** Connect will auto-save your answers but it is a good idea to check that this is happening as you go through the test. Also, even if the test is set to auto-submit, it's a good idea to click Submit at the conclusion of the test so that you'll receive a submission confirmation.
- **Pay Attention to Warning Messages.** Take screenshots of any warning messages you receive. Do not ignore them! Complete instructions on how to take a screenshot at <http://www.take-a-screenshot.org/>
- **Know Your Instructor's Policies.** Ensure that you are familiar with your instructor's policies around assessments and that you know ahead of time what to do if you experience difficulty during the assessment.