Exam: Moodle Test

Tips for taking a timed test

Apart from studying the unit materials, follow these general tips to minimise any technical issues that may arise before or during an end-of-semester Moodle test.

Before you start

Take some time to ensure your computer is ready.

1. **Plan ahead**
   A specified **test window** will be given to you (e.g., 24 hours). Within that test window, you will likely have a **time limit** (e.g., 1, 2 or 3 hours) to undertake the Moodle test. So, when the details are announced, start organising when you can take the Moodle test without interruptions or distractions. This may include arranging a babysitter to ensure you are not disturbed once you have commenced the test.

2. **Use the recommended browser**
   We recommend using the most up-to-date version of the internet browser you use to take a Moodle test.

3. **Maximise internet connectivity**
   If you lose your internet connection whilst taking a Moodle test, you may lose data or be unable to continue or submit. The University recommends using a wired connection during test-taking. If you need to use a Wireless Internet (wi-fi) connection, ensure you have a strong signal and minimise the use of other wireless devices on the connection whilst taking your test. Avoid using a public wi-fi connection such as at a café.

4. **Use a desktop or laptop computer**
   We strongly recommend that you use a fully charged, or better yet, plugged-in laptop or desktop computer to take a Moodle test. Using mobile devices such as smart phones or tablets is *not* recommended as they rely on a wi-fi connection, and navigating by gesture (e.g., swiping, scrolling, zooming) can result in a poor test-taking experience, including potential errors in selecting or entering your answers.

5. **Close ALL other programs and applications on your computer**
   Only have one internet browser (e.g., Chrome) open when taking a Moodle test. Close all other programs and applications, including music, videos, email, instant messaging, word processing software or other web browsers. This helps maximise your device's performance, reduces the risk of internet bandwidth issues, prevents distractions, and minimises the chance of technical problems or accidental interruptions during the test.

Once you commence

Ensure you spend your time wisely and navigate your Moodle test properly.

6. **Timing**
   - **Test window:** a minimum of 24 hours (or greater) in which your end of semester Moodle test is available. You can start and finish your test at any time during this period. If you are not finished when the test window expires, your test will be automatically submitted with whatever answers you have provided.
   - **Time limit:** the time (e.g. 1, 2 or 3 hours) in which you must commence and complete your Moodle test. Once you start, a timer in the navigation block will count down until it expires. It is not possible to pause the timer or resume the test later.
   - The Moodle test clock operates independently of the clock on your computer. Resetting your computer clock will not affect the test window, time limit or countdown timer.

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- If you have not finished the test when the time limit expires, your end of semester Moodle test is likely to be automatically submitted with whatever answers you have provided.

7. **Answering short answer and essay questions**
   Type your answer directly into the textbox provided. Your answers will be automatically saved as you progress through the test. **Do not** try to type your answer in a word processing program (e.g., Word) and copy and paste into Moodle.

8. **Navigation**
   - Your Moodle test is likely to consist of multiple pages of questions, and your answers will be automatically saved as you progress.
   - **Your teaching staff may let you know whether the method of navigating the test is set to 'free' or 'sequential'**. 'Free' navigation means that you can go back and forth between pages, whereas 'Sequential' means that you cannot go back to previous pages.
   - Use the navigation options within the Moodle test itself. Click the **Next page** button to progress, and if available, the **Previous page** button to return an earlier page.
   - Do not use your browser's back or forward buttons to navigate. This may result in your answers being submitted prematurely.
   - Do not try to click outside or try to navigate away from the Moodle test window to visit other websites, check email, or use messaging, chat, or open any other browser windows.
   - Do not close the Moodle test browser window. This may result in your answers being submitted prematurely.
   - Once you have answered the final question, click on the **Finish Attempt** button. You may be taken to a summary attempt screen. Click on the **Submit All and Finish** button to complete your test.

What if there is a problem?

9. **Don't panic!**
   If you encounter a problem taking your test, first try restarting your browser and/or computer. If that does not work, gather as many of the following details as you can and contact your teaching staff via email as soon as possible and request further instructions.
   - The unit code and title
   - The date and time the problem occurred.
   - The name of test you were taking.
   - The question number you were on.
   - The Internet browser (i.e. Chrome or Firefox) and the computer operating system (i.e. PC or Mac) you were using to take the test.
   - If you receive an error message, write it down word-for-word and describe the surrounding circumstances.

Related helpsheets

- Exam: Managing Anxiety
- Exam: Multiple Choice Questions
- Exam: Short Answer Questions
- Time Management

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