

Blackboard Testing Guidelines for Faculty and Staff

1. If there is a planned testing schedule made for your department (with dates, times, and locations), please forward it to the UTHSC Blackboard Team. This is very helpful when it comes to using Respondus LockDown Browser. We will try to have someone on standby, should an emergency happen. For high-stakes tests, we especially want to be ready.

2. Require the students to use a hardwired connection when testing. No one should test using a wireless connection.

3. Encourage the students to use the UTHSC Blackboard Team's preferred browser for testing: Mozilla Firefox.

4. Take a trial run of the test. Take the test where the students will, if you have reserved lab space. If the test requires Respondus LockDown Browser, take the test using it to see if you have any problems.

5. Let students know all of the directions for the test (timed, number of attempts, requires LockDown Browser, requires password). Give clear, specific directions and instructions. This can be done in the Description filed under Test Information when you edit the Test Options.

6. DO NOT USE RESPONDUS LOCKDOWN BROWSER WITH ANY DISTANCE EDUCATION OR OFF-CAMPUS STUDENTS. Doing so limits the browser's effectiveness. Because students may still have access to other devices (cell phones, tablets, laptops, etc.), the testing environment is not as secure.

7. Respondus LockDown Browser should be used in a controlled, secure testing environment (e.g., a reserved computer lab where all the students take the exam at the same time.) See number 6 above.

8. If you need assistance with or have questions about Respondus LockDown Browser or Blackboard, set up a session with Blackboard administrators (901.448.1927 or bb@uthsc.edu).