

# Test Taking Guidelines for HuskyCT

It is the student's responsibility to be sure they are using the appropriate hardware and software when taking a test in HuskyCT. There are also important guidelines for how to proceed once the test is started. Failure to follow these guidelines can result in answers not saving, tests getting submitted prematurely, or not being able to submit the test at all. It is much better to do all you can to prevent issues from occurring during a test because many instructors do not allow second chances, even when students report what may have been a technical issue.

## Steps to take BEFORE beginning a test

- Make sure you have a strong Internet connection. A wired connection is more reliable than a wireless connection in some instances.
- If you are in a computer lab, be sure you are logged into HuskyCT as you. Check on the name at the top of the screen. If someone before you did not properly end their session, you could end up logged in under someone else's account.
- DO NOT use a tablet or phone to take the test. You must be on a standard Windows or Mac operating system with a HuskyCT compatible browser.
- Please be aware that if you use Internet Explorer, a warning message may appear at the bottom of your screen requesting permission to display mixed content (secure and not secure). Be sure to allow.
- Turn off third-party browser extensions. Third-party browser extensions include (but are not limited to) features such as Google or Yahoo toolbars associated with the browser.
- Pop-ups should be allowed. Make sure that the pop-up blocker feature is turned off on the browser. Pop-up blockers can prevent the test from displaying.
- DO NOT have other programs running or other browser windows or tabs open when taking a test
- Maximize the browser screen before opening the test. Resizing the browser during a test may cause work to be lost or premature submission of test.
- If the instructor has provided a Practice Test on the HuskyCT site, be sure to take it. This should help uncover any problems that need to be addressed before the real test is taken.
- Clear your browser cache or history. You want to start the test with a fresh, clear, simple, clean browser.
- Read the instructions carefully. There are many different settings that instructors can use to set up an assessment. Instructors will use different settings, sometimes within the same class ---depending upon the type of test.

## Steps to take DURING the test

- Click each button just ONCE (i.e., Begin, Save, Submit, Next).
- Be patient and wait for the test and test questions to fully load before selecting and saving answers and moving to the next question.
- DO NOT double-click on any buttons when starting a test, answering or saving questions, or moving to the next question.
- DO NOT use the browser's Back or Forward button while taking the test. This can cause you to lose your Internet connection as well as your test.
- DO NOT click anywhere on the screen other than the buttons, arrows, and answer choices.
- DO NOT refresh the page, resize the window, or close the window while taking a test.
- DO NOT use the Enter key on your keyboard or the Tab key to navigate. Use only the buttons and arrows in the test.
- DO NOT use the scroll wheel on your mouse to scroll on a screen as this may change a previously selected answer.
- If you encounter a problem and see an error message, please note at what time it occurred and take a screenshot of the message if possible or write it down. This will help with any troubleshooting that may need to be done before you take the test again.

## Saving Answers and Checking “Question Completion Status”

Once an answer has been selected it should auto-save within a second or two. A manual save option is also available. This indicates a **saved answer**

10 points

✓ Saved

Click on the **double down arrow** to expand the “Question Completion Status” area



Gray square = answer **SAVED**



White square = answer **NOT SAVED**

**NOTE:** The Question Completion Status bar should be used to navigate between questions when questions are delivered one at a time.

## Save and Submit

When all questions have been answered and you are ready to submit your test, click on **“Save and Submit”**

Save All Answers

Save and Submit

**NOTE:** “Save All Answers” can be used if the test has been set up to allow students to leave the test and open it again. For a test with a time limit and auto-submit, any time spent out of the test is lost.

After clicking “Save and Submit”, a message box will appear. Be sure **to read this message carefully** as it will indicate if any questions do not have answers saved.

The following questions may be incomplete:  
2,3,4,5  
Click cancel to return to the test. Click Ok to submit assessment.

OK

Cancel

Once you click OK to complete the submission, be sure to wait until the following **confirmation** appears.

A screenshot can be used to capture this test submission confirmation.

**IMPORTANT NOTE:** If you do not see this confirmation, your test has not been successfully submitted. Try and take the test again and follow all test taking guidelines. If you are unable to restart the test, report the problem to your instructor.

### Test Submitted: Quiz 1

Test saved and submitted.

**Student:** HuskyCT Student

**Test:** Quiz 1

**Course:** ABCD1234- Intermediate Alphabet-SEC.001-1128

**Started:** 7/11/14 2:03 PM

**Submitted:** 7/11/14 2:05 PM

**Time Used:** 1 minute.

Click OK to review results.

Friday, July 11, 2014 2:05:05 PM EDT