



# Taking Tests and Quizzes

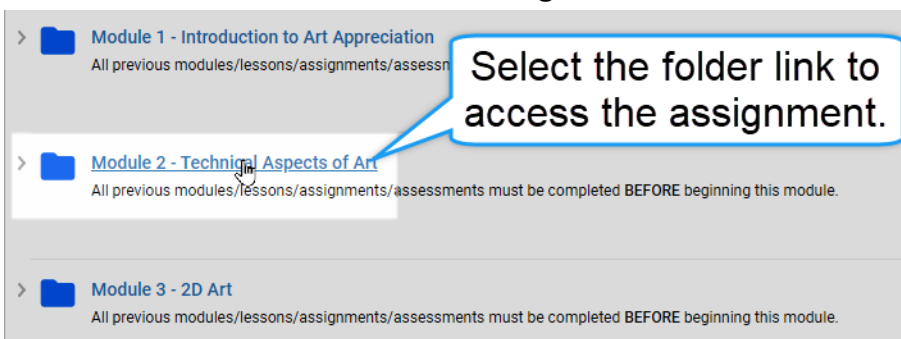
## Purpose:

Tests and quizzes give you the opportunity to show what you have learned. Follow the steps below to access, complete, and submit tests and quizzes.

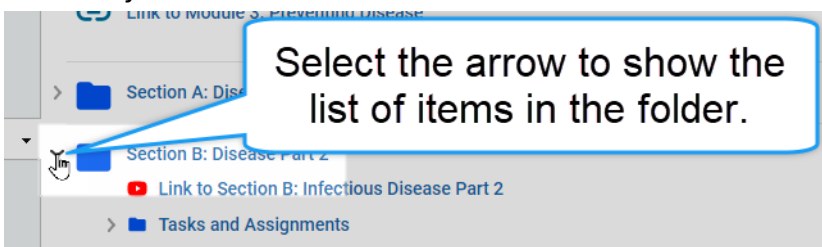
## Accessing the Test or Quiz

1. Go to the **Classroom**. In the module and lesson folders, locate the quiz or test that is due.

Select the folder link to access the assignment.



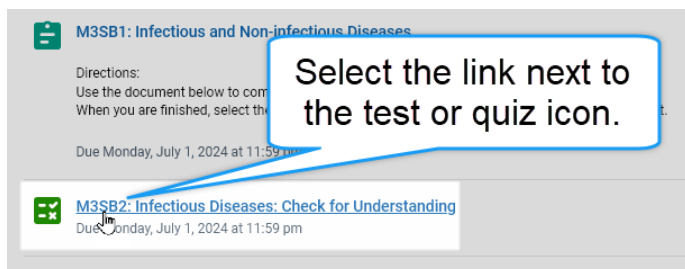
2. To open a folder, either select a **Folder link** to open it, or select the **Arrow** next to the left of any folder to choose from a list of items in the folder.



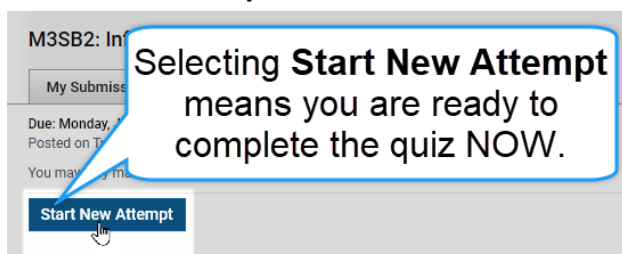


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- To start a test or quiz, select the link next to the test or quiz icon. This will open an exam instruction page.



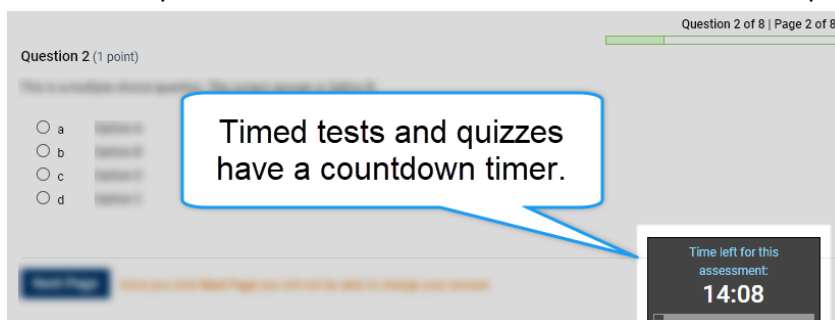
- Read over the instructions before you select **Start New Attempt**. Your quizzes and tests may have a time limit. Some tests and quizzes must be taken in one sitting and may not be resumed if you close out of the browser window. Make sure you have enough time to complete the test or quiz before you select the **Start New Attempt** button.



**Note:** Most often, when you select the **Start New Attempt** button, you are committing to complete the test or quiz **NOW**.

## Completing the Test or Quiz

- If a test or quiz has a time limit, there will be a timer on the page.





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2. Read each question carefully.

Some tests are presented on one page. Use the scroll bar on the right to view all of the questions.

Questions 1-8 of 8 | Page 1 of 1

Question 1 (1 point)

This is a multiple choice question. The correct answer is C.

A

B

C

D

Question 2 (1 point)

This is a multiple choice question. The correct answer is C.

a

b

c

d

3. Answer each question. You may need to select a radio button, type a letter, or type your answer in the space provided.

Question 2 (1 point)

This is a multiple choice question. The correct answer is C.

a

b

c

d

Question 3 (1 point)

This is a matching question. Match the items in Column A to the items in Column B.

Column A	Column B
1. ___	d. ___
2. ___	c. ___
3. ___	d. ___
4. ___	e. ___

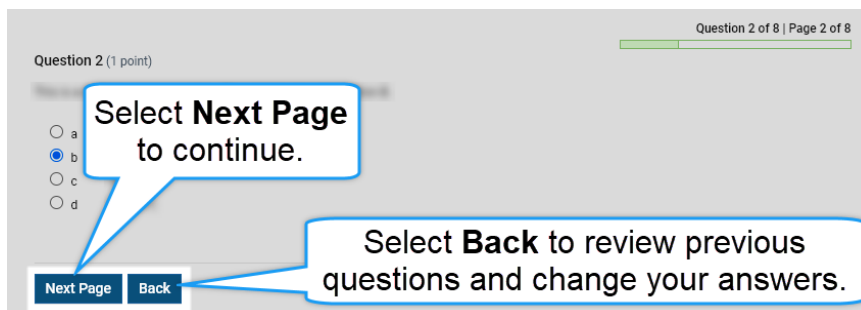
Question 4 (1 point)

This is a short answer question. Type your response.

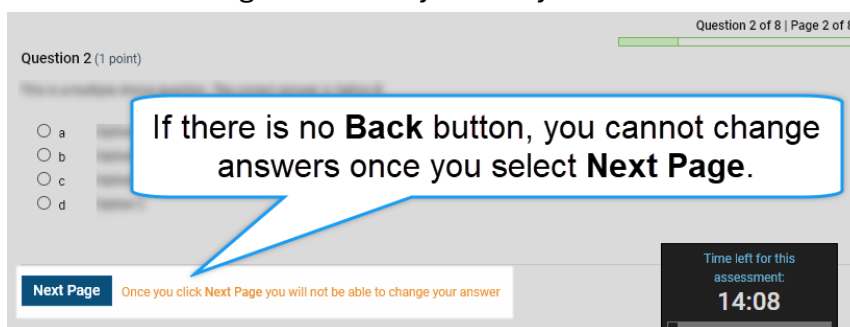


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- When questions are shown one at a time, select **Next Page** to continue. Use the **Back** button to review or change answers.

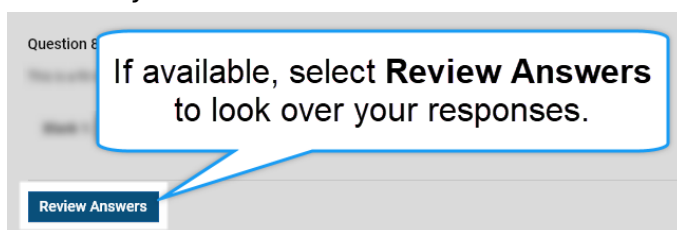


- If there is no **Back** button, selecting **Next Page** will prevent you from changing an answer. A warning will remind you that you will not be able to change answers.

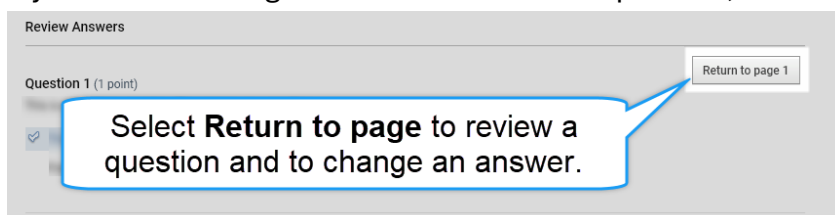


## Submitting the Test or Quiz

- At the end of some tests and quizzes, you have the option to select **Review Answers** to check your answers.



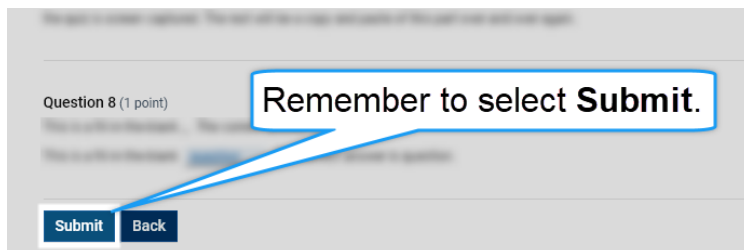
- If you want to change an answer or review a question, select **Return to page**.





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- Remember to select Submit after reviewing your answers.



- A **Confirm Submission** window will appear asking if you want to submit your assessment. You cannot edit the test after you select **Yes**.

