**Things to do for a successful online test**

By Bob Gibbs

* Let students know in advance what to expect
* Be clear and detailed about:
  + Format of exam
  + Number and types of questions
  + How it will be administered
  + All at once or one question at a time
  + Timed
  + Backtracking
* Give clear instructions on how to access
* Reach out to those with special accommodations and inform if able to meet those accommodations
* Provide clear instruction what to do if run into technical difficulties
* Be reachable (on-line) while exam is in progress to address any issues that come up
* Have at least one other person test-drive the exam to catch problems, issues
  + Choices like All of the Above or A & C when answers are randomized
  + Special characters or Ou structures not showing properly
* Use ‘Progress’ and ‘Student View’ options to pre-check availability settings and to verify what students will see.
* Remember to go into Grade Center and hide exam column if you don’t want students to see score right away.