This how-to-guide will provide steps on accessing assessments (quiz, test, exam) in a SacCT course and how to view results.

**Access Assessments**

The location of assessments (quiz, exam or test) may vary by course depending on how the instructor has setup course content and other areas. But generally, quizzes/exams/tests will be located within a content area labeled **Assessments**, which is accessed from the course menu.

**step 1.** From the Course Menu locate and click the **Assessments** link. (This is the most common label for this content area link but your instructor may label it differently, i.e. Online Quizzes, Tests, etc.)

**step 2.** The Assessments content area page will display.

**step 3.** Click on the Title of the Assessment you want to take.

**step 4.** The quiz/exam Begin page will display instructions for the assessment such as Timed Test, Timer Setting, Force Completion, Due Date.
step 5. Click Begin to view assessment questions and begin taking the exam.

Assessment Instructions

Depending on the course and instructor, tests may be setup differently. For example, some instructors may provide more than one attempt to take the exam, while others will only provide one attempt. Thus, it’s important that you read assessment instructions carefully.

Before you begin a test, a prompt will appear detailing the assessment instructions.
- **Timed Test**: The test can have a time limit of up to 300 minutes.
- **Multiple Attempts**: A test can be taken more than once.
- **Timer Setting**: This test can be saved and submitted when time expires.
- **Force Completion**: By selecting **Force Completion**, students must complete the assessment the first time it is launched. Students may not exit the assessment and continue working on it at a later date.
- **Due Date**: The test cannot be started past this date.

Timed tests will display the amount of time remaining in the test (see below).

- Depending on instructor preferences, tests may display questions all at once or one at a time.
- Sometimes instructors will set time constraints to the visibility of tests. In these cases it's best to check with instructor if test is not visible.
  - For example, a test may only be available during: 10am-12:30pm on a certain date and disappear after. When the test disappears it cannot be accessed by students and is shown as an unavailable option.

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**Access Assessment Results**

There are several ways of accessing test results. Test results include a Score, Submitted Answers, Correct Answers, All Answers, and Feedback. Depending on the test setup and settings selected, your test results may vary by course.
After Submitting an Assessment

You can view test results, immediately after finishing a test or quiz. Upon submitting an assessment, you are given the option to view the grade.

**step 1.** Click OK in the bottom right corner. This will open the Review Test Submission page.

Note: If an assessment was submitted at a different time, go to where the assessment is located, and click on its title.

**step 2.** The Review Test Submission page will display the score for the quiz.
My Grades Tool
You can also access assessment grades from the My Grades tool in the course.

step 1. From the course menu Click “Tools”.

step 2. At the Tools Page, click on My Grades.

step 3. At the “My Grades” page you will see your test score, as well as, any other grades in the course. By clicking the Exam name you can also review your quiz/exam attempt.
Tips for Success

When answering short answer or essay questions it is recommend for users to type responses in a word processor such as Microsoft Word, Open Office Writer, Notepad, etc. and save often. This can be used to prevent users from losing their answers due to possible connectivity or other issues. Once you are ready to submit your assessment copy and paste the text into the SacCT text editor and click Submit.

Some test questions may require Java. To ensure success, always make sure you are running the most up to date software. Visit our SacCT Browser Check webpage at (http://www.csus.edu/sacct/BrowserCheck) to ensure your software is compatible with SacCT