

# Administering Online Tests



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When administering online test, please keep in mind the following:

- EduCat allows for settings that control the timing of the test, time limits, attempts allowed, randomization (of questions and/or answers), pagination, and review options.
- We suggest you use pagination on the test to limit the number of questions per page to 5.
- If you intend on sharing the correct answers with students after completing the quiz, we suggest you make sure the review options are set to give students the correct answer after the quiz is closed (not just after the student completes their quiz attempt).
- Respondus LockDown Browser is also available for those wishing another layer of security for testing. LockDown Browser is a custom browser (which is loaded on NMU student laptops) that locks down the testing environment. It doesn't allow students to print, copy, go to other websites, or use other applications. It essentially locks them into the test. This is not a fool-proof, cheat-proof tool. LockDown Browser is effective in a proctored setting, but is not recommended for non-proctored settings.
- If you are going to use LockDown Browser please make sure to use the test quiz set up in your EduCat course before the actual test. This will ensure students have the current version and that they will not have problems at test time.

## First time using online testing

For first time users of online testing who wish for additional assistance administering a test, we **may** be able to provide EduCat assistance based on scheduling and availability if staffing and workload allow.