

# Student Tips Sheet

## Taking Tests and Quizzes in Sakai

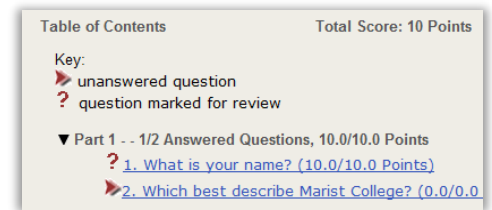
### Overview

The following document will address a number of common issues that students often encounter when taking examinations in Sakai and how to avoid them.

**IMPORTANT:** Instructors have a great deal of control over how exams are configured. Thus, you may find that your particular exam does not have some of the features noted below.

### Using the “Table of Contents” Option

In the upper left corner of each exam question screen is a button labeled “Table of Contents”. This option will display a list of all of the exam questions and allow you to quickly jump to a specific question. Questions are also marked to indicate if they are unanswered or if you have “marked them for review” (see next section).

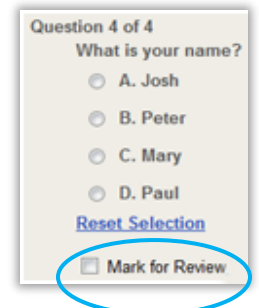


**TIP:** Click the small triangle next to each part of the exam to expand open the list of questions.

### Using the “Mark for Review” Option

When taking exams you may notice a check box below each question titled “Mark for Review”. Checking this box will place a “mark” next to the question in the Table of Contents for the exam, allowing you to quickly return to the question to review it before submitting it for grading.

**WARNING:** Once an exam is submitted you **cannot** return to previously marked questions (or any questions for that matter) to make changes. You should be sure to review all “marked” questions and make any changes prior to submitting your exam.



### Completing Questions that Subtract Points for Wrong Answers

Normally, you will not lose points for selecting an incorrect answer however, as means to discourage guessing, instructors can create multiple choice or true/false questions that will subtract a given number of points for each incorrect answer. Similarly, multiple choice questions that ask you to select more than one correct answer will deduct points for incorrect selections.

In these cases, it is best not to guess at answers if you are unsure of the correct response. If you have selected an answer and decide that you prefer to leave the question unanswered, click the “Reset Selection” link (see screenshot above) to clear your selection.

**TIP:** Check with your instructor before your exams to see if they plan to use questions that subtract points for wrong answers as this information will not be displayed in the exam itself.

### “Save,” “Next” and “Save for Later” Buttons

The “Save” and “Next” buttons save each answer as you move through the exam. Save will return you to the saved question. Next will save move you to the next item. If you encounter technical problems (e.g. computer crash), you will be able to re-enter the exam and will have access to your prior answers. If you leave a *timed* assessment, the “clock” will continue to count down and you will not be able to get this time back. For untimed exams, a “Save for Later” button will be displayed that allows you to save your work, exit and return to complete it prior the due date.