

eFundi Tutorial: Test & Quizzes

How do students submit an assessment (i.e. test or quiz)

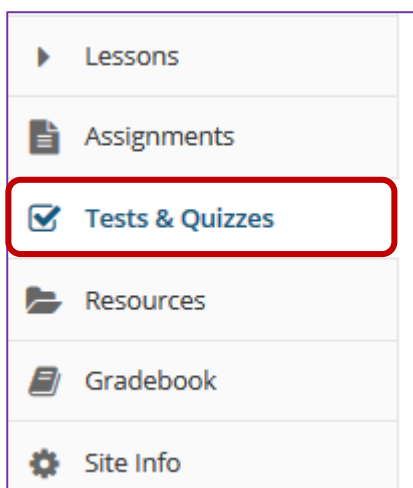


Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you:

- Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer.
- Make sure that you **DO NOT** have multiple windows or tabs open while testing.
- Make sure that you have a dependable internet connection; wired rather than wireless if possible.
- **DO NOT** use your browser back and forward buttons. Always navigate within eFundi.
- For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.
- Make sure that you only click on the **Begin Assessment** button **ONCE** when starting a test.
- Make sure that you only click on the **Submit for Grading** button **ONCE** when submitting a test.
- Always save your progress as you continue through your test.

Step 1: Go to Tests & Quizzes

Select the **Tests & Quizzes** tool from the Tool Menu of your course site.



If this tool is not visible on the left, it still needs to be added by the site Instructor.

For steps in adding a tool to your eFundi site access the tutorial on *How to add/remove tools on a site* from the [Support tutorial site](#)

Step 2: Click on the title of the assessment

In the **Assessments** section, click on the title of the assessment that you want to take.

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Test 1	n/a	2020-04-25 00:00
Assessment Test 1	30 min	2020-04-30 14:30

Submitted Assessments

You have not yet submitted any assessments.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Assessments list at all.

Or, your instructor may have linked to the assessment from other tools in the course, such as Lessons

Assessments

[Assessment Test 1](#)

Click on the link to the assessment to go to that item.

Step 3: Begin assessment

Begin Assessment

"Assessment Test 1" for TEST 123 VW Year 2020

This assessment is **due Thursday, 2020-Apr-30 02:30 PM**.
 Once you click "Begin Assessment," you will have **30 minutes or until Thursday, 2020-Apr-30 02:30 PM whichever is shorter** to complete this assessment. It will be **submitted at that time**, regardless of whether you have answered all the questions.
 You can submit this assessment 2 time(s). Answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.

Honor Pledge: I will neither give nor receive aid on this assessment.

[Begin Assessment](#) [Cancel](#)

An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

If your instructor has enabled it for your assessment, you must check the box next to the **Honor Pledge** before you can begin.

When you are ready to start your assessment, click **Begin Assessment**.

Note: Make sure that you are ready to begin your test before clicking **Begin Assessment**. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

Step 4: Answer each question

The screenshot shows an assessment interface titled "Assessment Test 1". At the top left, there are buttons for "Show Feedback" and "Table of Contents" (callout 1). Below this is a "Time Remaining" section showing a green progress bar and a "Hide/Show Time Remaining" button (callout 2). The main question area (callout 3) displays "Question 1 of 7" worth "1 Points". The question text is "Who wrote 'The Mill on the Floss'" and lists four multiple-choice options: A. George Eliot, B. George Henry Lewes, C. Mary Ann Evans, and D. Mary Shelley. A "Reset Selection" link is below the options. On the right side, a "Question Progress" panel (callout 4) shows a legend for "unanswered question" (open circle) and "Answered Questions" (filled circle). It lists "Part 1: 4 question(s)" and "Part 2: Short Answer/ Essay questions: 3 question(s)". Below the legend are question number indicators: 1 (selected), 2, 3, and 4. At the bottom of the interface are three buttons: "Previous" (callout 5), "Next" (callout 6), and "Save" (callout 7).

1. If allowed in the quiz settings, you may click the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the **Hide/Show Time Remaining** button to show or hide the count-down clock.
3. The question will display below the count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, the **Question Progress** panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the **Question Progress** tab.
5. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
6. After you have answered the question, click **Next** to save your response and advance to the next question.
7. You may also click **Save** on any question to save your answer.

Step 5: Save and Submit

Assessment Test 1

Show Feedback | Table of Contents

Time Remaining: 0:24:17

Hide/Show Time Remaining

Part 2 of 2 - Short Answer/ Essay questions

Question 7 of 7 1 Points

The following are loanwords that are used in the English language but have been taken from other languages. Can you identify which language the word come from? **Denim**

- A. Czech
- B. Spanish
- C. French (originally 'serge de Nîmes', meaning it came from the town of Nîmes)
- D. Japanese

[Reset Selection](#)

Previous Next Save Submit for Grading

Question Progress

- unanswered question
- Answered Questions

Part 1: 4 question(s)

Part 2: Short Answer/ Essay questions 3 question(s)

5 ● 6 ● 7 ○

When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.

Step 6: Confirm submission

Assessment Submission Warning

Time Remaining: 0:23:42

Hide/Show Time Remaining

⚠ You are about to submit this assessment for grading. Click **Submit for Grading** if you really want to submit for grading. Otherwise, click **Previous** to return to the previous screen.

Course Name TEST 123 VV Year 2020

Creator NADINE SMIT

Assessment Title Assessment Test 1

Submit for Grading Previous

You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.

Step 7: Click Continue

Submission Assessment Test 1

Course Name	TEST 123 VW Year 2020
Creator	NADINE SMIT
Assessment Title	Assessment Test 1
Number of submissions remaining	1 out of 2
Confirmation Number	5448894-80823-23507810-Mon Apr 27 00:10:51 SAST 2020
Submitted	27/04/2020 12:10:51 AM

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.

[Continue](#)

Once you submit, you will see a submission information page with a confirmation number for your submission.

Click **Continue** to return to the Tests & Quizzes page.

***Tip:** Take a screenshot of this confirmation message as proof that you have taken the test in the event that an error could occur with your submission.*