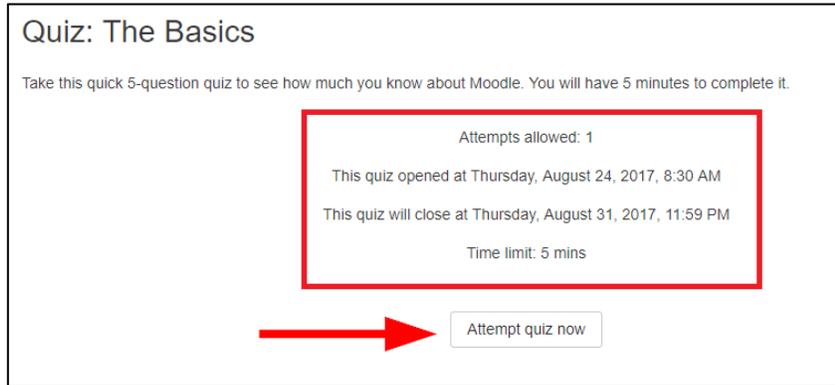


TAKING TESTS/QUIZZES IN MOODLE

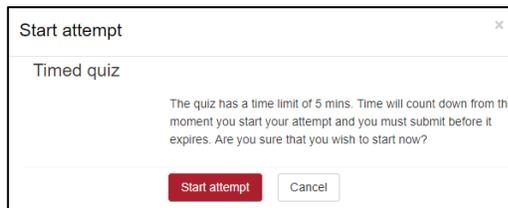
When you take an exam in Moodle, you can begin by clicking on it from the course homepage.



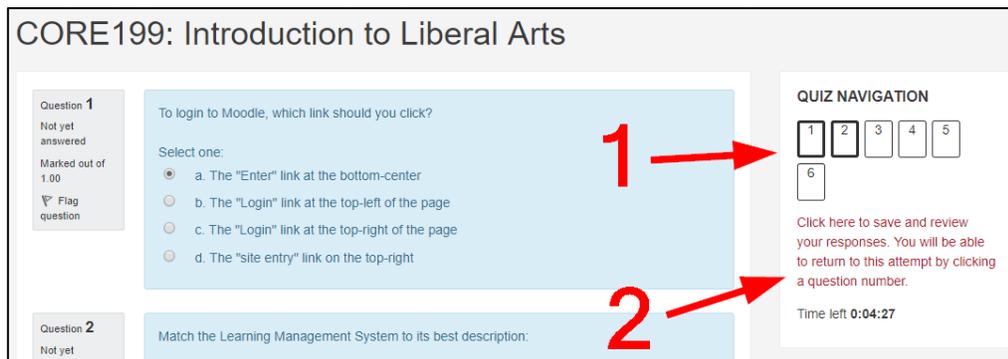
On the next page, you will see the availability and test duration.



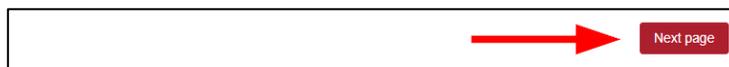
When you click **Attempt quiz now**, a confirmation popup will show. Click **Start attempt** to begin.



Now some changes become apparent. In the figure below, 1 indicates a new **Quiz navigation** block, which shows you the numbers of all of the questions in the quiz. If your instructor breaks the questions up onto multiple pages, this is an easy way to see the total number of questions.



To save your answers, click the link marked by the number 2 in the figure above (it reads **Click here to save and review your responses. You will be able to return to this attempt by clicking a question number**). You will see a response report page that will show you which answers saved and which you have yet to complete. In addition, clicking the **Next** button (below) at the bottom of the quiz page will also take you to the response overview page.



On the response overview page, you will see similar navigation on the side, but if you notice the box below, you'll see a table showing which answers were saved. You can click on a **question number** to get taken back to your attempt and continue.

Under no circumstance should you ever click the back button in the middle of an exam!

Quiz: The Basics

Summary of attempt. Click a question number to return to the quiz attempt. ****DO NOT USE THE BACK BUTTON!**** Please review each question before finishing.

Question	Status
1	Answer saved
2	Answer saved
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered

Return to attempt

Time left 0:01:27

This attempt must be submitted by Thursday, August 24, 2017, 2:34 PM.

Submit quiz for grading.

When you're finished saving your answers, you can click **Submit quiz for grading** (seen in the figure above) to send your attempt to your instructor for grading.

A popup will display and you can click **Submit quiz for grading** one last time to submit the quiz for good. As the popup indicates, this is your last chance to go back and work on the exam. After clicking the button on this step, you will be finished the testing process completely.

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

Submit quiz for grading.

Cancel

*Lastly, if you're taking a quiz with an **Essay** response, know that Moodle is saving your work in the background every 2-3 minutes, in the event of a computer/internet malfunction.*

Questions? Contact moodle@kings.edu