After you have created your Sakai test in **Working Copies** you will need to decide on the test settings. The **Settings** option for tests allows you to adjust test availability, timing, question presentation, number of submissions, type of student feedback, and grading options. You can also control the release of the test by group membership.

Ideally, you should decide on the settings before you publish the test. However, settings for the test can be changed after the test is published, e.g., you can choose to send scores to the Gradebook after publication.

To access test settings, choose **Settings** from the **Select** drop-down menu to the left of your test title or click on the **Settings** option available within the **Edit** mode of the test. In the example below, Settings has been chosen for the Olympics: Exam 4 test.

**Settings Options**

A number of options will appear when you click on Settings. Clicking on the orange triangle to the left of each option expands the section.
Test Settings in Sakai: Description, Submissions, and Availability

About this Assessment
To provide descriptive information about your test click on the orange triangle beside About this Assessment.

1. **Title** Give your test a title (required).
2. **Description** Add a description of your test in the text box, if desired, e.g., “You are allowed one attempt for this test. You have 30 minutes to finish the test.”
3. **Add Attachments** Add additional information needed for the test via Attachments.
4. **Metadata** Enter additional information about the assessment, e.g., Keywords, Objectives.
Test Settings in Sakai: Description, Submissions, and Availability

Availability and Submissions
Click on the orange triangle to the left of Availability and Submissions to access options enable control of to whom, and when, the test is available.

Settings - Olympics: Exam 4

Availability and Submissions: Assessment Released to

By default the test is released to the all students in your course site. If you want to restrict the test to a specific group(s) of students, choose the Select Group(s) option. You must have groups created in order for the Selected Group(s) choice to appear. The Anonymous Users choice allows you to release the test to users outside the current course.

Availability and Submissions: Number of submissions

Set the number of submissions for the test. You can choose as many submissions as you wish.
Availability and Submissions: Selecting Dates and Times for the Test

Click on the orange arrow under Delivery Dates to expand the options available for date selection. Select dates/times on which the assessment can be taken. You use the date picker (calendar icon) to choose dates and times or you can enter dates and times directly into the date/time boxes.

- **Available date** The date at which the test becomes viewable and accessible by your students.
- **Due date** The date at which the test closes. Students will not be able to submit the test after this date unless you allow late submissions. If you want the test to remain open indefinitely, leave the Due date blank.
- **Time limit** You can set a time limit for the test. In timed tests, the timing overrides the Due date. If a time limit has been set for the test, student test attempts started, but not submitted, by the time limit will auto-submit when the time expires. Auto-submitted timed tests will show as “Late” in the Scores option with a submission date that is about three seconds after the Due date. **Note:** Once a student starts a timed test the test continues to run. If a student taking a timed test saves an incomplete test, exits the test, and then returns to the test after the time limit has expired, the test will have auto-submitted. Saving and exiting the test does not stop the timer.

Availability and Submissions: Exam Security by Location and Password

For high stakes testing it is possible to provide higher security for the assessment.

- **Ensure students take exams from specific location** Access to the test can be restricted to connections from certain IP addresses. Enter one IP per line; use asterisks to format a single subnet, e.g., 171.64.139.*
- **Secondary ID and Password** Additionally specify a username and password. The information is typically given to a proctor who enters the information for a student in the testing location.
Test Settings in Sakai: Description, Submissions, and Availability

Availability and Submissions: Submission message and Final Page URL

- **Submission Message** If you would like your students to see a message upon submission of the exam, enter a message in the **Submission** Message text box.
- **Final Page URL** If you enter a URL link, the web page will be displayed after the student submits the test.