

# REVIEWING A STUDENT'S TEST ACCESS

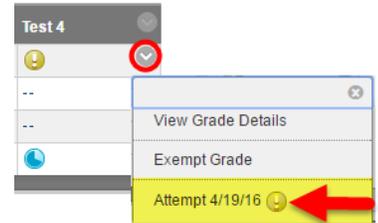


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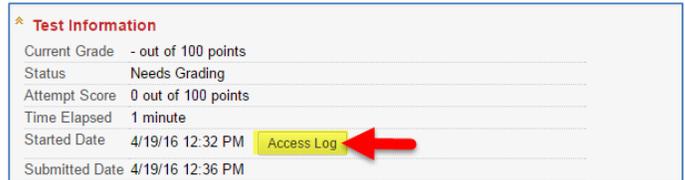
If a student reports experiencing a technical problem when taking a test, you may review the student's test access log to verify student activity or lack of activity during the test

## HOW TO VIEW A TEST ACCESS LOG

1. In the course's **CONTROL PANEL**, click on the **GRADE CENTER** menu and select **FULL GRADE CENTER**. In the Full Grade Center, roll your mouse over the grade cell for the student's assignment attempt. Click the gray context arrow and select the student's **ATTEMPT**.



2. On the **GRADE TEST** page that appears, click on the **TEST INFORMATION** menu if it is collapsed to view its options. Review the information listed for **TIME ELAPSED**, **START DATE**, **SUBMITTED DATE**, and **DUE DATE**. Then, click the **ACCESS LOG** button.



3. The student's test access log will appear and will list every interaction the student engaged in when taking the test, including start time, answer saves, and time of submission.

Date and Time	Access Type	Test Time	Time Spent*
4/19/16 12:32:32 PM	Test started	00:00	00:00
4/19/16 12:32:43 PM	Saved question 1	00:11	00:11
4/19/16 12:32:47 PM	Saved question 2	00:15	00:03
4/19/16 12:32:53 PM	Saved question 3	00:21	00:06
4/19/16 12:33:43 PM	Saved question 2 multiple times over a period of: 00:03	01:11	00:49
4/19/16 12:34:03 PM	Saved question 4	01:31	00:20
4/19/16 12:34:13 PM	Saved question 5	01:41	00:09
4/19/16 12:36:37 PM	Test submitted	04:05	02:23

\*The times appearing under the Time Spent column may not accurately represent the time the student spent on each question. The student may have looked at other questions before answering and saving individual questions.

## INTERPRETING THE LOG

The test access log will display how much time is spent on each question and on the test overall. If a question does not appear in the log, the student either did not answer the question or the student might have had a connectivity issue preventing the server from saving the student's answers.

If the student experienced an internet disruption during the test, the student's test access log may show unusual gaps in time between recorded interactions.

Consider your test's settings when you review the test's time of submission. If the test's Test Options were set to "Force Complete" or "Timed - Auto-Submit On", the student's test will have automatically submitted itself if the student's session was interrupted by network issues or if the student resumed a timed test past the time allotted by the timer.