

Tips for Online Exams

Exam guidelines and instructions	<p>Understand the “need to know” things of your online exam outlined by the course instructor. Read exam guidelines well in advance and thoroughly. For example,</p> <ul style="list-style-type: none"> • What is the date and time of the exam? • How long do you have to complete the exam? • Do you have to submit the exam before a certain time? If yes, how much time will it take to submit? When should you stop writing to submit it? • What are the computer system requirements? Do you need to install any specific apps or use certain browsers? • What is the exam format? (short answers, multiple choice, case analysis, essay or combination of different formats?)
Reliable internet connection	<p>Be sure to be in a suitable location where you have reliable internet access. Test out your systems ahead of time. Know what the exam policies are in case of an issue. If you experience a technical problem, let your course instructor know immediately about the problem. Take a screen shot of any error messages.</p>
Solid grasp of course contents	<p>Many students assume that online exams are going to be easy because they have access to textbooks, notes or other resources while taking exam. Assume that you will have NO TIME to look anything up during the exam, as this is often the case. Online exams often ask you to APPLY the information from the course, so looking up information just wastes precious time. Bottom line, you need to be familiar with the course content even if you are allowed to use study resources during exam.</p>
Eye on the time	<p>Review the grade value of each question and make a plan. How much time should you spend on each question? Practice good time management while taking the exam. If you get confused or need more time on one question, move to the next one and return to the question later. Your brain will keep working on it! Do not forget to click ‘save’ or ‘submit’ your answers if the system does not save your answers automatically.</p>
Academic Integrity	<p>Understand the university academic integrity policies. Be aware of what is permitted and not permitted during the exam. (e.g. Are you permitted to use class notes or other resources during the exam?) Do yourself a favour—close all social media and turn off your phone. Don’t be tempted. It’s not worth a zero on your exam or worse. Show what you know and learn from what you don’t. It’s a process not a destination!</p>
Organized exam space	<p>Be sure to gather all the materials needed before your start your exam (use a pencil if you need to work on any calculation, drinking water etc). Eliminate all distractions and organize your area to help you feel comfortable while doing your exam.</p>

