Tips for Taking Online Exams

Here are some tips to help get you through your online exams.

1. **Find out as much as you can about the exam before exam day**– each instructor will choose an online exam format that works best for the course they are teaching. For example, you might be required to complete a timed exam on Brightspace, or you may be sent exam questions via email or you may need to meet your instructor in Zoom meetings for an interview. Reach out to your instructors before the exam and make sure you know what format they will be using and what will be covered in the exam.

2. **Make sure you understand the test guidelines** - Check and recheck the test time and date. Can you take the exam anytime within a certain window of time? How long will you have to complete the test? Go over any additional instructions thoroughly.

3. **Study** - Even if your exam is "open book," you need to be familiar with the material, so you don't waste time hunting for it. By having a good mastery of the material, you can organize what you think you will need to know in study notes and in your mind so it's more easily accessible when you're answering exam questions. Check out the **LSSC** course for more study tips.

4. **If available, take practice exams** - Ask your instructor for a practice exam and take it. Ask for any additional recommendations for preparing for the online test. Your instructor is here to help you.

5. **Check your tech -** there are some basic technical requirements you will need to consider for writing an online exam. For example, you'll want to make sure you have the most reliable Wi-Fi and device available, know what browsers to use and what to do if you run into technical problems. EdTech has excellent technical **tips for writing online exams.** The campus is open with limited access. Check **campus hours** for lab availability.

6. **Find a good spot to take the exam -** Make sure you've turned off all distractions -- TV, phone, social media, and all notifications. Get the kids and pets settled ahead of time or find someone to take care of them so that you can proceed undistracted. Gather all the things you will need, including books, notebooks, pens or pencils to work out mathematical problems or to jot notes. See link above if you need to use lab space on campus.

7. **Keep track of time** - If you have limited time to take the test, set a watch or clock to alert you 10 minutes or so before your deadline so you will know how much time you have left to complete the test. Also, don't stay on one question for too long. Go back to it later if you're stuck.

8. **Manage your test anxiety -** If you feel very anxious in the exam, take a few minutes to calm yourself. Stretch your arms and legs and then relax them again. Do this a couple of times. Take a few slow deep breaths. Do some positive internal self-talk; say to yourself, "I will be OK, I can do this."