STRATEGIES FOR ONLINE EXAMS

1. Understanding Guidelines

- Have you reviewed the syllabus and Blackboard for available guidelines?
- Have you met with your professor to discuss test expectations and suggested study strategies?

Ask:
- What will be on the exam?
  - All Readings? PowerPoints? Lecture Notes?
- How will the exam be organized?
  - Multiple Choice? Short Answer?
- Where will it be administered?
  - Blackboard? Another Platform?
- Is it timed?
- Open book?
- Is group collaboration allowed?
- When will the test be made available?
- What should I do if I have questions or experience technical errors during the exam?

2. Study

- Do you have access to the needed materials?
- Have you created a strategic study plan?
- Have you begun your plan **7-14 days** before the exam?
- Are you comfortable with the material, so that your book is a backup plan?
- If open book, have you developed a system that will help you quickly locate material during the test?
- Have you taken a practice test?

3. Pre-Test

- Do you have a reliable computer?
- A strong internet connection?
  - ProTip: Coordinate with housemates to reduce their WiFi usage during exam.
- A quiet space where you will not be disturbed?
- All the materials you will need during the exam?
  - Pens, Calculator, Paper, etc..

4. Test Time

- Have you closed out ALL tabs and applications to avoid disruptions?
- Opened additional windows allowed for the test?
- Maximized your browser window to avoid distractions?
- Double-checked the time allowed?
  - ProTip: For timed exams, do not click on the test until you are ready to begin.

5. During the Test

- Is the test fully loaded?
- Have you set an alarm to keep track of your available time?
  - ProTip: Split the given time into 4 sections and set a timer accordingly.
- Is your work being saved as you go?
- If you ran into a technical error, did you capture a screenshot to send to your professor?

6. Submission

- Have you checked your work thoroughly?
- Are all the questions answered?
- Did you meet the deadline?
- Did you take a screenshot of the turn-in receipt as proof of your submission?