



How to prepare yourself for online exam?

Online Learning – Study Guide

Many of the steps of an online exam are quite like an in-class exam.

1. **Show up for Your Exam** - it's easier than you think to miss an online exam- set reminders for every online exam.
2. **Prepare and check your computer** and reliable internet access. Test the link or software you will need for the exam.
3. **Test guidelines** - Read exam guidelines well in advance and thoroughly. Example: what is the date and time of the exam? How long do you have to complete the exam? What are the computer system requirements? Check for instructor e-mails or model announcements.
4. **Read IDC academic integrity policies AND Read the IDC exams policies.** Be aware of what is permitted, and what is not permitted during the exam.
5. **Test format** - As much as possible understand and get familiar with the upcoming test format. The kind of questions on the exam—multiple-choice, fill-in, short answer, essay? Perhaps a combination of various types?
6. **'Open book' exam** - Study the materials just as if you were taking the test in a classroom. Assume that you will have NO TIME to look anything up during the exam. You must master the materials **and** how they are organized in the course. Use the open book as a reference. Online exams often require you to APPLY the information from the course
7. **Manage your time** - Plan and set timers as you test yourself (when practicing for an exam) limit your time to that which will be allotted for the actual exam and plan How much time you should spend on each question.
8. **Allocate a quiet test-taking spot** with minimal distractions. Turn off all notifications from IM, your phone, your email, etc. Shut off the TV and radio. Let your roommates or family know that you are taking an exam.
9. **Determine when you will take the exam.** Some tests are available for several hours (24 hours or more), choose a time that is best for you with the least potential of distractions, interruptions, and stress.
10. **Arrange all you need to take** the exam on your desk. If you can use materials (notes, books, or writing implements) and prepare water and snacks next to you.

Reference:

Watkins, Ryan and Corry, Michael. 2014. *E-Learning Companion: A Student's Guide to Online Success*. 4th ed. Boston, MA: Wadsworth, Cengage Learning.
<https://blog.cengage.com/tips-taking-online-exams/>