



How to manage your online exam?

Online Learning – Study Guide

1. Time management is one of the most important aspects of online test-taking.
2. The clock is your friend. Keep track of time. Set a few alarms to notify you after every hour that passed and half an hour before your deadline.
3. If you can, print out the test - it is helpful to have it in front of you.
4. If allowed, print and save copies of the test questions, as well as your answers. It is important if there are technical problems during the test or if you encounter issues while submitting your answers.
5. Take short breaks - stop for a drink or a snack, stand up and stretch.
6. Anticipate Technical Problems - be sure to have details of IDC technical help during exams. Notify your instructor or contact IDC exams department, take a screen shot if possible, of error messages.
Check before you submit. Review your answers - do not submit before checking.
7. Leave 10 minutes to technical before submitting your test- check all your pages and other documents you need to submit with your test (integrity declaration).

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/>