TAKING ONLINE EXAMS

BEFORE THE ONLINE EXAM: PREPARE

a. Know when the exam will be given and determine *when* you will take the test.

b. Know the test format.

c. Download the required software to take the test.

d. Plan your study time in a planner or daily calendar.

e. Know where you'll take the test with minimal distractions.

f. Gather all you need to take the test.

g. Take a deep breath!

DURING THE ONLINE EXAM: FOCUS

a. Keep an eye on the clock.

b. Print and save copies of the test questions and answers if possible.

c. Don't leave the test page.

d. Contact your instructor immediately with any technical problems.

e. Check your work before you submit.

f. Practice four-square breathing or progressive muscle relaxation if you are feeling anxious.

g. Click submit and celebrate!

AFTER THE ONLINE EXAM: REVIEW

a. Assess your *own* progress and do not be hard on yourself.

b. Check your grade.

c. Ask yourself how you can improve on the next exam and complete an error analysis.

d. Reach out to your professor and/or learning assistants to see how you can improve and learn from your mistakes.