



Taking Online Exams Bookmark

1. 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 such as notes, books, or writing implements
- g. Take a deep breath!

2. 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!

3. 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 mistake