

Online Test Taking Advanced Preparation

1. **Setting Exam Accommodations:**

- Did you book on Clockwork? [Link to Clockwork](#)
- Carefully follow the Exam Booking Manual. You can find it here: [Clockwork Exam Manual](#)
- Did you book correctly? If you do not see your exam in your 'My Upcoming Events'? Contact exam.accommodations@uleth.ca.

To seamlessly receive your accommodations, it is very important that you correctly complete every step in the Exam Booking Manual.

2. **Exam Scheduling:**

- Confirm date & time. Do you need to take the exam at a specific date and time?
- Carefully review all details of your exam.
- Add it to your calendar or agenda and set a phone reminder 30 minutes prior to the start time.
- Can you take the exam any time during a range of days? Schedule the date and time you will take the exam in advance. This will give you a more concrete study timeline.
- Choose a date and time that works best for your schedule and study environment (kids, work, productivity, etc.).
- Do not schedule the exam at the end of the date range. Many things can happen that are out of your control. Create a buffer day.
- If your exam has a time limit, know it and make considerations to meet it!

3. **Organize Your Environment:**

Technology:

- Complete a careful inspection of your computer and accessories; you may need an upgrade!
- Test that webcams, microphones and headphones are functioning.
- Run diagnostics and updates well in advance.
- Check internet connections and complete a speed test; we recommend high speed internet where possible.
- Test your assistive software like Kurzweil and Dragon to ensure that things are working well. Reach out to us during business hours if they are not.

- Install Google Chrome or Firefox web browser as these are most compatible with Moodle and Kurzweil.
- Need access to assistive software that is not on your computer? Check out the ALC website: [Link to ALC webpage on accessibility features.](#) [Link to ALC webpage on screen overlay applications.](#)

Set the Stage:

- Where possible, choose a distraction free location. This may involve some advanced planning and negotiation. [Link to ALC document - Creating a Positive Study Environment](#) .
- Arrange child and pet care.
- Consider where you get the best internet connection in your house.
- Consider where you can reach an outlet to keep your computer plugged in, just in case.
- Test web cams, microphones and headphones Assemble the right materials for your exam (check exam instructions) including:
 - Notepaper, pens, pencils and erasers,
 - The appropriate calculator if one is required (find a backup on your computer),
 - A timer if preferred,
 - Modeling kits,
 - Mathematical sets.
- Open Book Exams:
 - Organize information in advance,
 - Use sticky notes, highlights, or whatever else you need to ensure the information is easy to reference.
- Be aware of [UofL Student Discipline Policy - Academic Offenses Undergraduate Students](#) (or the policy that relates to you).

4. ***Study Strategies:***

- Commit to planned, active study time.
- Make use of mnemonic devices where needed.
- Book a strategies appointment with the ALC or join our Moodle group for a great presentation and resources (alc@uleth.ca).
- Need some other resources for studying, managing time or online learning? Check out the [ALC Resources webpages](#)
- Even if your exam is open book, study! Many open book tests ask application of knowledge questions. Your book may give you the definition, but it won't help you understand how to apply the knowledge in the 30 seconds you have to answer the question.

5. ***Test taking Strategies:***

- Contact us regarding the ALC Moodle course with great exam taking strategies (alc@uleth.ca).
- Familiarize yourself with some quick and personally preferable grounding/ mindfulness exercises. These can be invaluable if you find your anxiety becoming heightened.

6. ***Exam Day!***

Time Management:

- Try using a timer to help you keep an eye on your time. Or set an alarm for the halfway point, and/or when you have 15 minutes left.
- If you can, go back and review your answers. Ensure that you answered every question and change or add to answers where appropriate.
- If you can move freely throughout the exam questions, don't get stuck on one. Move on and come back to it later.
- Once complete, don't forget to fully submit your test answers.

Trouble with tech:

- Do not exit out of the test page. This may end your test (submitting whatever you had completed as your final work) or force you to restart.
- If an error of some kind occurs, try not to panic. Attempt to screenshot the error and email your professor and copy exam.accommodations@uleth.ca right away.
- Do not copy and paste your answers from Microsoft Word (or anywhere else). Moodle does not allow this. If your accommodations allow you to use a word processor, remember you will need to re-type the answer into Moodle.

Make sure to give yourself a reward and break after completing an exam.

You are doing a great job and we wish you well in all your exams!

References

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