

TEST TAKING TIPS

for online exams



WHEN

Determine when you will take the exam. Consider when you learn the best and take the exam at that time. If you've been carving out study time at the same time each day then take your exam at that time too.

STUDY

Even though your exam may be open book, you still need to know the material. Read your materials ahead of time and become familiar with the skills on the exam. Don't forget the things you may need during the exam: calculator, paper/pencil, notes, study materials, textbook, water.

LOCATION

Find a location within your home that is quiet and free from distraction, preferably at a desk or table. Turn off electronics nearby, and tell everyone in your home that you will be taking an exam so they do not interrupt you.

TIME

Online exams are usually timed. Some tests allow you to leisurely look through notes, and some exams require you to know the material very well prior to the exam. Determine how long you should spend on each question. If you are unsure about a question don't spend too much time on it. You can also set a timer to pace yourself.

CHECK YOUR COMPUTER

It is always good to check your computer prior to taking the exam. Be familiar with where to find the exam, and make sure your computer is in good working order prior to beginning. Plug your computer into a power source before beginning to ensure sufficient battery power.

DON'T LEAVE THE TEST PAGE

Don't leave the test page as you are taking the exam. By doing this you are running the risk of losing all of your work.

HOW DID YOU DO?

Ask yourself how your exam went after you are finished. What could you have done better? What did you do well? Were you able to finish in the allotted time? Make adjustments, as necessary, for your next exam.