

ONLINE LEARNING TIPS

TAKING ONLINE TESTS

Before



- **Read exam guidelines:** When is the exam? Is there a time limit?
- **Know the format:** Is it essay, short answer, or multiple choice?
- **Test yourself:** Take a practice test or create practice questions.
- **Check your device :** Do you have needed hardware, software, and internet signal?
- **Find a distraction-free space and time:** Ensure you have enough time and turn off notifications.
- **Gather your materials:** If allowed, gather notes, book, scratch paper, calculator, etc.

During



- **Keep track of time:** Set an alarm for when there are a few minutes left.
- **Use a Word document:** If allowed, type essay answers in Word to make editing easy. Then, paste the essay it into the exam.
- **Don't exit out of the exam:** If online resources are allowed, open them in a new window or a different browser.
- **Technical issues?** Contact your instructor including screenshots to explain the problem.
- **Double check your work. Then click submit!**

After



- **Assess your progress:** How do you think you did on the exam? Review your notes or textbook to find answers to questions you were unsure about in the exam.
- **Check your grade:** Allow time for your instructor to grade exams if results are not immediately available.
- **Record ideas for ways to improve on your next exam:** Did you study appropriately? Were you able to complete the exam without any distractions or technical issues?