Tips on Taking Online Exams:

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Check Your Computer:

- If you are sharing a computer or laptop at home let people know in advance when you need to use it.
- Turning on your computer and going through the process of logging on to the online exam is a very important first step when preparing for the online exam. This gives you time to familiarise yourself with the website or software you will be taking the online exam on. That way, if there are any problems you have time to fix them.
- If you are allowed to look up information for the exam it's a good idea to open two different browsers - one to take the test in, and another look up information. That way, you won't run the risk of inadvertently closing your exam and possibly losing results.

Find a Good Spot to Take the Exam:

Finding a good spot to take an exam is important, even if it is a family/communal room that you may need to take over for a few hours.

- Let the other people in your house know that you need to take over a specific space for a limited amount of time a few hours ahead of the exam.
- Talk to housemates/family in advance of your exam, to reduce distractions during this period as much as possible. You will need peace and quiet to concentrate with no interruptions. Even putting up a sign on the door will remind people that you're busy taking an exam.

Tips for Setting up a Low Distraction Study/ Exam Space:

Trinity College Dublin recommend this to set up a low distraction exam/ study space:

- Set up the study/exam room well in advance of the exam starting. If possible, use a room away from the kitchen and common seating areas.
- Desks should be placed facing blank walls where possible. Remove as much clutter from the desk area as possible. All unnecessary materials should be placed outside the room for the duration of the examination.
- Set up lighting to your preference, by locating near a window if you prefer natural light or setting up in a dark space with lamp lighting.
- Earplugs can be purchased from most pharmacies, or low-level white noise on YouTube or Spotify may be effective if in a noisy environment.
- Movement breaks including squats, wall pushups or planks can help modulate the sensory environment during your exams.

Understand the Exam Guidelines:

Read through the guidelines around the kind of online exam that you will be taking.
Clarifying the guidelines can be very helpful in terms of understanding what you can and cannot do during the exam online.

- Online exams are a new thing for everyone and so to relieve any tension or anxiety you may have about a specific aspect of the online exam, email your lecture and ask questions in advance.
- Or you could also ask classmates as they may have asked the same question as you and received an answer already - saving you the trouble of asking the lecturer yourself.

If available, take practice exams:

- Taking a practice exam lets you familiarise yourself with the website/software you will be taking the real exam on.
- If you have never taken an online exam before this can be a huge benefit, to help you get used to the idea and to become more confident with the online exam format.
- It also acts as a way of studying - making you think about the questions you will be asked and how best to answer them just like doing your usual end-of-semester exam.

Study:

Study, Don't cram! If you want to do well you need to study for your exam, even if it is an open book exam.

- Be organised with your study materials - it will be no good scrambling around for the right chapter or heading in your textbooks, slides, journals or notes in the middle of an exam. This would just waste time and give you more anxiety about the exam.
- Find a study technique that works for you and make sure that you have it perfected before going into the online exam.
- Making some personalised notes and familiarise yourself with the important points even if it is an open book exam, treat it as if it you are going into any normal end-of-semester exam.

Know the Time & Date of the Exam:

Make sure that you know the time, days and dates of the exams.

- There is less structure in the weeks at the moment, so put reminders in your phone and calendar in advance not just on the day.
- Planning out your dates of exams and deadlines helps you make a study plan towards that specific time and date and have something to aim for.
- If it is a case of continuous assessment, make sure that you know when the assignment deadline is. This is also a target you can work towards.
- Giving the assignment your best shot every day and putting it all together gradually to make one assignment.
- You may even want to try logging in a few days before the exam as an almost practice run, just to see how long it takes you to see what is involved.

Practice Good Time Management in the Exam:

- Make sure you can see a clock or watch when doing your exam – this may be on the computer.
- Familiarise yourself with the exam format – number of questions you need to do and plan your exam in advance to give allotted time limits to each individual question. Also leave some spare time at the end to go over the answers.
- Giving time to every question gives you a chance to answer every question to the best of your ability.
- It is important to make an effort and answer every question even if it is something you may not feel very confident on, put down something anyway unless it is a negative mark exam.
- Keeping track of time will also give you the opportunity to start with the most important parts of the question and then expand on them given how much time you have left.
- Also if the exam is set up with automatic submission then

Check and Recheck:

Before submitting the exam to your lecturer or college, checking and rechecking everything that you have done is vitally important.

- Make sure that you have included everything you want to include in the time you have.
- If you have time left once you've completed your first run-through, it is a great idea to go through you answers again. You may have forgotten something vital that you will only notice on reviewing your exam.

Don't Forget to Submit:

Make sure you have read the instructions on how to submit your exam. You may want to clarify this with your lecturers in advance if they have not covered it already.

- Once you're finished with the exam, make sure you follow the instructions on how to submit it and wait until your submission is confirmed.
- Don't get hasty and navigate away from the page without submitting your exam.
- Don't leave it until the last minute before the submission deadline - allow yourself time for any technical difficulties with uploading work.
- Make sure you have a screenshot camera and/or snipping tool open in the background to have proof for your lecturer if something/anything does go wrong.

If you are having any difficulties with taking online exams for any reason – make sure to inform your lecturer or head of department in advance.

There will be guidance on how to inform the college/lecturer if you have any technical difficulties during or before an online exam and please make sure to follow these instructions.

Information for these tips was sourced from these Articles/Blogs:

- CIT student guides to learning online
- How Online Exams Work: How to Be Successful in Online Test Taking
- Online Exam Tips You'll Be Thankful For
- CIT Academic Arrangements During COVID-19 Situation
- CIT Student Engagement: Preparing for Exams
- CIT Remote Learning Overview Video
- How do I take quizzes in Canvas
- CIT- Canvas for Students - FAQ's
- HOW TO ACE YOUR ONLINE EXAMS
- Tips for Taking Online Exams
- 10 Tips That Will Help You Prepare for Online Tests
- Trinity Disability Service COVID-19 FAQ

Helpful Videos on YouTube :

- Take Home Exam Tips
- Open Book Exams
- HOW TO PREPARE FOR OPEN BOOK EXAMS!
- Submitting an Assignment Using Canvas
- How do I upload a file as an assignment submission in Canvas?