Preparation Checklist for Online Exams

Preparing for online exams is much the same as preparing for in-person exams. In order to maximize your productivity and achieve your desired grades, it is essential that you start early, use effective study strategies and stay focused.

# Before the Exam:

* Start studying early!
* Confirm your ALC accommodations (if applicable).
* Review exam information provided by your instructor and confirm the date and time.
  + If you are in a different time zone, ensure you know when your exam starts.
* Ensure that you know the exam format (short answer, multiple choice, essay, etc.), how long you will have to complete the exam, and what content is being covered.
* Make a detailed study plan. Give yourself enough time to cover all content appropriately, with extra time to prioritize the more difficult material or the material you need to catch up on.
* Check MyLS frequently for exam updates or additional resources.
* If you have questions, reach out to your professor or your TA as soon as possible.
* Review [exam preparation, time management, study strategy, and online learning resources](https://students.wlu.ca/academics/support-and-advising/study-skills-and-course-support/resources.html).
* Test your knowledge by answering practice questions, reviewing your study guides, and scheduling a study group with classmates.

# *Two to Three Days Before:*

* If your exam requires it, take the **Respondus Practice Quiz** (found in MyLS, under Self Registration) to confirm that your computer is ready to connect.
* Ensure you have access to the required technology at the time of the exam:
  + An appropriate computer, WiFi, and other devices
  + Check that the WiFi is working and isn’t overloaded with others online
  + Confirm whether you will need to scan/upload material
* Double check which exam resources are permitted (calculator, blank paper, textbook, notes, etc.) and have them ready.
* Make sure that you are getting a good sleep each night!

# During the Exam:

## Getting Started

* Be prepared to begin at least ten minutes ahead of time.
* Remove all distractions, and let others know that you cannot be disturbed. Post a “do not disturb sign” on your door.
* Test your technology:
  + Your computer is plugged in and the battery is charged;
  + You’re using a wired connection or are near the router;
  + You know to whom to reach out if you experience technical difficulties;
  + If you have technological problems, document and report any issues to MyLS and your instructor immediately!

## Managing your time

* Know exactly how much time you have to complete the exam.
* Allow yourself sufficient time to carefully read all instructions.
* Plan and monitor your time throughout the exam.
* Take time at the end of the exam to check your work for accuracy.

## Staying Focused

* Read each question carefully.
* Concentrate and use strategies to minimize mind-wandering.
* Treat your exam space as if you are writing on campus.
* Have water available in case you need it.

## Avoiding Academic Integrity Violations

* Write in your own words and cite as necessary to avoid plagiarizing.
* Avoid the temptation to use additional resources beyond what’s expected for the exam.

# After the Exam:

* Do not copy, distribute or share the questions after the exam is finished.
* Reflect on how you “think” you did on the exam. Were you prepared? Would you do anything differently next time?
* Take a break!