

# TIPS FOR TAKING ONLINE EXAMS



## READ EXAM GUIDELINES

Will the test take place at a specific date and time, or can you take the exam at any point during a particular window of time? How much time will you have to complete the test? Can you take the test at home, or must you take the exam in a specific location? Are you required to install software to enable Respondus Lockdown Browser and use it to complete any LearnJCU tests that require it?

## KNOW THE EXAM FORMAT

Are you required to complete multiple-choice, fill-in, short answer, essay question? Or a combination? Each format requires different skills. Visit the JCU Learning Centre webpage to learn how to prepare for different exam questions.



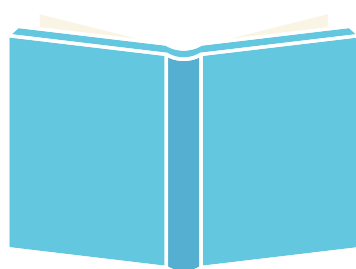
## TEST YOURSELF

If a practice test is available to you, take it! You can also test yourself by making your own test questions, setting the clock and using the technology you would use in the exam to reduce stress and boost confidence. Plan out the time it will take to answer each question.

## CHECK YOUR COMPUTER

Check your computer has the necessary hardware and software necessary to complete your exam online.

Ensure you take your exam in a location with an adequate Internet connection.



## STUDY THE MATERIALS

It is never too early in the semester to create a study plan. If you can begin this on a weekly basis and even if it is an open book exam prepare as if it was closed. Pack an exam kit well before the exam so you are ready.

## CREATE A CALM SPACE

Exams are always stressful and it is important to reduce all distractions. Turn off all notifications, practice in the actual test location so you can minimise interruptions and get comfortable with the space. Noise cancelling headphones and turning your phone on silent is always a good idea.



Tips adapted from **E-Learning Companion: A Student's Guide to Online Success, Fourth Edition**, Ryan Watkins and Michael Corry



**The Learning Centre**  
UNLOCK YOUR POTENTIAL