

Planning



- Find out the *when*, *where* and *how* for your exams. Keep a note of how you will be assessed, on what date and within what timeframe.
- Make sure you've read any exam advice or study guidance your lecturers have given.
- Put the dates and times into your online calendar and your phone, with reminders before they start!
- Plan out your revision and preparation. Try to do practice examples of the kinds of questions you will be asked. Testing yourself is one of the most effective ways of learning.
- Make a list of all the topics important for your exam and cross them off once you have revised them (it's good to see progress!). Space out your revision of topics and don't rely purely on last minute cramming.

ONLINE EXAMS



Advice for Students

Exam Types



- Know what the format of each of your exams is going to be and try to practice those kinds of questions/tests.
- If you are doing an exam in which you have to handwrite your answers and then scan and upload them, try it out a few times well in advance. There will be time given for you to do this after the scheduled exam time, don't try and use this time as an extension, because it takes a while to do the scanning/uploading properly.
- MCQs (Multiple Choice) and similar types of tests are very common in online exams. Find out if you can, how the questions are going to be presented (one at a time, all in one go, will you be able to go back and change answers or not?) so that you don't have any surprises on the day.
- Essays/typed responses – Find out how many questions you have to answer and whether there is choice. Do you have to download an exam paper or use a template? Do you have to upload a word file, or a PDF, or type your answer into a text box?
- Oral/Aural exams – common in languages, but also some other subjects. For these you need to make sure that you have the technology you need (microphone, speakers/headset, camera). The examiner will know that you will be nervous, just try to do the best you can and practice the scenario if possible.
- Are you allowed to use other information to do the exam or is that not permitted? Make sure you know and if you are allowed to use specific materials, have them to hand before the exam starts.

Preparing Your Space



- Identify in advance the space in which you are going to take your assessment.
- Ideally it is somewhere that is quiet and private, and tidied and prepared with a clear desk.
- Let your flatmates or family members know when your exam is scheduled and try to get them to minimise any risk of noise or disruption.
- Communicate with the people around you and let them know when you will be taking your test so that you can minimise noise and disruption.
- Put your phone on silent, or turn it off.

Consider Technology



- Make sure your laptop or other device that you are using is fully charged/plugged in, connected to the network, and is working OK.
- Test out your internet speed in advance to allow time to raise any queries with your course coordinator/lecturer.
- Find out what they recommend you do if there is a problem with your connection during the scheduled exam. There should be a 'plan b' and make sure you know what it is and don't panic if something happens on the day.
- Make sure you know whether in the exam you are allowed to use other resources (e.g. Open Book test, access the internet) or whether you are to only engage with the test itself on your browser.

Look after Yourself



- Try to minimise stress this exam season. Take regular breaks leading up to your exams and leave time to do the things you enjoy.
- Prepare your space the night before.
- On the day: Keep water and snacks nearby.
- Don't hide away! – Keep in touch with friends and family. It is vital to keep contact with people during the exam weeks. It can help keep things in perspective as well as motivate you.
- Most people hate exams and feel anxious about them. Try to channel that nervous energy into revision and practice and that will mean you won't have to worry in the end. Don't let it overwhelm you. Seek help if it is getting too much.
- If one exam doesn't go as well as you hoped, try not to dwell on it. Just move on. Anyway, you might have done better than you think!

Supports



- Check your module handbook for information that may answer your questions. This information is probably posted on the module pages on your virtual learning environment (Blackboard, Moodle, BrightSpace, Canvas, etc.)
- If you come across any problems regarding your assessment get in touch with your course coordinator/lecturer.
- If you are registered with your university's Disability Support Service, double-check to ensure how accommodations such as extra time will be applied.