ONLINE TEST-TAKING TIPS

1 — ### Check your computer/wifi

Success during an online test relies heavily on the technology you are using working successfully. Ensure you have strong wifi connection that won't cut out during your exam and make sure to have your computer plugged into a power source the entire time.

2 — ### Find a quiet, uninterrupted exam spot

If you are quarantined with others, it may be hard to find some peace and quiet but inform your household that you need to be uninterrupted for a few hours while you take an important exam. Find a place in your house conducive to good learning like a desk or kitchen table. Avoid taking tests from the comfort of your bed.

3 — ### Manage your time strategically

Assess the amount of time you have to take the exam as most are timed and determine how many questions you have to answer. This will allow you to break up the test and figure out how much time you can spend on each question. Make sure to schedule in a break or two to breathe deeply, drink some water, use the bathroom, and rest your brain.

4 — ### Have notes on hand

Some online exams are open notes. Make sure you have everything you need set up/laid out before the exam starts so you can use your time most efficiently. Organize and highlight your notes for easy access to pertinent information.

5 — ### Limit distractions

Some online exams prohibit you from using the internet so make sure to close all other tabs on your laptop and mute computer notifications. Place your phone on Do Not Disturb and limit background noise as best as you can.

6 — ### Review the test

If you have the opportunity to look over the entire test before beginning, review all questions to help you plan out your question-answering strategy. If allowed, you can even complete easier sections first and jump around the exam but make sure to double back and check the entire test so you don't leave anything unanswered.

7 — ### Multiple-Choice strategy

Multiple-choice questions are a testing format that require their own strategy. Before looking at the multiple-choice answers, read the question and answer it in your mind first. Then, after reading every answer option, choose the answer that most closely resembles what you know. If you have trouble, eliminate wrong answers first and make an educated guess.

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