



Online Testing



Preparation

- **Start early.** Review for an online test as you would any other test. Do not rely on your book/notes for open book/note tests. This will only cause you to lose time during the test.
- **Eliminate distractions.** Designate a place where you can take the test free of any interruptions.
- **Prepare your mind and body.** Make sure you are awake and alert before starting the test. Getting at least six hours of sleep, having a glass of water, and something to eat will improve your test-taking ability.

Before the Test

- **Accessing the test.** Make sure you are familiar with the appropriate times to access the test. This information may be in your syllabus, or given in an announcement prior to the exam.
- **Understand the format.** What type of questions will be on the test? Is there a time limit? Is it open-book or open-note? Are you allowed more than one attempt?
- **Review the material.** Go over any study guides you have and make sure you have mastered as many of the objectives as possible before entering the test site. Do NOT enter the test site until you are ready.

During the Test

- **Know the Rules.** All of the university honor codes apply. If the test is not open-book or open-note, do not use them.
- **Be Ready.** Make sure you are prepared to take the test before clicking into the testing window. Once you have started the test, do NOT click out of the test for any reason. This may result in a failing grade.
- **Preview the Questions.** If the test does not have a time limit, it may help to browse through the questions before starting the test. By identifying easy questions, you may be able to better manage your time during the test.

Online Specifics

- **Know Your Internet.** If your computer and telephone share the same line, make sure your phone is unplugged during the test to prevent interruptions.
- **Drop-Down Menus.** Make sure you click out of any drop-down menu after making a selection to prevent accidentally changing your answer.
- **Don't Forget to Submit!** Your test is not complete and will not be scored properly until you click the submit button. Closing the test window or using the "Back" button at any time before clicking "Submit" could result in a failing grade.

