# Guidelines for successful completion of an online exam

## Prior to the exam

### Prepare for the exam

This exam will test your ability to find relevant information, understand and analyse concepts, apply knowledge and think critically. In undertaking the exam, you will have access to your own notes, course texts, and other materials.

You will have a **set time limit** for your exam. Therefore it is important that you have a good understanding of the key concepts and themes of the course, and that you have organised your notes so that you can find any additional information quickly.

Further resources: [tips on studying for an exam](https://my.uq.edu.au/information-and-services/student-support/study-skills/exam-tips).

### Complete a practice exam

You should complete a practice exam at least a week prior to your scheduled exam date/time. This will allow you to check that you have no technical issues completing the exam, and ensure that you are familiar with the format of the questions.

If you experience technical issues whilst completing your practice exam, you should contact [Library AskUs](https://web.library.uq.edu.au/contact-us) for assistance.

Find the practice exam for this course <insert the location of the practice exam in the course site>.

### Set up a suitable exam space

Completing an exam at home means you need to prepare your environment as well as prepare for the exam itself.

* Reliable internet access – you may wish to ask the people who share your internet connection with to limit their use (e.g. Netflix) while you complete your exam. If you do not have a suitable internet connection, you may wish to speak to your Internet Service Provider. Alternatively you may be able to complete the exam on campus, or apply for a hardship scholarship to upgrade your internet capability.
* Make sure your device is charged or that you are near a power source.
* **Please ensure that you have downloaded and updated Google Chrome**. This is the recommended Internet Application for optimal use in Blackboard.
* Environment with no / limited distractions.
  + You may like to advise the other people in your household that you will be taking an exam and that you cannot be interrupted. If you have somewhere to work in your home where you can close the door, you may like to put a sign on the door advising people to come back later.
  + Turn off your mobile phone and other devices (e.g. smartwatch) and put them away from where you are working.
  + Arrange for animals and children to be cared for somewhere away from where you are working.
* Just as you would for an on-campus open book exam, make sure you have all your notes, required materials and other resources organised, easily accessible and ready to use.
* Make sure you have some rough paper and a pen available for the planning you should be doing at the start of the exam time. The total time allocated for the exam allows for you to do this.
* As with an on-campus invigilated exam, we recommend that you have eaten, have access to water and have gone to the bathroom before you start your exam.

## During the exam

<Academics to include whichever section is applicable for their style of exam>

### Complete the exam (for 12 hour exams)

The experience of completing your exam online may be different to on-campus exams that you have done earlier in your degree or at school. Navigating an exam online is different to flipping the pages of a paper exam.

It is important that you leave sufficient time at the end to submit or upload your answers, as this is different to being able to scribble frantically right up until ‘pens down’ time. If you are doing an exam where you need to upload a document, you need to be careful that you submit the correct file.

However, not everything is different. Good exam and assessment strategies still apply, and will assist you to succeed in your exam:

* **Read all instructions very carefully** – particularly if you are doing an exam where you need to upload a document. You may only be allowed to upload once, so it is important that you get it correct. Take note of how many files you are allowed to upload in the one submission and name your documents carefully so that you upload the correct file/s.
* **Read all questions very carefully** – this will ensure you’re answering the question that has been asked. Identify which sections and questions are compulsory and, where you have a choice of questions, select the one(s) you will answer.
* **Plan your question responses**. It can be helpful to jot down key points and concepts you will use to illustrate your answer to a question, before you start writing your detailed response. This way you can concentrate on writing a comprehensive answer.
* **Write concise, accurate and thoughtful answers** that demonstrate your knowledge and understanding. With 12 hours and lots of materials available, it may be tempting to over-think, over-write and over-do your exam response.
* **Don’t spend the entire 12 hours fretting about the exam**. Start well before the 12 hour window is due to close and plan how you are going to approach the task. Academics will have indicated how long they expect the task to take you e.g. 3–4 hours. Take note of the recommendation in your planning. Don’t forget to leave some time at the end to review, refine and submit/upload your answers.

### Complete the exam (for exams of 2–3hrs duration)

The experience of completing your exam online may be different to on-campus exams that you have done earlier in your degree or at school. Navigating an exam online is different to flipping the pages of a paper exam.

It is important that you leave sufficient time at the end to submit or upload your answers, as this is different to being able to scribble frantically right up until ‘pens down’ time. If you are doing an exam where you need to upload a document, you need to be careful that you submit the correct file. You have been allocated 30 additional minutes of exam time to account for these differences.

However, not everything is different. Good exam and assessment strategies still apply, and will assist you to succeed in your exam:

* **Planning time** has been allowed for in the total exam time. We recommend you spend the first ten minutes reviewing the exam (you can navigate back and forth between questions) to get an overview of its structure and plan how you will complete the exam.
* **Read all instructions very carefully** – particularly if you are doing an exam where you need to upload a document. You may only be allowed to upload once, so it is important that you get it correct. Take note of how many files you are allowed to upload in the one submission and name your documents carefully so that you upload the correct file/s.
* **Read all questions very carefully** – this will ensure you’re answering what has been asked. Identify which sections and questions are compulsory and, where you have a choice of questions, select the one(s) you will answer.
* **Use your time wisely.** Plan the amount of time you will spend on each question proportional to what the question is worth. For example if a question is worth 30% of the marks, you should allocate 30% of your time. Don’t forget to leave some time at the end to review, refine and submit/upload your answers.
* **Plan your answers on your rough paper**. It can be helpful to jot down key points and concepts you will use to illustrate your answer to a question, before you start writing your detailed response. This way you can concentrate on writing a comprehensive answer and will save time if you get interrupted for any reason.
* **Attempt to answer every question**. Often when you start writing something, more details will come to you. If you’re running out of time, writing some dot points is better than nothing.