

How to Be Successful in Online Test Taking

Test taking is rarely a student's favorite part of earning a grade for a college course. For some, it brings on major anxieties, whether during preparation or the actual taking of the exam. With online classes, you would think that anxiety level might be a bit less. After all, you are taking the exam at home.

The major pitfall for many students taking an online exam, is not understanding the guidelines and parameters of the test taking procedures. Students come test time may find themselves unprepared and confused as to how to proceed. It is important to review the description details provided within the exam, to prevent missing necessary steps and/or not gaining pertinent information for exam success. Here are a few additional tips:

Take a deep breath!

Once you're logged into that exam, take a moment to relax and get focused.

Keep track of time

Your exams have a set time limit. If the running timer makes you nervous, you can hide the timer and set a watch or clock to alert you 10 minutes or so before your deadline so you will know how much time you have left to complete the test. Or, spot check the timer periodically to help yourself stay on task and paced. The timer should be a way for you to pace yourself for each question. Use it as a best friend, not an enemy.

Check and recheck

Make sure all questions are answered and that you are sure about your answer choice prior to submitting it. The option to go back is not permitted.

Click submit

You should only need to do this once at the end of your exam. Just don't forget to submit your exam.

Technical Problems? Don't panic

Do contact your instructor immediately, detailing the exact problem that occurred and any associated error messages you might have received.

Know that YOU GOT THIS!!! Sometimes we as individuals can be our worse critic and talk ourselves to the ledge, versus down from it. Try being your own cheerleader! Keep a positive mindset!!!