

# HOW TO TAKE AND STUDY FOR ONLINE EXAMS SERIES



## PREPARE YOURSELF AND YOUR ENVIRONMENT

- ✓ Find the best study **METHOD** and **LOCATION** for you
- ✓ Get **plenty of sleep**, at least 8 hours and avoid not sleeping at all
- ✓ **Don't overuse any stimulant to stay awake**, it can affect your test performance, mood and memory
- ✓ **Continue relaxing activities and habits**, such as cooking, exercising and talking to friends

## STUDYING FOR THE ONLINE EXAM

1. **Over learn the study material** in small chunks with breaks in between
2. **Organize and make learning material meaningful to you** using visual diagrams & mapping
3. **Review your classroom and textbook notes daily**, create short notes using cue cards
4. **Move on when stuck**, come back to the material later with a fresh mind
5. **Put information into your own words if possible**



## BEFORE THE ONLINE EXAM....

- Find a **good place to take the exam** - away from distractions and noise
- **Know the test format if possible** - take practice test if available or ask instructor
- **Have all that you need for the exam with you** - notes, textbooks, calculator
- **Check your computer** - verify exam software on your computer and stable internet



## DURING THE ONLINE EXAM....

- **Technology problems? Don't panic.** Take a screen shot of your exam pages and email professor right away.
- **Keep track of time.** If you get stuck on a question, move on and come back later to it if possible.
- **Do not leave the test page** if you are using an exam software on a browser. Open a different browser to search information.
- **Click submit.**



## AFTER THE ONLINE EXAMS.....

Evaluate how you did and how you can improve for the future. Leave it after that! Do not think about it anymore until you check your grades. Go relax!