

Online Exams & Tests

Thorough preparation and having organised materials are the key to success in online exams. Online exams:

- Generally, allow you to pick a window of time within a set time to complete the exam.
- Take just as much study and preparation as traditional exams.
- Often allow students to access learning materials. However:
 - they don't allow you enough time to learn new material or look up every answer.
 - expectations for the quality of answers can be higher.
 - tasks can require more critical and analytical thinking.
 - remember you **cannot work together in the exam or keep any copies of the exam** in any way, this would be considered academic misconduct

Before the exam

Gather Information

Carefully read the information provided by your unit coordinator and ensure that you have all the necessary information to complete the exam. Some information you can gather includes:

- How long will you have to complete the exam?
- How long do you have access to the exam?
- What type of questions will the exam have? (multiple choice, short answer, extended response)
- If possible, calculate how many questions there are and the number of minutes you can allocate to answer each question
- Print off information from the FAQs and stick it somewhere you can see during the exam.
 - Who do you need to contact if you have technical problems?
 - What evidence do you need to provide? (take screenshots of the technical issue and not the exam content for example the internet outage)
- Have handy ACAP helpdesk contact details email helpdesk@my.navitas-professional.edu.au or phone (02) 9964 6322. The IT helpdesk email and phone will be monitored between 8 am and 5 pm Monday to Friday
- What materials can you have access to during the exam?
- If you had a mid-trimester quiz think back to what worked for you and what you could improve.

Useful Links:

[Psychology Examinations Page](#)

[Psychology Online Exams FAQs](#)

[SLS Exam Preparation Page](#)



Practice:

- Summarising notes and reading over them isn't enough. You need to practice the same skills you need for the exam.
 - If possible complete practice exams
 - If you don't have access to practice exams write your own and complete them using the same style of questions
- Practice in similar conditions
 - If possible, practice in the same place you plan to take your exam
 - Practice under timed conditions and using the materials you can access
- Give yourself a realistic time frame to study before an exam. One method can be to calculate how many hours it takes to review one lecture and make sure you leave enough days before the exam to go through all the lectures (usually 3-4 days). Avoid cramming the night before.

Organise your materials

- Condense, annotate and organise notes. Include page numbers to key texts for more detailed information
- Highlight and underline key concepts. Colour code notes.
- Create tabs for useful information like contents pages and indexes
- Create summary sheets that outline main themes or theories and stick them up on your wall
- Have collated and open all the lecture slides/notes that you plan on using, remember you can search for key terms using the search function
- Avoid planning bringing in too many materials.
- Most of all, study hard! Flashcards, quizlet, practice multiple choice questions online whatever techniques work for you. See [more strategies here](#)

Organise yourself and your household

- Get familiar with your computer and class space. Make sure before the exam you are confident navigating the class space and using your computer. Now is not the time to try a new computer.
- Schedule a time slot for your exam and let your household know. Try and pick a time that works for you when you are most alert and will have minimal distractions. Your household might be able to plan activities at the time to minimise disruption. If you have slow internet consider turning off other devices using wifi during this time.

During the exam

- Let your household know when you starting. Put a sign on the door as a reminder to not disturb.
- If possible turn off your phone to minimise distractions.
- Break the exam into chunks and calculate the rough amount of time you should spend on each section. If you know timing is challenging for you set some reminder timers for when to move to the next section.
- Do not leave the webpage that the exam is on. If you are allowed to use electronic materials always open them in a new window.
- Remember if something goes wrong, take a deep breath and follow the required steps

