

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 Wi-Fi during this time.

During the exam

- Let your household know when you are starting the exam or 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
- Try to have a clutter free space and avoid bringing in too many materials that may distract you
- Remember, your exam is time sensitive so always try to answer the question first without looking up the answer.
- If you're unsure/stuck on a question, put in an answer and use the 'flag' function to flag that question. At the end, double check your flagged questions and if you have time search for the correct answers for flagged questions.
- Remember you are trying to read questions quickly; however, it is important you read them thoroughly. Keep an eye out for important words like most, least, does not.
- Use the same strategies for focus and stress reduction as you would in an on-campus exam. [Click here to read.](#)

After the exam

Treat yourself! Plan a reward for when you are done.

Reflect on what worked well and what you can improve next time.

- Write down any obstacles you faced when completing the exam.
- Spend some time brainstorming strategies that you could use to overcome these obstacles in your next exam. Break this into small steps.
- Come up with one action you could take today to address this.

Obstacle	Strategy	What could I do today?
Ran out of time	Organise my materials more effectively	Set up a word document with a contents page and headings for notes.
Panicked half-way through	Learn some strategies for dealing with exam stress	Look at SLS link.
Had trouble using the technology	Get someone to show me	Put PASS session into my calendar and ask for help
Submitted answers before I checked them	Allow for time to check answers at the end (or at the end of each section) Flag questions if you would like to come back to them and have another look.	Read up on strategies for time management during exams.