TIPS FOR AN ONLINE TEST

Academic Skills Center

BEFORE THE EXAM

- **Open or closed-book**
Make sure you know whether your test is open or closed-book. While you should know both the facts and understand the analysis for a closed-book test, you might want to spend more time on understanding how to analyze and apply information for an open-book test.
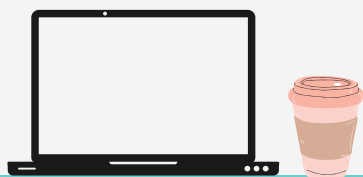
- **Date and time of the test**
Confirm what day and time your test will be, along with what platform you will take it on. If you are in a different time zone taking the class asynchronously, make sure you reach out to your Professor and find an alternative time to take the test.

- **Technology**
Communicate any potential technological problems you can anticipate to your Professor (ex. spotty internet) well before the test and come to an agreement on solutions.

DAY OF THE EXAM

- **Keep track of the time**
Make sure you know how long you have to complete your test. Because there is no proctor, it might be harder to keep track of the time and when you must turn your test in.

- **Close unnecessary tabs and applications**
Make sure you close all other tabs to ensure adequate internet bandwidth and save your work frequently in case your internet crashes at any point. If you have pop-up blockers, disable it for the duration of the test as it may interfere with the test.

- **Review your answers**
Note that for tests with multiple parts you may not be able to revisit or edit your answers after you "submit" the first part, so double check all of your answers *before* moving on.

- **Troubleshooting**
If you encounter any problems, immediately contact your Professor with as many details as possible (or even a screenshot) of your situation. Again, make sure you save your work in case anything happens during the test.

FOR MORE INFORMATION:

✉ ACADEMIC.SKILLS.CENTER@DARTMOUTH.EDU

☎ 603-646-2014, 8:00AM-4:30PM EST 🌐 DARTGO.ORG/ACADEMICSKILLS

Adapted from Stanford University's Center for Teaching and Learning, Princeton University's McGraw Center for Teaching and Learning, and Washington University in St.Louis' Teaching and Learning Continuity