

## Succeeding at remote exams

During take-home and online exams, you will likely have access to the material you will be tested on, but remote exams require careful preparation. **Make sure you know what tools are and are and are not allowed.** You will need to organize your materials and notes in order to retrieve the information quickly and effectively. Try colour coding your post-it notes for themes, questions or problem types. You will likely not have time to learn as you go. Check out general [strategies for exams](#).

Especially when you need to respond to questions quickly, a short and focused aid sheet is very useful. For instance, consider matching a list of equations with the likely key words or variables that you anticipate getting from the questions. This can help you be prepared for unfamiliar questions that ask you to apply the concepts you have learned in a new way. Design your aid sheet to help you find and apply your information quickly.

- Practice with a timer, and make sure you can use your keyboard effectively. Your preparation should be as similar as possible to the real thing.
- Have plenty of paper on hand to jot down your ideas, and keep your rough work in order if you can go back and check all your answers before submitting. A notebook or numbered pages can help you find the “scratch” work that you’ve done.

Be sure you know how the exam will run before you begin. Are you able to go back to previous questions and change your answers? Carefully read any instructions and ask questions in advance.

- Choose your space carefully to avoid unwanted interruptions and distractions: let those around you know that you will be writing an exam and need to concentrate. If you are distracted by phone notifications, put your phone on silent or turn it off.

- Have all your materials ready, such as:
  - Computer and power cable,
  - Access to reliable internet and power,
  - Textbooks, lecture slides, notes, writing utensils and paper.
- Avoid academic offences:
  - Write in your own words and cite as necessary to avoid plagiarism.
  - Do not contact peers who are writing the same exam and do not share answers unless specifically encouraged to do so by your professor.
  - Do not copy, distribute or share the questions after the exam is finished.
- Be sure to:
  - Stay on the exam website, using another browser window to search for any needed information if allowed.
  - Check your work for mistakes.
  - Save backups of information in case of glitches: for instance, you might be able to write your paper in a word processor and paste it into the exam site.
  - Click “submit” and keep a record of submission or receipt such as a screen shot.
  - Do not resave your work as you will have a different time stamp than your submission.
- If you have technological problems, document and report any issues immediately!