

## **Navigating online assessments: During the exam (Slide 1)**

Hello, I'm Mariann Howell, One of the academic strategists at the Student Success Centre. My colleague, Dina Taher, and myself have created a series of videos to help support you with online exams. This short video focuses on a few things to be aware of while you are completing an online exam.

## **During the exam (Slide 2)**

Success in online test-taking is not restricted to the time you spend writing the exam. In an online setting, there are important measures to take before, during, and even after the test is completed to ensure you do well. During your exam, you'll want to gather the materials you're allowed to use, maintain academic integrity, manage your time effectively, and minimize test anxiety.

## **Maintain academic integrity (Slide 3)**

Academic Integrity is the moral code of the university and is rooted in its core values. It includes but is not limited to, the avoidance of cheating and plagiarism. And academic integrity is taken seriously, whether in a traditional classroom or in the online setting. Knowing and following academic integrity policies is actually a part of your responsibility as a student. This is especially important when you consider that violations - academic misconduct – can have consequences on grades, academic standing, and future careers. It's important, therefore, to know what exactly is allowed during an online exam in order to avoid committing a violation inadvertently.

## **What to ask your instructor (Slide 4)**

For students taking online exams there may be a variation in guidance coming from their instructors. If it's not clear students should ask questions. Importantly, each exam will have its own set of rules that the instructor has set. Students should not apply one set of rules from one exam to another. It's the student's responsibility as much as the instructors to ensure everyone is on the same page about expectations.

## **Manage your time (Slide 5)**

In our before the exam video, we discussed contacting your instructor to determine the window of time you have to write the exam and how long they expect you to spend on it. An untimed 24-hour exam means you will have time to reflect on what is being asked of you and tailor your response accordingly. Choose a time to work on the test where your distractions are minimized. Maybe a time of day when other members of your household are also working, or a time of day when any young family members have gone to bed. You'll also want to choose a time to start that is not too close to the submission deadline. That way, if there are any issues, technical or otherwise, you will not have to stress about whether you are able to hand in the exam on time.

On the other hand, a shorter timed exam will feel closer to an in-person evaluation. Ideally, you will have connected with your instructor to get a sense of what type of exam you would be writing, such as multiple-choice, matching, written questions, things like that. It's still a good idea, however, to look through the questions on the test to know what you're in for. If you're using a platform that allows you to skip questions, do the easier ones first to get them out of the way and allot more time to the more difficult questions. It's a good idea to check in advance to

see if you're able to pause the exam and come back to it. If the test will timeout after a period of inactivity, or if you must complete it in a specified window of time once it has been opened.

## Manage test anxiety (Slide 6)

When it comes to test anxiety, we have some good news. By accessing our resources for online learning and by following the recommendations for planning before your exam, you're taking proactive steps to minimize your stress during your exam. Making good choices like getting enough rest, avoiding cramming, and staying hydrated before an exam are still best practices. By taking steps throughout the semester to communicate and clarify with your instructor, this will reduce some of the fear of the unknown that students can experience during an exam. Practice self-care and connect with your supports to help put you in a good headspace before your exams. In addition, University of Calgary Wellness is still offering appointments remotely.

## Questions/ Additional supports (Slide 7)

If you have any questions or are looking for additional support with online learning strategies, visit the Student Success Centre webpage to book a zoom or phone appointment with a member of the academic support team.