

UNIVERSITY OF MOUNT UNION

STUDENT ACCESSIBILITY SERVICES

TIPS FOR CREATING A LOW-DISTRACTION AND SUCCESSFUL TESTING ENVIRONMENT REMOTELY

1. Prepare before the online exam

- Understand the test guidelines *before* you begin. For example, is there a timer?
- Know the test format going in. Will there be multiple choice, or essays? Prepare accordingly.
- Gather everything you may need such as your textbook, notes, or scrap paper (if allowed).
- Don't let open-book or take-home tests fool you into thinking you don't need to study beforehand.

2. Make sure your tech is ready to go

- Check that your computer or device is charged and/or plugged in.
- Ensure you have an internet connection that is reliable and functioning properly.
- Download all necessary software or exam files early - before your scheduled start time.

3. Have a plan for *when* and *where* you will take the test

- If you have timing flexibility or an open window of time, plan to take the test at a time that presents the least possible distractions, interruptions, or stress. Factor in the schedules of others around you. It may be best for you to test early in the morning or later in the evening when family members, roommates, siblings, etc. are less of a distraction.
- Choose a spot for testing. If possible, use a room that is away from distractions such as other people, TV or radio noise, and has a door that can be closed.

4. Limit distractions during the test

- Turn off all notifications on your phone, your email, and elsewhere. Consider turning off your phone entirely, unless necessary.
- Tell others such as family or roommates when you will be testing and ask them to limit their noise during that time.

5. Be smart while testing to ensure success

- If timed, keep an eye on the clock. Skip questions that are taking a long time and come back to them later after you have completed all the other questions if you still have time remaining.
- Don't leave the test page in your browser. Use a second browser (not just a second tab) to lookup websites, if allowed, to reduce the chance of your browser crashing and losing your work. Type essay responses in Word first for the same reason, then copy and paste into the exam.
- Be sure your exam answers have been submitted when you are done. Take screenshots of the verification after it is submitted.
- Contact your instructor asap about any technical difficulties. Don't panic. Take screenshots.
- Take a deep breath and *relax*. Consider using earplugs, finger fidgets, or music to help relax.