# Simple tips for remote exam success

Jo Rushworth (I wrote this for a bigger document, DMU’s guide for students)

**Before the day**

1. Consult Blackboard well in advance of the exam to ensure that you understand the instructions for the exam, know the exam date and exam window, and can access any necessary equipment or technology.
2. Do your preparation well in advance of the exam date as you would for an exam taken under normal circumstances.
3. Test your device in advance; if you’re going to be undertaking a one-hour MCQ on Blackboard, then check that your device will work. If you intend on hand-drawing a diagram to photograph and then insert into a word document, do a rough test to check that you can do this successfully on the day.
4. Test your “exam room” in advance. Set up your laptop or other device in your designated quiet place and check if you need to make any adjustments.
5. Let those in your household know your exam schedule so that they can prepare to support you and minimise distractions on your assessment days.
6. Ensure that you have your emergency contact details to hand (e.g. module leaders, ITMS) so that you can deal with any issues swiftly.
7. Where possible, plan to start your exam early and to complete it within sociable hours, as module leader is more likely to be available in case of emergency.

**On the day**

1. Set up your “exam room” in advance of the exam. Collect and set up anything that you might need in order to complete the exam undisturbed e.g. laptop, a bottle of water.
2. If possible, ask others in your household to switch off wifi on any other devices if you are undertaking an exercise that requires you to use wifi, as this may boost your signal.
3. Switch social media and other channels of communication off – do not communicate with other students during the exam window.
4. Let others in your household know when you are beginning your assessment and ask not to be disturbed.
5. Download the exam instructions and save your working document on your computer. Save regularly in order to minimise the risk of losing your work.
6. Read the instructions and the exam questions carefully.
7. Address only the question or issue you are being asked to consider (i.e. don’t ‘waffle’ even though you may have the time to do so!).
8. Proof-read. Re-read your answers once complete to check for ambiguities, spelling errors and grammatical inaccuracies. You will have plenty of time to do this.
9. Submit your exam well before the deadline – do not leave it until the last minute because Turnitin may then experience problems due to high submission volume.

**Extra information that I put on my module shell for students**

Jo Rushworth

This was available three weeks in advance of the assessment. I had built a “mock” online MCQ area so that students could test their devices in advance, along with a recorded lecture and live drop-in to supplement the written instructions on Bb.

**Before you click on the folder below to access the assessment, you must ensure that you have undertaken the following steps to prepare for your exam:**

1.  Decide on a time to undertake your MCQs and let other people in your household know in advance when this is, so that they can minimise noise/distractions.

2.  Consider putting a "do not disturb" sign on your door during the assessment.

3.   Ask others in your household to turn off any devices/programmes that use wifi during your MCQ (e.g. any film/TV streaming such as Netflix) as well as switching their wifi off on any devices (e.g. phones, tablets, laptops). Otherwise, you may lose your wifi connection during your MCQ test.

4. Switch off your own social media and any communications with other students undertaking this module for the whole 24 hour period during which time the MCQ test is available.  This will minimise your chances of being accidentally implicated in any possible collusion/cheating etc. Do not contact anybody undertaking the BIOM1006  module for any reason during this time period.

5. Make a comfortable and quiet space to undertake your MCQ test. Get your summary sheets and any other notes ready. Get a calculator, pen and paper to perform any calculations and to note down any questions that you may wish to revisit.

6. On your device, only have the MCQ test window open. If you try to have other windows open, such as Google or other files on Blackboard, then Blackboard may crash.

7.  Switch off any chat windows on your device - make sure that nothing will pop up on your screen that could distract you.

8.  Ensure that you are comfortable, you have got something to drink and that you do not need to use the bathroom during your test.

9.  Ensure that your device either has enough battery to undertake the test or that it is plugged in and charging.

10.  Switch your mobile phone OFF now, unless you are using it to undertake your MCQ test, in which case please check that you can read everything (i.e. that the font is not too small) and that your settings are appropriate for taking an exam (e.g. cannot receive phone calls, social media is off).

11. Write down my contact details now in case you need to contact me during the test: jo.rushworth@dmu.ac.uk, 0116 207 8955.

By clicking on the folder below, you agree that you have read and understood all of the instructions above