

TIPS FOR ONLINE OPEN-BOOK EXAMS

BEFORE THE EXAM:

- Determine what material will be on the exam
- Determine what resources can be used on the exam
- Organize your materials so you can easily find information (ex: sticky notes, bookmarks, reference sheet)
- Study your materials

DAY OF THE EXAM:

- Find a quiet place free of distractions
- Gather notes and course materials
- Check your internet connection and your computer's battery level

DURING THE EXAM:

- Keep track of time
- Read questions carefully
- Write answers in your own words

Important Information to Know

- When does the exam open and close?
- How much time do you have for the exam?
- What format are the exam questions?
- What is the professor's policy if you have technology issues during the exam?