Taking Online Exams: Checklist

Keep this checklist to hand, and make sure you complete all the tasks before the day of the exam. If you are unsure about any of these, make sure you contact your school well in advance of the exam date. Have the troubleshooting list to hand on the day of the assessment, to help you resolve any issues quickly.

As soon as you know you have a timed online exam

☐ Read the instructions sent to you by your school very carefully.
☐ Contact your school if you think you will be unable to take the exam during the specified time, or if you have technical problems.
☐ If you feel that you need more help with taking online exams generally, work through the Study Skills resource on online open book exams.
☐ Take the mock exam (if available). You are expected to take the mock to familiarize yourself with the format of the exam, the navigation options, the type of questions, and to ensure that any multimedia content is accessible on your computer.

A week before the exam

☐ It is recommended that you use the latest version of Chrome for your browser when you take the exam. If you don’t already have one of these, download it now – even just having one as a backup browser is a good idea.
☐ Check that you know what you are allowed to use during your exam (eg a calculator or dictionary) and that you have these tools. Ask your school if you are unsure.
☐ Make sure that you know where to find the exam, and that you can find it easily.
☐ To take the exam, you MUST log into the online system using your UoB credentials. Try to do that now, by logging onto Blackboard. If you can’t remember your password, you can re-set it from the IT services page.
☐ Plan where you will be physically when you take your exam. Can you find somewhere quiet? Does it have a power supply if you are using a laptop? Is the chair comfortable for long periods of time?
☐ If you are in a shared environment, talk to the people around you, and make sure they know when it will be. Perhaps arrange for some quiet time if that’s possible.
☐ Find the contact details of who you will need to contact if something goes wrong on the day or during the exam. Write them down somewhere you can have to hand.
☐ Review the guidance on how to take a test in Blackboard.
On the day of the exam

☐ If you are unable to take the exam during the exam session, let your school know as soon as you can.
☐ Set up your physical space and gather together what you will need (computer and charger, water, snacks, etc).
☐ Get your contact list to hand: know who to contact if anything goes wrong.

One hour before the exam

☐ If you are using a laptop, ensure that it is plugged in and not running from the battery.
☐ Open the browser you are using (Chrome is recommended). Close all tabs, windows and programmes other than the ones you will use for the test.
☐ Log in to Blackboard and find the exam.
☐ Re-read the exam instructions and make sure you know how much time you have to complete the exam.
☐ Read the troubleshooting guide below and keep it to hand for when the exam begins.