


Stay Cool and Prepare Well for Online Exams



9 Things to Check Before Taking the Online Exam:

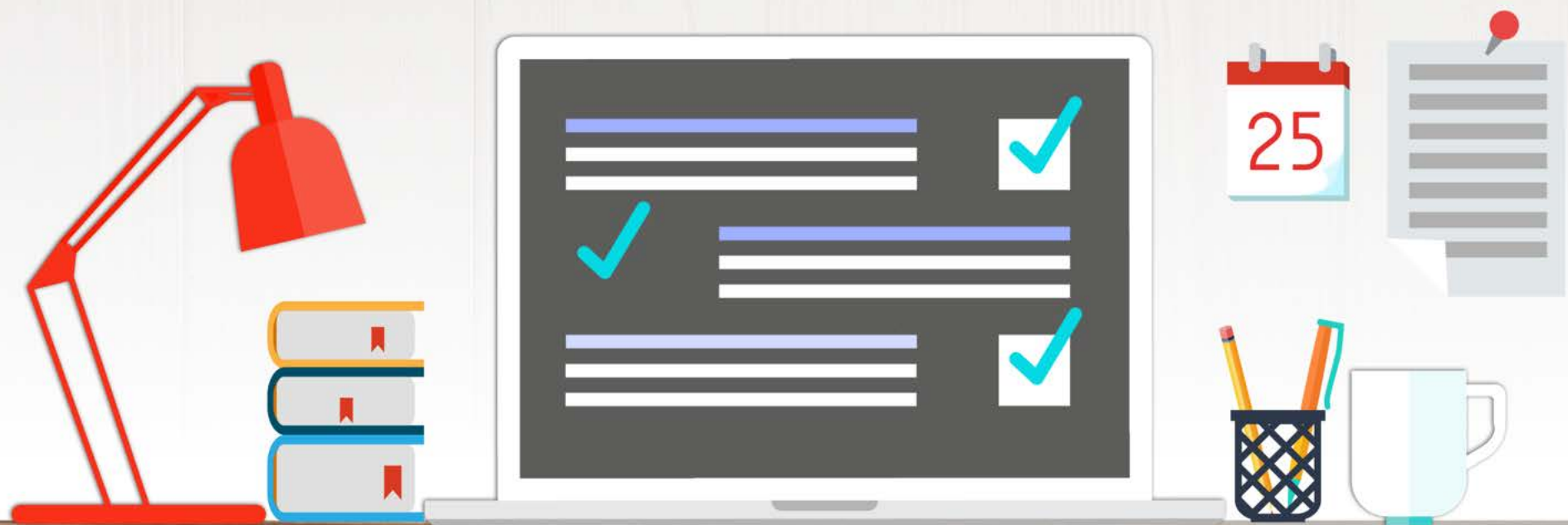
- ✓ Read the assessment guidelines and instructions.
- ✓ Know exactly where, when and how the exam will take place.
- ✓ Participate in practice test if any or rehearse yourself.
- ✓ Check your computer, devices, and internet network are all functioning well and fully charged.
- ✓ Identify a safe, quiet and private location that is free from interruption and distractions. (If you have difficulties in spotting a suitable location, contact the course coordinator to see what other options you will have.)



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- ✓ Inform people (e.g. family) close by that you will be taking an exam.
 - ✓ Make sure you know how to submit the exam paper after completion.

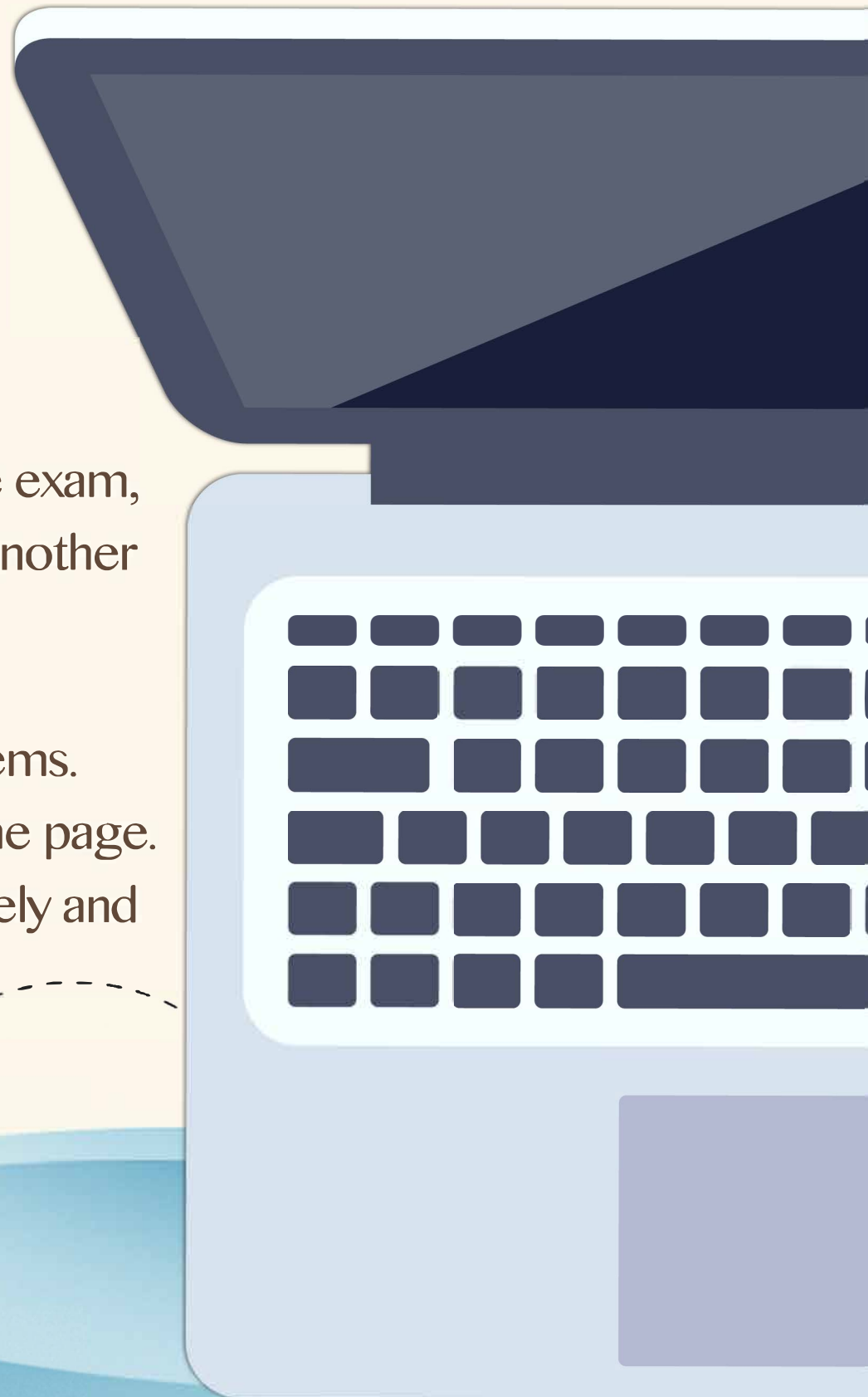
In case there is a technical problem during the exam:

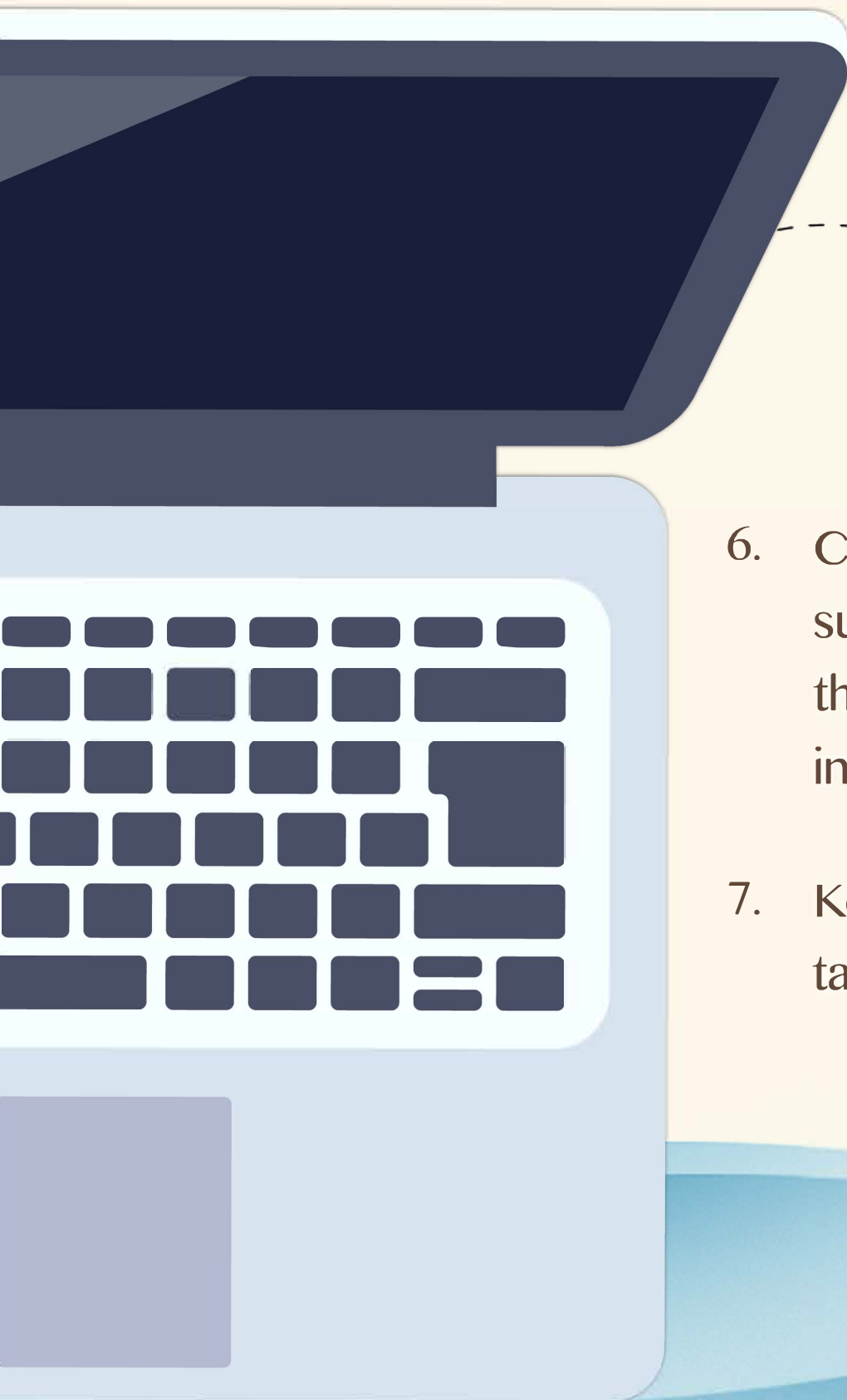
- ✓ Do you know who to contact and their contact information (telephone and email address)?
- ✓ Are you allowed to print, save or screencap a copy of your answers?



While Taking the Online Exam:

1. Sit at a clear desk.
2. Take a few slow deep breaths to start.
3. Keep time.
4. If you are allowed to do web search in the exam, do not shut down the exam page. Open another browser.
5. Stay calm when there are technical problems.
Stay at the exam page and do not close the page.
Contact the appropriate person immediately and take the proper actions.

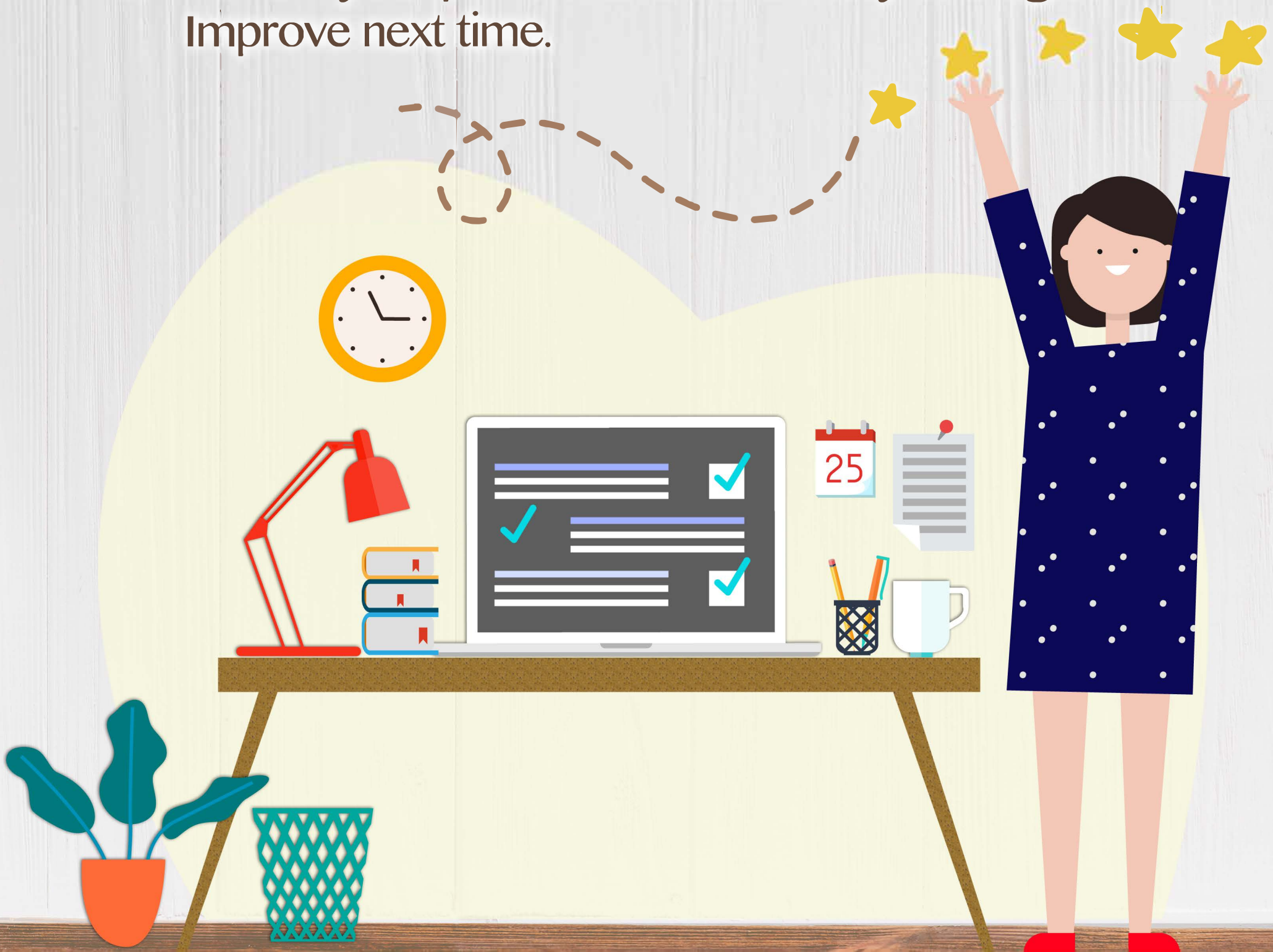




6. Check if every answer is completed before submitting. If you have a problem submitting the exam, inform the appropriate person immediately.
7. Keep your integrity. Disciplinary actions will be taken for violation of rules for online exams.

After taking the exam

1. Give yourself a break and wind down.
2. Review your performance and study strategies.
Improve next time.



Other support and resources

★ Relaxation and mindfulness exercises

<https://www.cedars.hku.hk/cope/pe/exercises/>

★ Other tips for dealing with exam anxiety

<http://wp.cedars.hku.hk/web/studysmart/>

★ Test your exam anxiety

<http://psyax.cedars.hku.hk/?ref=66>

★ Need special exam arrangements from SEN Support (Students with special educational needs)

<https://www.cedars.hku.hk/cope/sen-support/sen-resources/>

★ Get support from a counsellor at CEDARS-CoPE

<https://www.cedars.hku.hk/cope/cps/appointment/>

Counselling and Person Enrichment Section (CoPE)

Phone: 3917 8388

Email: cedars-cope@hku.hk

References:

<https://blog.cengage.com/tips-taking-online-exams/>

<https://www.123test.com/assessment-preparation/>