ONLINE/REMOTE TESTING

BEFORE THE TEST

Prepare your Environment

Reduce Noise: Ask your professor if you can wear ear plugs/earmuffs. Set up a loud fan or noise machine.
Reduce Interruptions: Notify others that you will be taking a test, where, and for how long. Hang a sign on your door.
Isolate Yourself: Set up to test in an area that is isolated, with a stable internet connection. Put your phone in another room.
Plan Ahead: If the test is offered over a long period (such as 24 hours), consider taking the test when other people are out of the house, quietly working, or asleep.

Double Check Exam Parameters

Confirm with your professor: your accommodations, the standard test length, your test length, how you should reach out to them if you have a problem or question, the type of exam and material that will be covered, the software required, the resources you can use (such as open book), and the time and availability of your exam relative to your time zone.
Canvas: If you are testing in Canvas, make sure you understand how long the exam will be “Available”; no matter when you begin the exam once the “Available Until” time arrives all exams will automatically submit, whether you have additional time remaining or not. Make sure you take Time Zones into account.

Prepare your Resources and Yourself

Address Stress: Consider a quick guided breathing or meditation activity just before the exam.
Take care of your basic needs: get a good night’s sleep, eat breakfast and normal meals throughout the day, use the bathroom right before, and make sure you have access to water.
Prepare a quick warm-up: How do you want to feel when you start the exam? What should you do in your warm-up to prompt the way you want to feel?

Study Strategies

Group Review: Schedule Zoom reviews with your classmates; have everyone come prepared with questions and quiz each other.
Test Yourself: Practice under simulated exam conditions. Choose an exam topic and create practice questions.
Study with Breaks: every 20 minutes, take a five-minute break. This helps to maintain concentration and energy.

Resources and Reminders

Accommodations: Certain accommodations such as Reader, Scribe, or Screen Reader may require additional planning for final exams; if you have questions or concerns, please contact your Access Coordinator well in advance of your exams or quizzes. Additional information about accommodations in the online/remote format can be found here:
https://www.colorado.edu/disabilityservices/students/student-accommodation-resources-remote-learning
Use your Resource: Check in with your Academic Advisor about virtual tutoring, mentoring, and academic coaching.