



ONLINE EXAMS

A Checklist for Students



At Least One Day **BEFORE** the Exam:

- Studied?**
- Read the Exam Rules?**
- Access to a laptop with a working camera and microphone?**
- Internet connection working?**
- Know your Canvas password?**

Just **BEFORE** the Exam:

- In a room, alone, where I won't be disturbed?**
- Laptop fully charged with a charger handy?**
- Logged in on time (8:45am/11:45am/2:45pm/5:45pm)?**
- Camera and mic on?**
- Cell phone off?**
- Bathroom break? (No bathroom breaks allowed during the exam. If you leave the room, your exam is over)**
- Open book exams only - Notes and/or textbook at hand?**

DURING the exam, I will:

- Do my own work**
- Use only instructor approved materials**
- Not use my cell phone**
- Only ask my instructor or invigilator if I have a question**
- Not communicate with anyone else in any way (no talking, texting, messaging!)**
- Focus on the exam and not appear to be cheating**
- Not copy directly from my textbooks, powerpoints, materials etc**
- Not look up or copy from other online sources**
- Cite paraphrased or summarized information**
- Check the Zoom group chat for any communication from the invigilators**