



ONLINE EXAMS

A CHECKLIST FOR STUDENTS



At Least One Day BEFORE Exam

- Studied
- Read the Exam Rules?
- Access to a laptop with a working camera and microphone?
- Is my Internet connection working?
- Do I know my Canvas password? (If not, use the forget password button and check your email spam folder to reset your password)
- Read over exam instructions?
- Know the camera policy of my exam(s)?



JUST BEFORE Exam

- In a room, by myself, where I won't be disturbed?
- Is my laptop fully charged and do I have a charger handy?
- Open Zoom 10 minutes before exam time
- Have I closed other programs and websites that are not required for the exam?
- Camera and mic on?
- Zoom virtual background off?
- 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?
- If Canvas is slow to load, clear web browsers cache





ONLINE EXAMS A CHECKLIST FOR STUDENTS



DURING the exam, I will

- Do my own work
- Use only instructor approved materials
- Not use my cell phone or other irrelevant devices
- Avoid writing with multiple browsers
- 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
- Be responsive when my instructor/invigilator communicates with me



Failure to adhere to the Exam Rules will result in an Academic Alert, which carries serious consequences of suspension or expulsion from Alexander College.