

# Getting Ready for Online Finals!

## Ace Your Online Final Exams!

The semester is winding down and many of you are gearing up for finals. For some, this will be the first time taking final exams online. TRIO SSS has some helpful hints to help you succeed.

The first thing we recommend is making sure your computer is ready! Check your computer for any updates and check for software you might need to install to complete the exam. Make sure you have the power cord close by during the exam. Plan for and anticipate technology problems. If you run into a technical problem, we suggest taking a screen shot and email the screen shot to your professor immediately. A screen shot is the best way to capture the error. Once your computer is ready, make sure you have a dedicated exam area. Let others in your household know you are taking an exam. You can even hang a door sign that says: **Testing in progress. Please Do Not Disturb!**

Before the exam, try to find out from the professor the format. Knowing if the exam will be multiple choice or essay questions can help you study. **You still need to study for your finals!** Just because it's an online exam from home and you have access to your notes, PowerPoints and textbook, you still need to prepare. You need to study and have your class materials organized. Have your notes rewritten, have your PowerPoints in order and bookmark sections in the text. If you don't study, you'll be scanning your notes and book during the entire test allotment time and you might not complete the exam. That's why you need to study. Rely on what you know and use the class material only when needed.

**Don't cheat, not even virtually!** Don't have your friend on the phone as you both move through the exam and work through answers. Your answers will sound similar. Depending on the program, questions may generate in a different order than your friend's test. Don't copy and paste answers from a website. Make sure it's your original work. Remember, everything can be tracked and traced online.

