



Taking Online Quizzes, Tests and Exams

Updated: May 19, 2021

NOTE: If you require this document in an alternate format, please email the Blundon Centre at blundon@mun.ca.

Exam Environment

You may be used to coming to the Blundon Centre for a more controlled exam environment to minimize distractions. However, things are a bit different when you write quizzes, tests or an exams online. *You* are now in control your exam environment, so it is important for you to prepare your physical space in advance, wherever it is, (e.g., in a home office, at a desk in your bedroom or elsewhere, at a kitchen table). Below are suggestions for you to prepare your space:

- **Set up your space before taking your exam to minimize distractions.** Make the environment feel like a testing environment (e.g., don't eat your lunch while you are taking your exam or have your television on in the background).
- **Turn off your phone and put it away.** If you have a landline, set the ringer to silent or low.
- **Place a “do not disturb” or “testing in progress” sign on your door or near your testing space.** It is important for others to know that you are completing an assessment and that you not be disturbed.
- **Inform family members that you will be taking an exam for a specific span of time to minimize interruptions.** Family members often appreciate knowing in advance how long you are unavailable for.
- **Have all allowed materials available and organized before starting the exam.** Consider what you need to write your exam such as laptop, paper and pencil for calculations and jot notes, timer or clock, and water.
- **At least 15 minutes before the start of your exam, set up your environment.** Turn on your laptop or computer and ensure that you have everything ready and accessible. Check for internet or wifi connection, log into D2L or your MUN email account, so you are ready to access your exam on time.
- **Take a few minutes to relax yourself prior to opening and starting your exam.** Engage in mindfulness activities such as deep breathing, relaxation place, progressive muscle relaxation or grounding exercises.
- **Plan and prepare to minimize distractions.** If fidgets, noise canceling headphones or music/sound help you, make sure you have these items readily available.

In General, *plan ahead!* Important things to consider specific to online exams:

Remember to meet with your advisor at the Blundon Centre well in advance of exams. If you contact the Blundon Centre less than thirty days before a test/exam, there is no guarantee your accommodation will be in place in time for your exam.

Remember to self register for your accommodations each semester that you are registered for courses. Self register early each semester to ensure your accommodations are in place.

Remember that you won't be receiving exam reminder emails from your instructor or the Blundon Centre. Instead, note your exam dates and times in your calendar and set yourself a couple of reminders and alarms!

Plan and prepare a means to monitor your time during the exam. For example, have a clock or timer nearby so you can track how much time you have remaining through the exam. This will give you time for a quick review and/or to consider answers to each question.

Once your accommodation is approved, remember to self register your accommodation. It is important to self register for your accommodations right away and at the start of each semester. Instructions for self registration -
<https://www.mun.ca/student/accessibility/about/faqs.php#register>.

Know the rules and expectations of taking the exam online. Is it open book/ note or are students held to the honour system? Are you being proctored remotely by your instructor or a computer program? Remember to contact your instructor well in advance of the exam so that you have all the information that you need.

Find out before you take your exam if and how you will be able to get clarification. This is to ensure that, if you have clarification questions, you will know if and how to be able to reach the instructor.

Exam questions may be presented one at a time making it more difficult to go back to review questions. Determine up front if you can go back to previous questions in the online format that you are using. If so, jot down question numbers and note any questions you may have. If not, allot and be mindful of your time, especially if you have question that you are unsure of the answer.

Ensure your exam accommodations have been applied to your exam. It is best to confirm this with your instructor well in advance of the exam date, but it is also important that you double check right BEFORE you begin your exam!

Determine in advance how your instructor wants you to manage technical problems during their exams. If something doesn't look right, do not begin the exam and contact your instructor right away. If anything looks to be missing or inaccessible, follow-up right away.

Confirm the exam start and end time. For example, determine if you can start the exam at any time or if the exam only available during a certain time frame.

Find out how many questions are on the exam and how much time you have. This is so you can plan to complete the questions accordingly (e.g., by allotting a certain amount of time for each question and/or spending more time for questions that are worth more points.



Image Description: Adult student, with head down, working on a laptop

Accommodations and Accessibility for Online Exam Delivery

As the University has moved to online delivery for most quizzes, midterms, and exams, applying your exam accommodations to these assessments may look different. Depending on your accommodation, either your instructor, Blundon Centre and/or you are responsible for providing your accommodation for online testing.

Formal Accommodations	Accommodation provided by:		
	Instructor	Blundon Centre	Student
Additional exam time (remote courses)	X		
Distraction reduced/private environment			X
Use of computer with a with processor/use of spell check/adaptive technologies			X
Space/specialized furniture needs			X
Supervised rest breaks (this is already calculated into a student's extra time accommodation and should be managed by them)			X
Use of calculator/formula sheet	X	X	X
One exam per day/time of day restrictions/back-to-back lectures causing exam overlap	X		X
Access to food, medications, medical support, service animal, etc.			X
Exam in alternate format	X	X	
Exam provided in two parts	X		

A Note about Extra Time Accommodation:

If the instructor is giving further time for exams for all students, this may encompass an approved formal accommodation for extra time. 'Universal extra time' may include extra time for your formal accommodation. For example,

- if your exam is 60 minutes and the instructor is providing 90 minutes for all students, this would cover your extra time accommodation of up to 1.5x.
- if the 'universal extra time' given to all students does not already meet your pre-approved extra time accommodation, please speak to your instructor.

If you have questions, please connect with your instructor to determine how your accommodations translate to the course delivery method, or contact the Blundon Centre at blundon@mun.ca with any concerns you may have.

This document is adapted with permission from the e-document, *Taking Exams Online*, Centre for Accessible Learning, University of Victoria.

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