Prior to the Test…

Review the USD Academic Honor Code

Even in this time, our expectation is for students to honor their academic integrity by not collaborating (unless your Professor deems it acceptable) with other classmates or using support material that is not permitted. Please review the USD Honor Code.

Know Who to Contact for Technical Issues

If you have technical issues before or during your exam, your instructor may not have the time or expertise to troubleshoot with you. Please make sure that you address all technical issues to the USD Help Desk at help@sandiego.edu or 619-260-7900. They will escalate any issue to your Instructor if needed.

In addition, your Instructor may make themselves available via Google Chat or email during the exam time for questions about particular questions.

Know the Test Parameters

Make sure you know how many questions and what type of questions will be asked. For example, it may be mostly multiple-choice but also have essay questions. Also, know the amount of time you have to take the test and the time frame (day and time) you can take the test. This will help you manage your time more effectively.

Check your computer

Avoid any last-minute problems by making sure that you have a strong internet connection and you have all the applications you may use to complete the exam open and available.

If your instructor is using the Respondus Lockdown Browser with the exam, you must download the Respondus Browser ahead of time.
https://download.respondus.com/lockdown/download.php?id=697334248

Find a Good Spot to Take the Test

Make sure you are taking your test in a quiet, distraction-free area. Silence your phone and shut off any noise (TV, radio, etc.) that may become distracting.

Once you're in the Exam

Take a deep breath! Take a moment to relax and get focused. Keep an eye on the clock. You may want to set an alarm to notify you when you have limited time (e.g., 10 minutes) remaining in your testing period.

Don't leave the test page! If you are permitted to search the web or check other websites for information, do not use the same tab or copy of the browser as you do for your exam—you may lose all your work. Instead, open a second copy of your browser (or, choose a completely different browser), then conduct your search.

Check your work before you submit it. Ensure that every answer is complete and appears as you intended. Review the accuracy of your answers, as well as your spelling and grammar.

Click submit. You should only need to do so once, but if you have a problem, try once more. If you still have a problem submitting the test, let your instructor know immediately, and send your intended answers in an attached document.

Adapted from https://blog.cengage.com/tips-taking-online-exams/