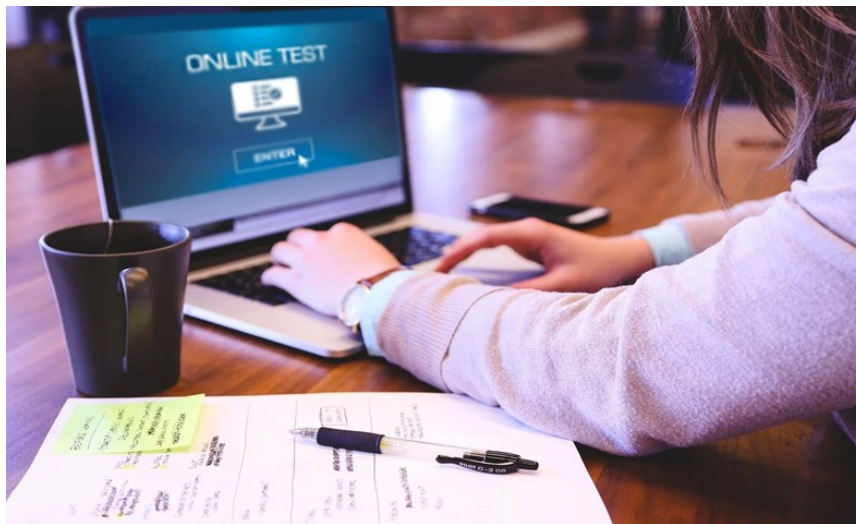




Online exams during COVID-19: Tips and tricks for success

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The COVID-19 pandemic has likely brought many changes to how you live your life, and with it uncertainty, altered daily routines, financial pressures and social isolation. Information overload, rumours and misinformation can make your life feel out of control and make it unclear what to do.

During the COVID-19 pandemic, you may experience stress, anxiety, fear, sadness and loneliness. And mental health disorders, including anxiety and depression, can worsen.

TAKING CARE OF YOUR MENTAL HEALTH & WELL-BEING



Online exam is quite similar to that of an in-class test; however, the online environment does involve some differences that require a bit of extra awareness and preparation.



Tips and tricks for preparation:

SQ3R:

It is a five step strategy that can be used while reading any text.

Reading and recording helps to get a clear understanding of the text and also to grasp the message of the text.

These five steps in the strategy when followed sequentially will help to satisfy the true purpose of reading:

SQ3R Stands for

S-SURVEY

Q-QUESTION

R-READ

R-RECALL/RECITE/WRITE

R-REVIEW

Styles of Reading:

Study Reading-

- It is used when the material is difficult and is of higher level of comprehension.
- It is essential to read word by word to have more understanding and to have better clarity.

Browsing-

- Looking at the structure of the text, proportion of diagrams and the locating the summary and conclusion part.

Skimming-

- It is used when it is enough to get an overall idea about the topic. This includes only the major information in each paragraph and leaves the other supportive and explanatory part.

Scanning-

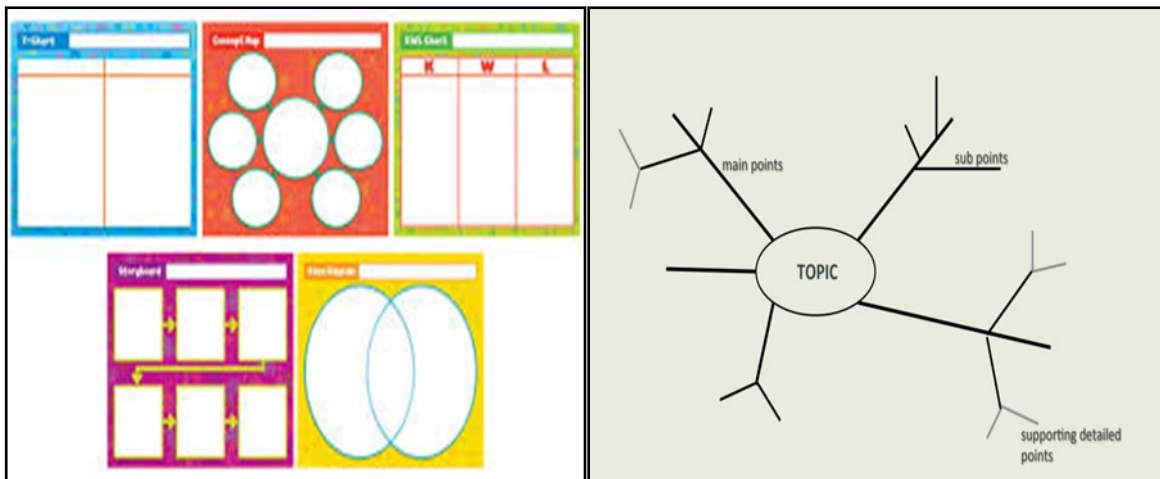
- It is used when it is required to locate a piece of information that you already knew from the text. The information can be a number or a word or any specific fact.



Graphic Organizers/Mind Mapping Method :

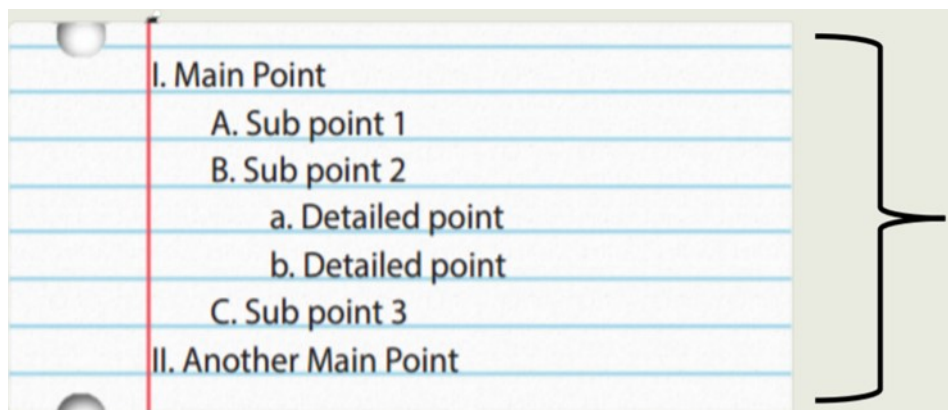
Great for:

- Visual Learners
- Summarizing & Studying
- Guest lecturers - when you don't know their lecture style



Outlining Method :

- In this strategy information is structured from big main ideas down to small specific details.



In the current unprecedented crisis many universities are switching to online examinations. The concept of online exams might be new and a bewildering experience for many students. Students may be unaware of certain skills and strategies that will enable them to perform at their best. Exams can feel like a lot of pressure. You might need certain grades for a course or job. You might be putting lots of pressure on yourself as well.



Exam anxiety is experienced by many students and may include:

- excessive worry about upcoming exams
- fear of being evaluated
- apprehension about the consequences
- manageable by following a plan of helpful suggestions

Some anxiety reduction techniques:

- Take a deep breath
- If you feel yourself getting worried before your exam - spend some time focusing on your breathing.
- Relaxation sanctuary (useful in the exam)
- Focus on the inner screen of your mind's eye
- Imagine your ideal, safe, relaxing place
- Close your eyes
- In your mind, send yourself there for 15 to 30 seconds

Though the online exam is almost similar to that of an in-class test, the online environment does involve some differences that require a bit of extra awareness and preparation. But if you plan and prepare well, it should be a piece of cake.



Let's look at some strategies that will help you sail through it easily



Get Organized:

- Keeping a record of your work throughout the semester will come in handy during exams.

Figure Out How You Learn Best:

- Not everyone learns the same way, so think about what types of information help you best grasp new concepts and employ relevant study strategies.
- If you're a visual learner, for example, print out transcripts of the video lectures to review. Learn best by listening? Make sure to build time into your schedule to play and replay all audio- and video-based course content.

Make a Schedule:

- Break up your workload into chunks by dedicating certain hours each week to reading, watching lectures, writing assignments and studying.
- Set reminders for yourself to complete the tasks by setting a timer and giving yourself permission to move on to other tasks once the time is up.

Eliminate Distractions:

- Set up a dedicated learning environment for studying. By completing your work there repeatedly, you'll begin to establish a routine.
- When choosing a workspace, try to limit distractions as much as possible, both physically and online.



Cramming:

- Cramming overtaxes your memory, the day prior to your exam you should just devote time to revise, go to bed early and keep yourself calm. This will give rest to your brain and you will eventually perform better during exams.

Read and understand the test guidelines:

- A student should be aware of the important details related to the exam like. date and time, the window of exam time, duration of the exam, parameters of the test (multiple choice question, case analysis, fill-in-the-blank or essay) and any other important instructions related to the exam.

Check your computer:

- Checking your computer or laptop and Wi-Fi connection well before the exam is a must. If these technical issues are sorted out in advance, the risk of inadvertently ending your exam and possibly losing results will be eliminated.
- Make sure not to lose your cool in case of a technical glitch.

Prepare well:

- Like any other exam, you need to be thorough with the study material.

Time management skills:

- Judicious use of time is possible if you develop a study plan and allocate the right time for the right activity.
- For instance, set the number of hours for a subject, figure out the time when you are most productive and utilize your time well.

Re-read directions and Instructions:

- When taking tests for your online courses, be sure to fully understand the questions and each of the answers.
- It is also valuable to go back and re-read the question after you have answered.



Don't waste time:

- If you are stuck on a test question, keep going and come back to it later. Maintaining a steady rhythm is important when taking a test, especially when that test has time constraints.
- Answering simple questions first allows you to build confidence and get an overview of the test material. There are also many instances when later questions will help you answer earlier questions, so going back to those questions later may help you get them right.

Review, review, review:

Before submitting your test, make sure you review your work by:

- Verifying your answers are correct.
- Making sure no questions are left blank.
- Linking related questions to ensure your answers are consistent.
- Proofreading your answers to correct for spelling and grammar.

Re-read directions and Instructions:

- When taking tests for your online courses, be sure to fully understand the questions and each of the answers.
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Date: _____
M/T/W/T/F/S/S

Today's Subjects:

Actual: h mins

Deadlines:

12am

Study Progress:

Notes:



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