

# Online Test Tips for Students

*What is an online test?* An online test is a test conducted over the internet which you can do using your own device regardless of where you are. It includes tests and exams that are administered with a time limit. At FNU, online tests and exams are usually conducted via Moodle using the Quiz tool. Note that your course may have various forms of assessment using other Moodle tools but this document focuses on the Moodle quiz tool for tests or exams.

With many courses moving online, you may be writing your first online test or exam. *Are you prepared?* Below are some tips to get you prepared ...

## What do I need to do before the test?

### A. Technical

- Check your device properly before the test to ensure that it is working properly and that any battery powered device is fully charged. Keep a charger nearby if needed.
- Make sure that your internet connection is stable or reliable.
- Give yourself time to access another device/computer or travel to an alternative internet access point if needed.
- Use a supported browser (preferably Google Chrome or Firefox) to access your online test.
- Close unneeded applications and processes running on your device or computer to reduce distractions and network interference.
- Is your area or location prone to power cuts or do you anticipate planned power cuts in your area? Contact your lecturer or see if you can find a conducive venue or alternative arrangement.

### B. Test Instructions

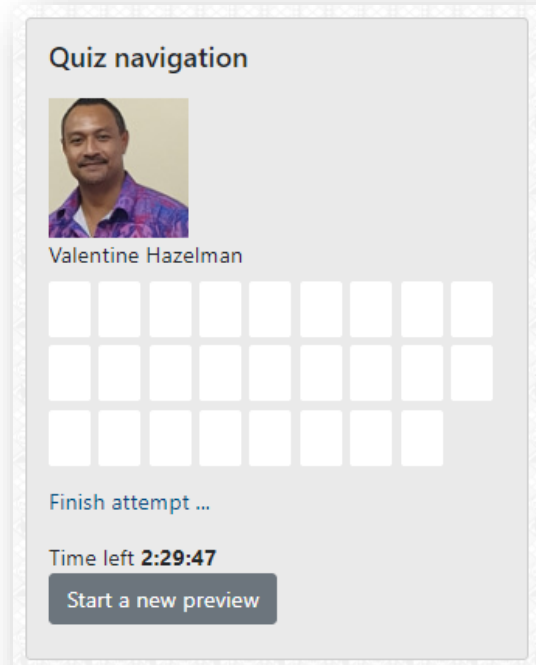
- Check and recheck the test date, time and duration.
- Know the test format, e.g. the types of questions that may be asked such as multiple choice, short answer, calculation or essay.
- Thoroughly go over any additional instructions given by your lecturer.
- If provided a practice test, ensure that you try it so that you are familiar with the test layout and navigation.

### C. Environment

- Ensure that you take your test in a quiet place with minimal distractions.
- If you are in a shared household, remind your roommates or family that you are working on your exam so that unnecessary interruptions are minimized where possible.
- Keep hydrated and ensure that you have had an adequate and healthy meal before taking your exam.

## What do I need to do during the test?

- Start your test on time and ensure you have everything ready to do so.
- Read the test instructions carefully to understand what is expected of you.
- Use the Quiz Navigation bar to move easily between questions.
- Practice good time management while taking the test. Plan the time you have per question, based on weighting and total time allocated.
  - Keep track of time! If it is a timed test, use the timer in the Quiz Navigation bar.
- Check your pace and move ahead if you need to. Do not stay on one question for too long. You can come back and work on the questions that need more thought. Remember to incorporate time for proof reading your test at the end.
- Do not leave the test page! If you do, do not panic but make sure to get back in to the test quickly and resume the test within the allocated time.
  - Your answers are automatically saved once you type or upload them to the quiz.
- If you encounter technical issues, notify your lecturer as soon as possible. Take screenshots of any error messages or issue on your screen for verification.
- Ensure that all questions are rechecked and answered before submitting your test.



### Note:

- Be aware of FNU's academic integrity/ dishonest policy (Section 5.2 of the University Academic Student Regulations).
- No one else should do the test but you and it is in your best interest that you have studied and prepared well for your test. The final outcome will be the product of your own hard work and no one else.
- Contact your lecturer if you have any issues accessing or attempting online tests or exams.

*“Real integrity is doing the right thing, knowing that nobody's going to know whether you did it or not.”*  
— Oprah Winfrey