online assessment checklist

Use this handy checklist to make sure you are fully prepared for your online assessments

- Look at the exam timetable and find your courses. (If your course is not listed then the exam is cancelled)
- Check the dates and times for your examinations.
  Collect all the necessary equipment and material you will need in order to sit your exam (computer/tablet, calculator, class notes, lecture notes, etc.)
- Have you planned arrangements for your exam? (empty and quiet place, good internet connection, etc..)
- Make sure to read the examination guides

My online assessments

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online assessment tips and advice

Before your assessment

- Check the exam timetable regularly as dates and times can change
- Schedule breaks during your study time for physical activity and to eat and drink.
- Read the student guide to take home exams
- Find a quiet, comfortable space to take your assessment in with a solid internet connection (Wired connection or a strong Wi-Fi connection)
- Tell your family/friends/roommates about your exam schedule so you can take the exam uninterrupted.
- Talk to an Effective Learning Advisor if you would like tips and advice on studying and revising
- Speak to a Student Success Advisor for tips and advice from a recent Heriot-Watt graduate
- Complete the assessment checklist on the other side
- If you have any questions, contact your personal tutor

During your assessment

- Read the question carefully!
- Choose your questions and write an answer/essay plan before starting the question, this gives you a structure to follow
- Keep your phone on silent and away from you if possible.
- Answer your chosen questions with greater detail and depth as assessments this year will be marked more closely since you have access to your course material and will have more time to take the assessment.
- If you become stuck, move onto the next question and return to it later
- Make sure you answer the question that is being asked
- Stay hydrated – It is important to drink water while sitting your assessment!
- If you feel anxious, pause for a moment and breathe
- Leave time at the end to check over your answers

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bit.ly/HWexamchecklist