**Questions to Answer for Online Exams**

As you prepare for your online exams, it’s important to know as much as you can about the format, the timing, the content to expect, and what to do if technology presents a challenge. Ask and answer these questions as a part of your preparation process:

* What day and time is my exam? What day and time is it due?
* Will the exam be timed? If so, how long do I have to complete it?
* What will be the format? (e.g., open book, multiple-choice, essay, etc.)
* Does my exam have to be completed in one sitting or can I work on it at different times?
* What content or week(s) of the course will the exam cover?
* What should I do if I have technical difficulties during the exam? (e.g., e-mail professor, call IT Service Desk, contact book publisher’s tech support, etc.)
* Does my professor, academic coach, or tutor have any recommendations for how I should prepare for my exam?

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