

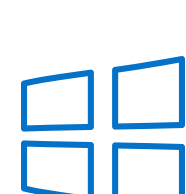


- Exam time can be stressful! Use this helpful checklist to make sure you are ready for an online exam and help reduce your stress.

Before Your Exam

Prep Your Device

- Install any outstanding updates** to your operating system. Check out the links below for instructions.



[Windows](#)



[iOS](#)

- If you are using Respondus Lockdown Browser (and Monitor, if applicable), download it from the [IT Services Portal](#).

If you already have Respondus Lockdown Browser, make sure to check for and install updates. Here's some [instructions on how to do so](#).

- Download and install any software you need for the exam.

- Disable any browser extensions or add-ons. [Here are some helpful instructions](#).

Note: This only applies if you **are not using Respondus Lockdown Browser**.

- Make sure your device is charged. During the exam, you should have it plugged in.

Before Your Exam

Practice, Practice, Practice

- If your instructor has provided you with a practice exam to test your system, complete it early. **If you have issues when you do, contact your professor or IT Services (servicedesk@dc-uoit.ca).**

- If you need to upload your written solutions or answers as part of your exam, practice doing so. [Check out our helpful guidelines here](#).

Before Your Exam

Get Ready

- Get all the materials you need for your exam.** This might include:

- **Scratch paper and pencil**
- **Notes/textbook**
- **Calculator**
- **Phone for taking photos of answers to upload**
- **Formula sheet**

Do not use **any other materials** other than those that are authorized by your professor.

- Find a space** to take your exam. It's best if you can sit at a desk or table with minimal distractions. Make sure you have enough light that the webcam can work.

- Make sure you have a good network connection.** You can do this by:



Sitting close to the router or WiFi source



Using an Ethernet cable to connect directly to the router (and switching off WiFi)



Turning off all other connections, like streaming services or gaming (this applies to all others using the network in your household, too)

- Write down the **Google Meet link** provided to you by your professor. If you have technical difficulties or questions, use that link to contact them.

Hint: Make note of the time you starting having difficulties if you need to contact your professor.

- Restart your device and close any open programs before you start the exam. **Plug in your device.**

Good luck!