Taking Exams Online

NOTE: If you require this document in an alternate format, please email calexam@uvic.ca.

Exam Environment
You may be used to coming to the CAL Exam Centre for a more controlled exam environment to minimize distractions. If possible, you may want to prepare your space before starting an exam online.

- Set up your space before taking your exam to minimize distractions. Make the environment feel like a testing environment (in other words, don't decide to eat your lunch while you are taking your exam or have your television on in the background).
- Turn off phones. If you have a landline, set the ringer to silent or low.
- Place a “do not disturb” or “testing in progress” sign on your door.
- Inform family members that you will be taking an exam for a specific span of time to minimize interruptions.
- Have all allowed materials available and organized before starting the exam.
- At least 15 minutes before the exam, set up your environment to make sure you do not have any computer or internet access issues.
- If fidgets or music/sound help you, make sure you have these items available.

In General

- Plan ahead! Remember – you won’t be receiving the exam reminder emails the CAL Exam Centre normally sends, so instead, note your exam dates in your calendar and set yourself a couple of reminders and alarms!
- Ensure your exam accommodations have been applied to your exam. It is best to confirm this with your instructor well in advance of the exam date, but we also recommend that you double check right BEFORE you begin your exam!
  - If something doesn’t look right, do not begin the exam and contact your instructor right away.
- Know the rules and expectations of taking the exam online. Is it open book/note or are students held to the honour system? Are you being proctored remotely by your instructor or a computer program?
- If you have clarification questions for your instructor, will you be able to reach the instructor? How will you do this? Find out before you take your exam.
- How does your instructor want you to manage technical problems during their exams?
- Can you start the exam at any time or is the exam only available during a certain time frame?
- Find out how many questions are on the exam and how much time you have so you can plan accordingly. You might want to set a timer to go off 10 minutes before your time is up.
- Have a clock or timer nearby so you can track how much time you have.
- Have scrap paper so that you can note questions you want to revisit.
- Questions may be presented one at a time making it more difficult to go back to review questions. Jot down question numbers and note any questions you may have.
Accommodations and Accessibility for Online Exam Delivery

As the University has moved to online delivery for most quizzes, midterms, and exams, applying your exam accommodations to these assessments may look different. If you have questions, please connect with your instructor to determine how your accommodations translate to the course delivery method, or calexam@uvic.ca for any accommodations we are assisting with.

<table>
<thead>
<tr>
<th>Type of Exam Accommodation</th>
<th>Accommodation Provided By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Instructor</td>
</tr>
<tr>
<td>Additional exam time</td>
<td>X</td>
</tr>
<tr>
<td>Distraction reduced/private environment</td>
<td></td>
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<tr>
<td>Use of computer with a word processor/use of spell check/adaptive technologies</td>
<td></td>
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<tr>
<td>Space/specialized furniture needs</td>
<td></td>
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<tr>
<td>Supervised rest breaks (this is already calculated into a student’s extra time accommodation and should be managed by them)</td>
<td></td>
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<tr>
<td>Use of calculator/formula sheet when not an allowance for all students</td>
<td>X</td>
</tr>
<tr>
<td>One exam per day/time of day restrictions/back-to-back lectures causing exam overlap</td>
<td>X</td>
</tr>
<tr>
<td>Access to food, medications, medical support, service animal, etc.</td>
<td></td>
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<tr>
<td>Scribe/Visual Aid</td>
<td>X</td>
</tr>
<tr>
<td>Exam in alternate format</td>
<td>X</td>
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</tbody>
</table>

Information about Additional Exam Time:

- If your exams are being delivered via Brightspace or another platform, your instructor is responsible for extending your exam time.
- If your instructor is providing a time span greater than the intended duration of the exam, and the given time meets or exceeds your extra time accommodation, then extra time generally does not apply.
  
  For example:
  - your instructor is giving the whole class two hours for a test that is intended to take one hour to complete
  - your instructor is giving the whole class 24 hours or longer to complete the exam

*If the time span given does not exceed your extra time accommodation, please speak to your instructor.