Exam Prep:
Online Test Taking Tips
Academic Success Center

- Read and follow the directions! Often, strategies or clues related to the rest of these tips will be identified in the directions.

- Use scratch paper when allowed.

- Take the test as many times as allowed. Online tests often permit you to take the test more than once.

- Do not wait until the last day to take the test.

- Work out the problem and double check to make sure you answered the question correctly.

- Double check your Math.

- If allowed, use your textbook and class notes for reference.

- Do not get stuck on one problem, if allowed, skip a problem you are stuck on and return to it later.

- Pace yourself through the questions.

- Focus on how the question is worded.

- Go over the test again when you’re done if time allows.

- Don’t close the test window at any time.

- Look for clues within the question that might lead you to the correct answer.

- Do not overanalyze. The answer might be more obvious if you avoid overanalyzing.

- Think about what type of answer is needed.

- Use all information that is given in the problem.