10 top tips to help you prepare for your online examination

1. Check the date and time of your examination in MyTimetable, all times are shown in British Summer Time (BST).

2. Know where your examination paper will be located:

   - Option **1 & 2** examination papers will only be posted on Exams ELE. You will need to navigate to your module page to find your paper, just as you would in Core ELE.
   - Option **3** extended examinations will be released on your module page on Core ELE.

3. Read the guidance for students: The Student Handbook for Online Examinations contains information on what you need to do, what to do if you experience any problems, and downloading and uploading your examination. Please make sure you leave sufficient time to upload your completed paper at the end of your examination, this should be at least 30 mins.

4. Revise, Revise, Revise**:** If you need support with your revision there are lots of guides and top tips on the Study Zone website, including a Guide to Open Book exams. You can also book a 1:1 appointment with a Study Skills Adviser if you require further help with your studies or revision.

5. Look after yourself: It is important that you look after your mental as well as your physical health during this time. The Study Zone has some useful guides and techniques to help you look after your wellbeing and manage examination stress and anxiety.

6. Know about the support available during your examination. If you require assistance during examinations contact the Assessment Helpdesk.

   You can contact the Helpdesk on examshelp@exeter.ac.uk and from Monday 9th August by telephoning +44 (0) 1392 72 6800

   The Helpdesk is open between 8am - 8pm Monday to Saturday and 8am – 12:30pm on Sunday.

   The Assessment Helpdesk should be contacted if you require assistance during an examination itself. As you will be under examination conditions, you should not contact your module lead or another module tutor during your examination under any circumstances.

7. Beware of plagiarism: Some students are being approached by companies who offer to write original essays for them. These are unscrupulous companies and you should avoid them (see BBC3). Naturally, your examinations should be all your own work and we will be running checks to identify plagiarism and the penalties for deliberate cheating are severe. It is also a serious disciplinary offence to post any of your exam papers online, and the University will apply any relevant penalties should a student do this.

8. The Success For All Fund: We are extremely aware that for some students the transition to online learning and assessment, or working from home, has introduced particular challenges due to the requirement for a suitable computer and internet connection. To address this issue, the Success For All Fund has been set up. We will discuss solutions with you such as the offer of funds to purchase a laptop and/or 4G mobile internet device. In most situations, this would be loan equipment to be returned to the university (or costs repaid) at a later date. Find out more online.

9. Plan your time. For open-book exams you may need to spend a little more time preparing and organising your notes and other reference materials. Make sure that you've eaten before you start, and have healthy snacks and water available while you are working. Ensure that you know how long you have to complete the exam, and what you need to have submitted within the time frame.

10. Don't panic**:** We know that these examinations will be different to what you are used to, but please rest assured that we will do everything we can to support you to complete your examinations successfully. Stay calm and save your work as you go. Please be patient when you are uploading your examination submission; some students have been telephoning the Assessment Helpdesk when there has been a slight delay - be patient and reassured that your submission will upload. If there are any issues with the system we will let you know by email on the day of your examination.