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# 10 top tips to help you prepare for your online examination/assessment

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1. **Check the date and time of your examination** on the [My Timetable Tile in iExeter](#), your timetable will be available from 24 July.
2. **Know where your examination paper will be located:**
  - Option 1 & 2 examination papers will only be posted on [ELE for Exams](#), we will post a link to ELE for exams in late July. You will need to navigate to your module page to find your paper, just as you would in Core ELE.
  - Option 3 extended examinations and all Modern Foreign Languages Oral Examinations will be released on your [module page on Core ELE](#). Option 3 extended examination questions will also be emailed to your University of Exeter email address.
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. Students need to submit completed examination papers to BART only.

You don't need to submit to Turnitin for referred or deferred examinations and assessments, unless you are a Penryn student submitting coursework items. **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](#), 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. **You will need a camera or scanner if you plan on handwriting your paper:** You will need a smartphone camera, digital camera or equivalent device to scan or photograph your handwritten work and then insert it into a PDF to submit - full guidance is in the [Student Handbook for Online Examinations](#)
6. **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.
7. **Support during your examination:** If you require assistance during examinations contact the Assessment Helpdesk. You can also email the Helpdesk out of hours on [Exams2020@exeter.ac.uk](mailto:Exams2020@exeter.ac.uk) and they will pick up your query as soon as they open.

**The Assessment Helpdesk should only 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:**

# Assessment Helpdesk

Support available via email from 13 July, contact: [exams2020@exeter.ac.uk](mailto:exams2020@exeter.ac.uk)  
Phone line available from 3 August, for urgent support requests during examinations.  
Call: **+44 (0)1392 726800**

## Phone line opening times (BST):

8am to 8pm Monday to Saturday  
8am to 12.30pm Sundays

For out of hours support, please email [exams2020@exeter.ac.uk](mailto:exams2020@exeter.ac.uk)

- 8. 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.
  
- 9. Emergency IT Loan Scheme:** 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 Emergency IT Loan Scheme 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. We encourage students who have difficulties with IT hardware or internet connectivity to contact us on 01392 725000 (international: +44 300 555 0225), or on [coronavirusenquiries@exeter.ac.uk](mailto:coronavirusenquiries@exeter.ac.uk)
  
- 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.