Online Exam Preparation Checklist

To ensure that you are as prepared for your online exam as you can be, make sure you check each of the below before your exam.

Day(s) before assessment:
- Double check the date and time of your exam. If you are overseas, ensure that you have factored in timezones.
- Find a space where you will undertake the assessment, preferably a quiet spot with minimal distractions. If applicable let your roommates or family know when you’ll be taking the test to avoid interruptions.
- All system/operating/software updates are completed on your device and will not interrupt the assessment.
- You can login to the required site and gain access.
- Check your internet connection is stable and a decent speed can be achieved:

  Speed tests can be done via https://www.speedtest.net/
  - You may wish to connect to your router via ethernet cable to increase your speed
  - If possible, we recommend you have a spare secondary connection device (e.g a mobile that can be used as a “personal hotspot” should your initial connection go down). More information regarding this can be found @ https://support.apple.com/en-au/HT204023 for Apple Devices, and @ https://support.google.com/android/answer/9059108 for Android Devices.
  - If you are experiencing issues, you may wish to use the UNSW Library to undertake the assessment, please note you will need to book in advance, more information regarding this can be found @ https://www.library.unsw.edu.au/about-unsw-library/opening-hours

Day of assessment:
- Be logged in at your computer and ready to go 20 minutes before the exam commences.
- Ensure your device has power, and the charger is plugged in.
- If applicable, gather any permitted materials you may need for the exam (books, notes, writing implements, spare calculator, etc.).
- If applicable remind your roommates or family that you’ll be taking an exam to avoid interruptions.