**Tips for Taking Remote Exams**

Moving to remote examinations can be a challenge for many students. We encourage you to prepare for your remote exams as if you were writing in-person. Please review the following tips to assist you during the exam period.

**Choose a space that limits/removes all interruptions and distractions:**

- Inform your family, children, roommates when you will be writing and your need to concentrate
- Put your phone on silent or turn it off. Remove it from your writing location

**Have all your materials ready, such as:**

- Computer and power cord
- Access to reliable internet and power
- Scrap paper, pencils, pens
- Textbooks, lecture slides, notes *(if permitted)*
- Snacks and fluids – it’s important to hydrate

**Make sure you know what tools are and are not allowed:**

- When in doubt, ask your instructor or your TA
- Refer to your examination instructions

**Do not commit an academic offence:**

- Write in your own words, using citations where necessary to avoid plagiarism
- Do not consult with classmates or any others on the exam
- Do not share answers
- Do not copy or distribute the questions after the exam is finished – this includes taking screen shots

**Be sure to:**

- Stay on the exam website, using another browser window to search for any needed information *(if permitted)*
- Check your work for mistakes
- Where possible, backup your information in case of glitches
- Click “submit” and keep a record of submission

*If you have technological problems, document and report any issues immediately!*