



# Taking Exams on Canvas

## Student guide

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## Before the exam

**Be prepared to use Chrome or Firefox.** Canvas Quizzes may not work as well in other browsers.

**Take a practice exam,** if one is available, to get a sense of how the exam will look and feel.

**Make a schedule.** Whether you can take the exam on your own time or if it's only available for a specific period, put a block of dedicated exam time in your schedule.

**Pro-tip:** If you get to decide when to take your exam, plan to take it as early as you comfortably can — that way, if you have questions or technical issues, you'll have plenty of time to address them and still focus on your exam.

**Determine your instructor's expectations.** Re-read your instructor's communications about the exam, and write down their specific expectations. Answer questions like: *How much time will I have? Can I talk to other people while I take the exam? Should I use my notes? What do I do if I have a problem during the exam?*

**Set up your environment.** Find the most peaceful, comfortable place you can that has a good internet connection. Silence your phone and put it away, and make sure others know not to disturb you during your exam time.

**Gather materials.** Make sure you have what you need to complete the exam, like scratch paper, a calculator, a formula card, or your notes. Only have available what you are allowed to use for the exam.





## During the exam

**Use a computer** if you can. Canvas will work on your phone, but it will likely work *better* on your desktop or laptop.

**Close other programs** to make sure they don't interfere with your exam.

**Pro-tip:** Contact your instructor immediately if you have an issue during your exam — don't wait until the exam is over.

**Read the instructions carefully.**

**Don't use your browser's back button.** Instead, use the "next" and "previous" icons to navigate between pages of the exam. Also, be sure not to close your browser before you submit.

**If your exam has a time limit,** you should see a timer just outside of the exam window. You can show or hide the timer as needed to help you stay on track while you use your favorite time management strategies. Here are some to consider:

- If you can, figure out how much time you'll have for each question.
- When you're unsure of the answer, decide what concept(s) the question is asking about and work from there.
- Eliminate answers you know are wrong.
- Don't leave questions blank — there's no penalty for guessing, so take your best guess when you're not sure.

Canvas will let you know when your time is up, and you'll be prompted to submit your answers.

**Make sure you only hit the Submit button when you are ready to turn in your exam.** Canvas autosaves your answers as you work, so you only need to hit Submit when you're completely finished.

