Taking an exam at home

Preparation

University of Iceland Student Counselling and Career Centre

Hello and welcome!
The topic that we, at the Student Counselling and Career Centre, are going to cover in this short presentation is about the practicalities to keep in mind during the exam period. What do you need to keep in mind when taking home exams.
You can divide your exam preparation into three steps taking into consideration your own personal preparation as a student, putting your study material in order and technical preparation due to the special circumstances during this exam period meaning that you are taking your exams via your own computer.

Following are some items that can help you to organize the time ahead and your exam preparation.

Three steps of preparation

• Personal preparation

• How to prepare your exam material

• How to be prepared technically
Technical preparation for exams

- Get well aquainted with information about digital exams
  - https://english.hi.is/university/distance_examinations
- Ensure that all the technicalities are in working mode, be sure to connect early, ensure good internet connection - VPN
  - https://uts.hi.is/
- Have information at hand about who to contact if technical problems come up

There is information and instructions about digital exams via the Examination Office webpage. You can, for example, check out a sample exam in the Inspera exam system.

Check in due time that all the technicalities are working before the edam. For example make sure that your internet connection is stable, that you have a VPN connecting and your computer is up and running. You can find information about internet connection via the Division of Information Technology. Keep important phone numbers at hand, IT help desk, teacher, Examination office, Disability Services etc.
The teacher informs student about the structure of the exam. He will announce what material is allowed during the exam. Pay good attention to those directions. Use the opportunity to ask the teacher whether you need to use references to your answers.

Use all types of tabs in your study material if that is allowed during the exam (open book exam). It will make your search for information and references easier. It can also be helpful to highlight in your study notes where to find references; that can save time during the exam.
After the exam

- After having finished the exam take some time to relax, empty your mind and get ready for the next steps in the exam period.
- Listen to relaxing music
- Take a good walk
- Start preparing for the next exam
- Remember that when you get your grades that it is good practice to ask to review the exam if that is possible or at least contact your teacher if you have any questions.
This wraps up the presentation about the third step in exam preparation – technical preparation.

If you have any questions you can contact the Student Counselling and Career Centre:

- By phone 525 4315 – you can make an appointment for a phone interview or video interview (through Teams)
- By online chat weekdays between 9 am – 4 pm through the University of Iceland website – www.hi.is
- By sending us email – radgjof@hi.is

The career and guidance counsellors at the University of Iceland wish you well