

Tips for ONLINE TESTING



1

You may need to **hit the “SAVE” button after answering each question**

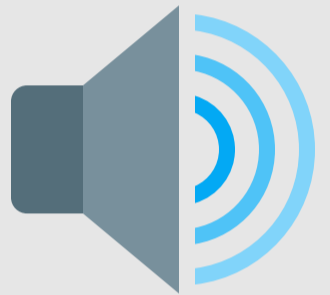
Different test formats will have different options for this! For some formats this is important because if you answer several questions and your computer freezes, you may lose all the short answers you just typed, etc. Hitting save frequently will save frustration and time.



2

Some students find it very helpful to **read questions out loud to ensure understanding.**

This will minimize misunderstanding about what the question is asking. If you have the accommodation for a screen reader (or questions read aloud to you), be sure to check in with Disability Services for this.



3

If you have an **accommodation for extra time**, be sure to contact your instructor ahead of time

This is to ensure that the testing time is set accurately for you. If you email the instructor, copy your access specialist or drc@bellevuecollege.edu on the request or reminder.



4

Plan ahead and **find a quiet place with no distractions to test.**

So you can fully concentrate on the questions and not be interrupted.



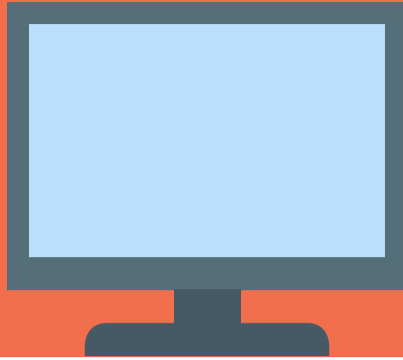
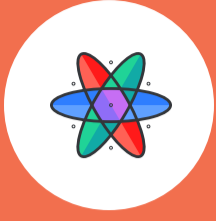
5

Hydration is important for your body and brain to work well.

Have a water bottle close by if you need it.



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6

Get a **good night's sleep** before testing.

By the way, testing late at night is not an optimal time unless you have time to rest beforehand.



7

Make sure you are **eating properly**.

Your brain will not function adequately if your blood sugar is low (from not eating).

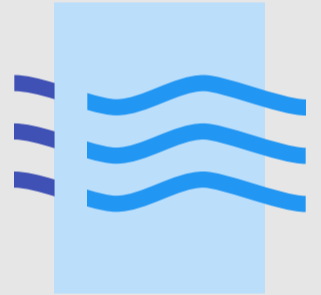


8

Breathing exercises will bring down your blood pressure and help you calm yourself.

Try this:

- Breathe in for a count of 4.
- Hold the breath for a count of 4.
- Breathe out (release) for a count of 4.
- Repeat this several times. You should feel your body responding positively.



9

Along with breathing, you can try **progressive muscle relaxation** while you are taking the test.

Tighten and release one muscle at a time, or use a squeeze ball.



10

If possible, take **small breaks** to stand and stretch and move around.

This helps the blood to flow (especially if you are zoning out a bit).

