Navigating online assessments: After the exam (Slide 1)

Hello, I'm Mariann Howell, one of the academic strategists at the Student Success Centre. My colleague, Dina Taher, and myself have created a series of videos to help support you with online exams. This short video focuses on some additional steps you can take after completing an online exam. Success in online test taking is not restricted to the time you spend writing the exam. In an online setting, there are important measures to take before, during, and even after the test is completed in order to ensure you do well. This video focuses on the final steps to take after completing an online assessment to make sure your instructor is able to evaluate your work.

After the exam (Slide 2)

When you complete an in-person exam, the 'after step' usually just involves handing your exam in and waiting for your grade. However, in an online setting, the 'after step' is totally different. Here you'll need to be aware of what you can do to troubleshoot any submission issues that arise, as well as ways to document your submission just in case there is an error that you are unaware of.

D2L submission troubleshooting (Slide 3)

If you are uploading files to Dropbox ensure you're using a valid file type. Even if D2L allows you to upload something in an uncommon file type, your instructor may not be able to open it. It's best to stick with common file types to minimize the stress for both you and your instructor and prevent any delays in receiving your grade. Another small thing you can do to ensure your file is easily accessible is to ensure that document names are not especially long or that they don't include any special characters.

Ensure your exam is submitted (Slide 4)

When you complete your exam or hand in an assignment, there are few things you can do to safeguard your submission. While it is definitely okay to screenshot your exam submission or successful upload pages, it's important to check with your instructor ahead of time to see if they would like you to screenshot or save a copy of your responses as a backup just in case there are any technical issues. Be sure to ask each of your instructors. Since different professors may have different plans for handling these issues, asking ahead of time is critically important here, as you don't want to commit any inadvertent academic misconduct. In the event that you have issues submitting your exam, email your instructor as soon as possible. Be mindful, however, that your instructor may not be able to respond immediately, especially if you are writing your exam outside of business hours.

Questions/ Additional support (Slide 5)

If you have any questions or are looking for additional support with online learning strategies, visit the Student Success Centre webpage to book a zoom or phone appointment with a member of the academic support team.