Exam Prep Checklist

☑ **At the beginning of the semester**
- Note each exam date/exam window at the start of the semester and make a plan.
    - Plan to take the exam at a time when you can give it your full attention.
- Find out if your exams are proctored.
    - Consult your course syllabus to determine if your exams will use Honorlock, an online exam proctor service.
    - [Learn more about proctored exams](#) and find out how to use Honorlock.

☑ **During the semester**
- Review course notes and materials on a regular basis.
    - Review your notes every day or within one day of learning new information.
- Ask your instructor questions before the exam.
    - Review the summary sections in your textbook and answer all study questions.

☑ **The week before an exam window**
- Give yourself enough time to study.
    - If you have more than one exam in the same time frame, take them on different days.
    - Schedule exams to give equal time to review for each exam.
- Consider the benefits of not studying the day before the exam.
    - Chances are, you will not learn anything new.
    - Give yourself time to process the material.
- Focus on the things you can control.
    - Decide when and where you will take the exam.
    - Have confidence. Tell yourself you are going to do well.

☑ **The day of an exam**
- Be prepared to handle potential technical difficulties.
    - Issues with exams should be promptly reported to the [Penn State IT Service Desk](#), which has staff available 24/7. Be prepared to provide your Access Account user id, phone number, and course number, and the exam that is giving you a problem.
- Use the "Save and Continue Later button" frequently.
    - Canvas times out after 90 minutes of inactivity. Because exams are delivered in the browser, it may time out during long exams.
    - If your exam times out, immediately resume your exam to avoid losing time.
        - "Save and Continue Later" does not stop the clock in timed exams.

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