Tips for Taking an At-Home Exam

Please review the following tips to successfully complete an at-home exam.

About the Exam

- The exam requires a validation code to access it. **Only attempt** to access the exam after you receive the validation code. Once you complete all assignments prior to the exam, a link will come up in your assessment list for a required non-graded assignment. Click on this assessment to automatically receive the exam validation code.
- The exam is timed and can only be accessed a limited number of times. **Only attempt** to access the exam when you are prepared to complete the exam.
- You must take the exam alone, without the aid of another student or individual. The at-home exam is not a group effort.
- If there is a technical issue with the exam that you are unable to resolve, you are expected to notify the Instructional Helpdesk immediately. The Helpdesk can be reached at (480) 517-8380.

How to Prepare

- **Choose a comfortable location** to take the exam. It should be a place where you can spend three hours without interruption.
- **Be prepared and organized**. Be sure to have the textbook, notes, and the validation code nearby.
- **Have a back-up plan** in case the Internet connection or your computer fails. Check your local library hours and Internet availability. If you live in Maricopa County, confirm Rio Salado's Computer Lab hours.
- **Review** all lesson objectives, key terms, and both multiple-choice and written assignments. If you feel comfortable with your knowledge in these areas, you are ready to take the exam.
- **Become familiar** with the textbook by looking at the table of contents and the index.
- **Be prepared to write well-written and well-developed paragraphs** for short answer essay questions. Support key points with examples or illustrations. Spelling and grammar will factor into your grade.