

Top 10 tips for acing your online assessment

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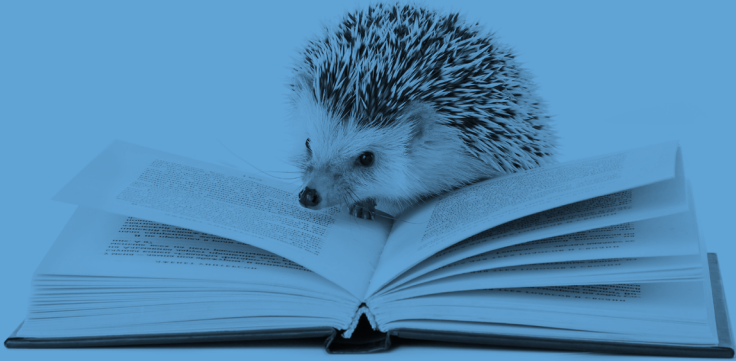


Assessment is still assessment

The purpose of assessment is still exactly the same as it ever was: to test your knowledge, skills and expertise.

Although assessment online might demand a wider range of skills related to the online element, the fundamentals of assessment are still there, so you can be confident that you will not need to invent a whole new you if you are to succeed.

2.



Become informed, stay informed

It helps to be super organised for online assessment, and this can be a challenge for students who prefer not to think about assessment too early. We would not suggest that you spend too much time worrying about it, but knowing at the outset exactly what is expected of you, and checking every now and then that nothing has changed in the assessment arrangements, will save you from panicking.

Online assessment often comes with detailed and useful instructions, partly because you will not be in a room with a lecturer or invigilator when you are completing the assignment, so everyone wants to make sure that you are ready to go. If you read the instructions as soon as you can, you can clarify anything you are unsure about well before you face the assessment.

Be prepared

3.



4.



Ready your space

Making sure that you have the right space in which to work on an assessment will make a significant difference to how easily you can complete the task successfully. Make sure that you have a space that is neither too loud, nor too light/dark, nor too cluttered. Have everything to hand ready to go, and set up your online device early, so that you can feel confident about what you are about to do.

5.



You are not alone

One of the huge advantages of working and being assessed online is that you can involve many more people in your preparation, easily and in a way that suits you. Your family could watch you rehearse a presentation online, you could join an online revision group, and group projects become easy to manage through online meetings, chats and shared documents.

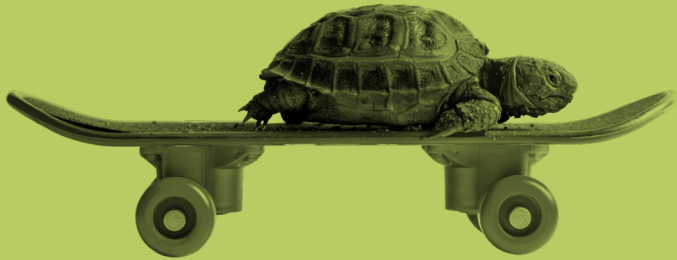
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Control your nerves

The beauty of online assessment is that nobody will be watching you in the last few minutes as you get ready. This gives you the chance to work on your relaxation techniques so that you feel calm and prepared when you begin the assessment. It is also easy to take a private moment during the assessment, to take a breath and regain control of your nerves.



7.



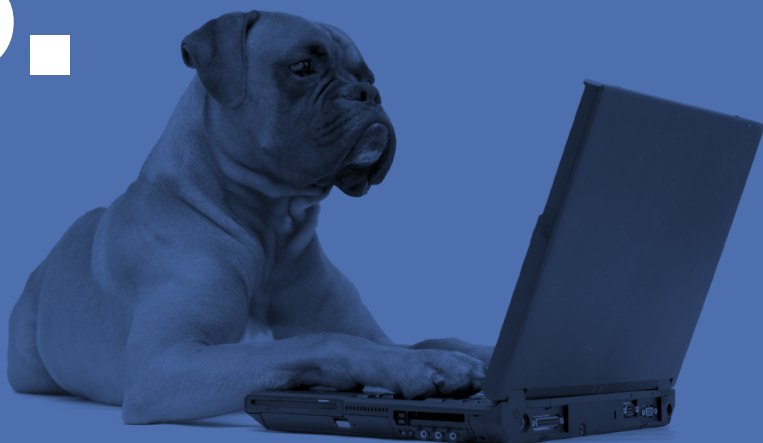
Feeding forward

Taking just a few minutes to reflect on your experience after each online assessment will pay dividends for the rest of your study journey. Thinking about how you might have approached it better, and patting yourself on the back for those aspects of assessment you aced, will help you to perform even better next time.

Some aspects of taking control will be second nature to you: looking at past papers or example essay questions will set you up for exams and timed essays; your previous experiences in class will ready you for more practical online assessment. More of a challenge might be the technical aspects of online assessment: the platform you will use, how exactly the timing will work, how and when you should submit the final piece. Getting answers to your technical queries, and browsing through the platforms and online areas you will be using, will guarantee that you face your assessment feeling in command of the situation, which is always a good place to start.

Taking control

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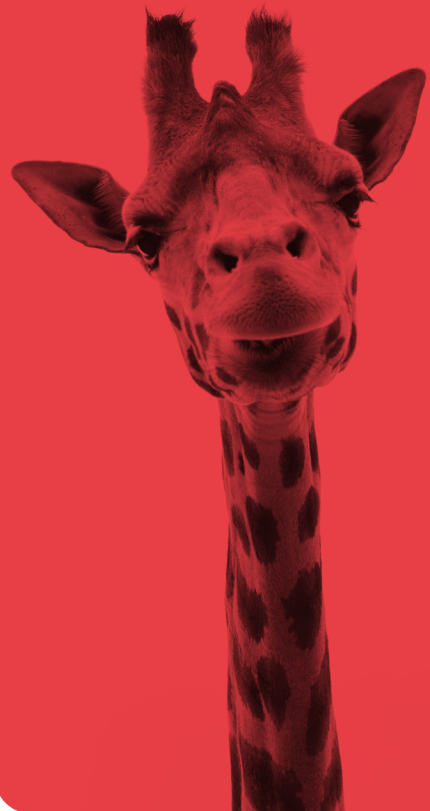


Making it count

Use the benefits you have gained from online assessment to achieve higher marks in the future.

If you found a revision group helpful and supportive, maybe you could work together again on a group project? If you enjoyed writing an online learning journal and received a good mark, might you be able to choose courses/modules in the future that include learning journal assessment? Knowing what works for you online and then translating that into your future assessment options can make your study life easier and more enjoyable, and increase your grades.

9.

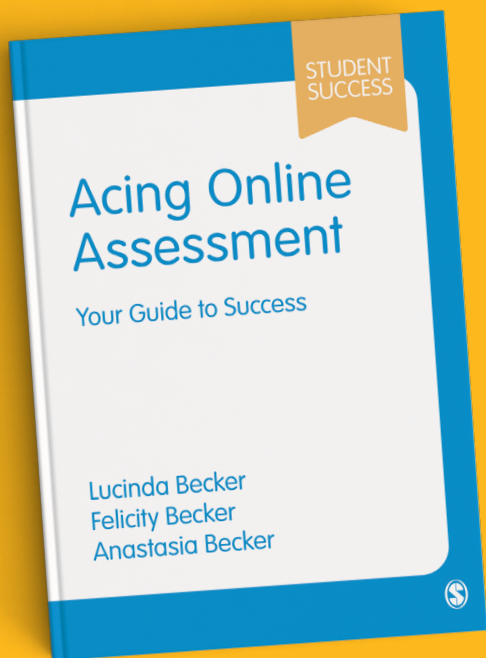


10.



Professional advantages

Online assessment brings with it plenty of immediate benefits, but it also offers you long-term professional advantages that you just would not gain with on-campus, face-to-face assessment. Almost without realising it, you will become expert in managing material online, using a variety of portals and platforms, taking control of your time and facing the world through your screen. What makes a successful online student also makes for a highly prized professional – it is a win/win situation!



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Clear, friendly and down-to-earth, this guide helps you translate your offline assessment skills in an online environment. From presentations to portfolios, it shows you how to improve your grades and excel in your work.

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