# TECHNICAL TIPS TO PREPARE FOR AN ONLINE EXAM

## BEFORE THE DAY OF EXAM

Run all *available update*s in advance. This will prevent your PC from suddenly updating itself during the exam.

Check in advance the *tools you will need* for the exam (Moodle, Zoom, Microsoft Lens,...): Download them if necessary and test them.

Preferably use *Google Chrome* or *Mozilla Firefox*!

Find out about the *requirements set by the teaching team*.
Before you can access your tests, you will have to validate a declaration on honour.

Do not hesitate to ask any *questions* in advance.

Practise using the *sample exam* (if one is provided).

## ON DAY X

Choose a *quiet place* with a *good internet connection*. If necessary, ask people who live with you not to disturb you and not to use the internet during your exam.

Keep your *identity card* or *student ID* handy.

Préparez le numéro de la *hotline* en cas de difficulté technique : **+41 840 840 830**

Keep only the *windows* open that you *need for the exam*: This will help you concentrate and limit any disruptions.

## IF USING ZOOM

*Test and configure* your *audio* and *video settings*. Preferably use headphones.

Enter your *first* and *last name*.