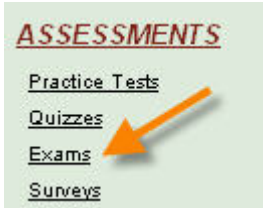


## Exams

An Exam is another form of an assessment tool used by some instructors. Typically Exams contain more questions than quizzes. Questions may be in the form of multiple choice, true/false, matching, essay or fill in the blank. Exams can be timed and may include a due date.

To access an Exam, click on the **Assessments** link on the left side of your screen. Next, click on the **Exams** sublink.

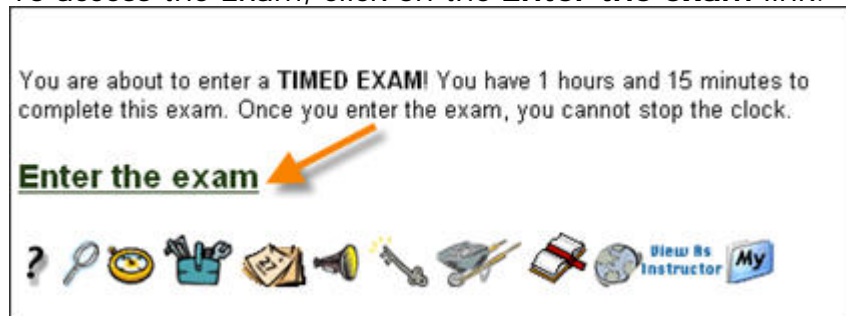


This will bring up the list of Exams available to you. To access an Exam, click on the name of the exam.

Exam Title	Grade
<a href="#">Chapter 2 Exam</a>	Due Apr 30, 2005 at 11:00 PM

Next you will be directed to a transition page. Here, you will be informed if the Exam is timed. If the Exam is timed, it will tell you how long you have to complete it. The example shown below is a timed Exam.

To access the Exam, click on the **Enter the exam** link.



When an exam is timed, you will have the opportunity to click on a link to see how much time is left remaining. It is important to note that if you get disconnected from your computer while taking a timed Exam, the clock is still running. If you are unable to access your Exam again, contact your instructor immediately.

## Chapter 2 Exam

**Warning** There is a checkbox at the bottom of the exam form that you **MUST** check prior to submitting this exam. Failure to do so may cause your work to be lost.

**THIS IS A TIMED EXAM!**

[Click to see time remaining](#)

### Question 1 (Essay Worth 100 points)

Why is it important to have public speaking skills?

This is an example of an essay question.

 Spell Check

**YOU MUST CHECK THE BOX BELOW  
PRIOR TO SUBMITTING YOUR EXAM!**

Check this box to indicate you are ready to submit your exam

Submit Exam

Finally, after you have answered the question(s), you must check the box prior to submitting your quiz.

Depending on how your instructor has set up the Exam, you may or may not be able to view your grade and/or the exam answer key. If you can view this information, you may be able to do it immediately upon submission or after the due date/time.



**Helpful Tip:** If you have a dial-up Internet connection and you get disconnected from your Internet Service Provider while taking an Exam, do NOT close your browser. Instead, minimize your browser and reconnect to the Internet. You should be able to continue where you left off.