Download the Canvas Student App ASAP

A key part of the open book exam process is the ability to access the exam questions and the ability to submit or upload your work. If you are required to write out your answers and upload photos of same, it is recommended that this is done through the Canvas Student App unless otherwise directed by your lecturer. Be sure, in this context, that you have downloaded the Canvas Student app on your phone and that you are familiar with using it to access an assignment and upload photos.

Canvas Help

If you have an urgent issue, you can talk to a Canvas 24/7 support agent through the phone or through web chat. If you are having difficulties, be sure to contact them and they can help guide you through any problems you are having.

Take the best photos possible

If you are hand writing answers for your exam, you will need to upload photos of your written responses. When taking photos of your written answers, be sure your photos are as clear and legible as possible. What you submit is what you will be marked on, so make sure your responses are clear and that you have submitted a photograph for each page of your exam material.

Be ready to go

Your exam questions may only become available for a set amount of time at a specific day and time. Be sure that you are logged into the right module in the Canvas Student app and are ready to access them as soon as they become available. If your exam questions are not showing up at the appropriate time, quickly open & close the app

Record any technical issues

If you have any technical difficulties in accessing a quiz, be sure to make a note of this, including any feedback messages from Canvas, what time you tried to access the quiz and any other information you think might be important. If you can, try to take a screenshot to help explain what happened.

Be sure you have enough time

Be sure you have enough time. If you are need to upload photos to Canvas then be sure to factor in the time required to take and upload the photographs of your answers. Practice the process of taking and uploading photos using the app so you know how to do this.

Make sure you know what you will be able to access

In thinking about what sources or websites you might access during your open book exam, please be aware that some of the excellent e-books made available by CIT library are limited in the number of users who can view or open them at any one time. If you're planning to use an e-book, please avoid disappointment or upset on the day of your exam by making sure in advance it is not limited in this way. If in doubt check with **library.info@cit.ie** in advance.

Don't delay

If you do encounter difficulties, let your lecturers know about them as soon as they happen. Don't delay in making contact but rest assured every effort will be made to understand, address and, as appropriate, make allowances for any technical issues that may arise in the current remote teaching context.

Prepare your physical space

When taking the exam, make sure that it is in a quiet space where you will not have any distractions. Be sure that it is in a place where your phone has sufficient internet to upload your answers. You should have your paper and pen ready if required and you should be sure you have access to have any reference material you have been told you will need (e.g. textbook)