

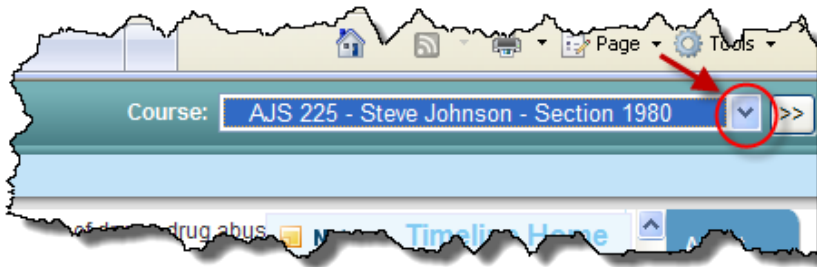


Eastern Arizona College

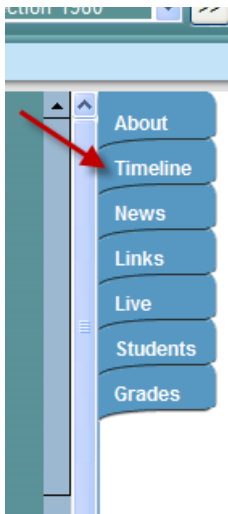
HOW TO COMPLETE EXAMS



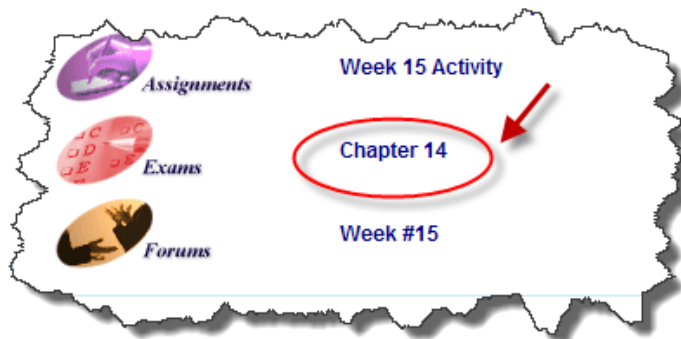
- Go to the Course in which you wish to complete the exam.



- Go to the Timeline tab on the right hand side of the screen.

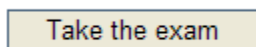


- Go to the session/week that you wish to complete the exam.
- Click on the title of the exam next to the Exam icon.



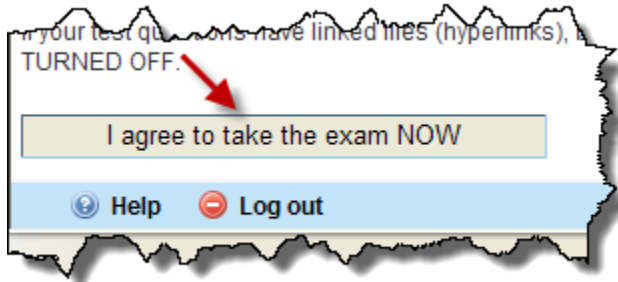
****When the Exam window opens you might see some instructions at the top that are very important to read. These are instructions specific to the exam you are about to take.***

- Click on Take the exam.

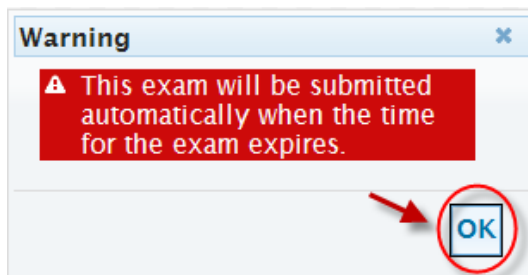


***You will see more important instructions that you should read before proceeding.**

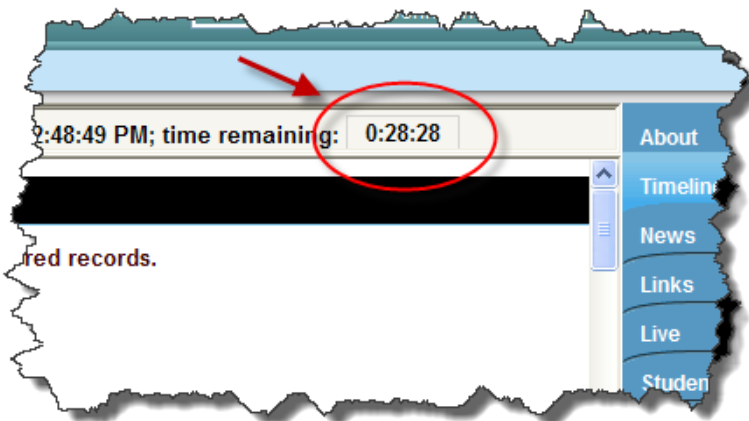
- Click on **I agree to take the exam NOW**.



- Before you begin your exam you will see a warning screen. This is just letting you know that the exam will automatically be submitted once the time for the exam is up.
- Click **OK**



- As the exam window opens you will see at the top that all exams are timed. You can see how much time is remaining for the exam to be completed in the top right corner.
***Take your time to read each question carefully, however, pay attention to the time remaining.**



- Mark your answer for each question

- When you have each question marked appropriately scroll to the bottom of the exam and click **Submit**.

