

Student Test-Taking-Tips: Things to Do When Taking Exams on eCampus

1. eCampus has a 3-hour session time limit. If you have been logged-in for awhile before taking an exam, please logout and close your browser, then reopen your browser and login to take your exam.
2. Check your Java settings, if more than one version exists then remove the older versions. To check versions do the following: Click on Start>Control Panel>Add or Remove Programs>Look for J2SE Runtime Environment.
3. Use a Firefox 2.0 browser.
4. Turn off popup blockers and antivirus software while taking exams.
5. Turn off the Visual Text Box Editor. To turn off the Visual Text Box Editor: when logged into eCampus, under MY DCCCD tab, in the TOOLS box, click on Personal Information> Set Visual Text Box Editor Options> then Unavailable and click Submit.
6. Wait for all questions to load before starting the exam.
7. If you have essay questions to answer, open NOTEPAD and type your answer in Notepad, then copy and paste your answers in the text box. To open Notepad: Click Start>All Programs>Accessories>Notepad.
8. Use Save buttons sparingly, if at all.
9. Single click the Submit button and wait until you get a confirmation.
10. When you receive your confirmation, print the screen, so you will have a record of your attempt. How to do a Print Screen: Press the Print Screen button on your keyboard, then click Save and name the file.
11. If you have issues with your exam content, contact your instructor. If you have technical questions contact Technical Support for help at 972-669-6402.