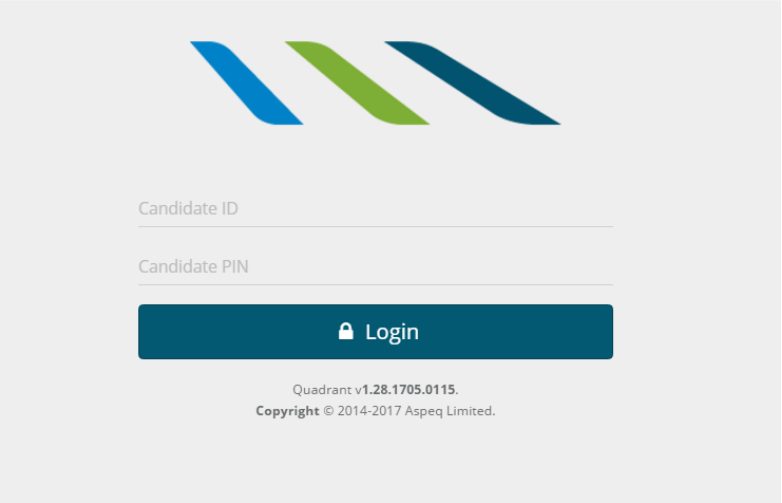
UK02B
Revision 5.1, 11/17

# Candidate information for computerised examination delivery and question format.

## Candidate Sign-On Screen

1. On your computer, you will see the following screen:

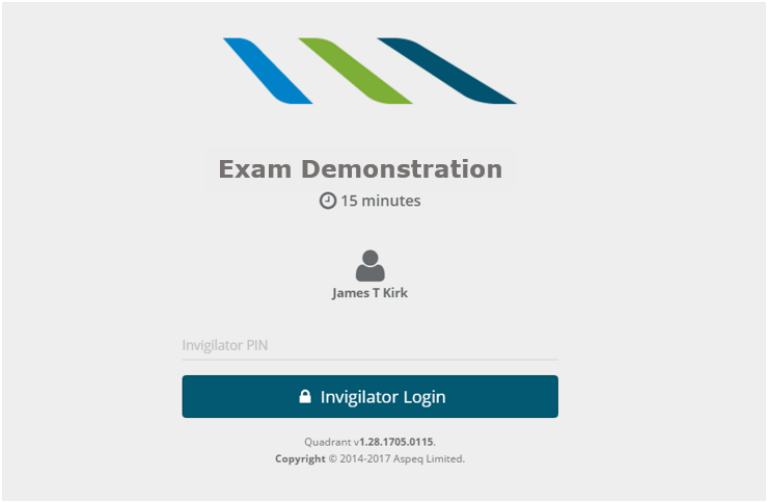



Using the Candidate Login Form given by the invigilator, do the following:

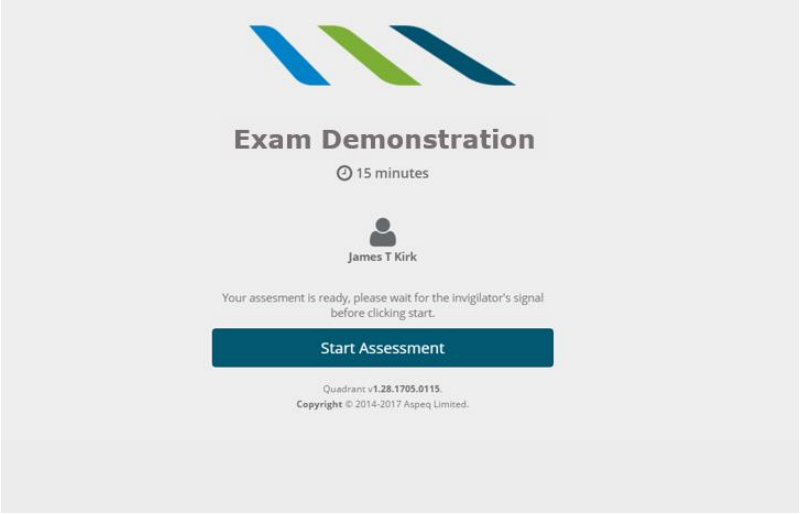
- Enter the Candidate ID
- Enter the Candidate PIN
- Click Login

## Invigilator Login Page

2. Some examinations will require invigilator login.
3. The invigilator login page (as shown) will display.

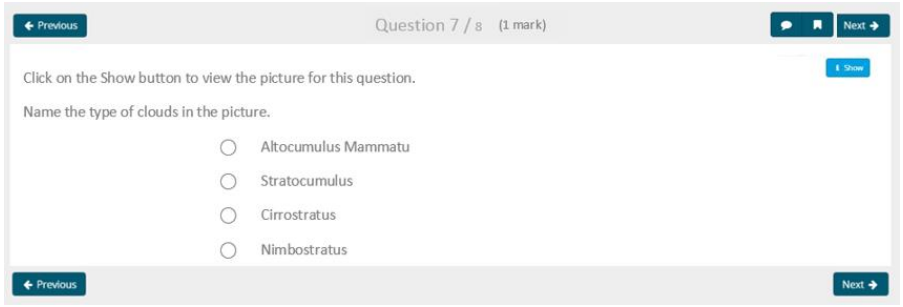



## Examination Start Screen




4. Once the invigilator has logged in, you will see the exam start screen (as shown). The screen will have the following info:
   - Examination title
   - Duration of exam
   - Candidate name
5. ***Please <u>do not</u> click "Start Assessment" until advised by the invigilator to do so.***

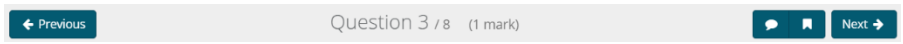
## Answering the Questions




6. To answer a question, simply click anywhere on the option(s) that you chose or follow the instruction to answer the questions presented in an alternative format.

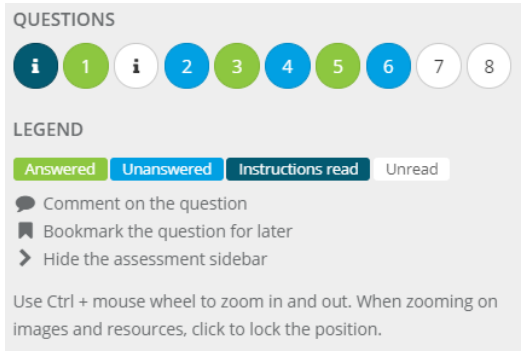
7. If a question has a diagram, click on "Show" to open up another window which contains the diagram.

## Navigating Through Questions




8. Each question has this information displayed above it. It shows:
   - Question number (Question 3).
   - Total number of questions (8).
   - Marks allocated for the question (1 mark).
   - Use "Previous" or "Next" to move between questions.

9. The navigation information shown below is displayed on the right-hand side of each question.




10. Question can also be selected by clicking on its number.

11. Question display will change colour once the question has been answered and the next one selected (refer to *LEGEND* for further information).

## Commenting on Questions

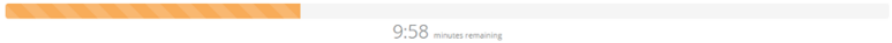
12. Click to make comments on the question.

13. Click to mark a question for attention.

14. You will also be given 5 minutes at the end of your examination to comment on questions. You can only make comments during this period but cannot change your answers as the examination is now locked. ***Note:*** You can only make comments at the end of the examination if your time runs out and not if you clicked "Finish Assessment".

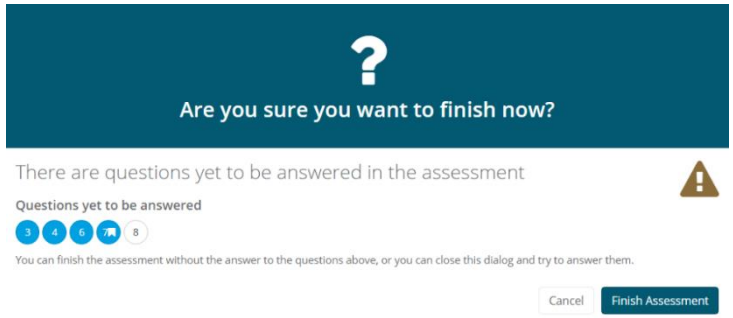
## Time Remaining and Finish Exam

15. The countdown pane at the bottom of the screen will turn orange in the last 10 minutes of the exam.




16. This will turn red when there is only 1 minute left.

17. If you are ready to finish your exam, click "Finish Assessment" to submit your exam. You will be prompted to confirm that you are ready to finish the exam or cancel to return to your exam.




## Results

18. Your exam will be automatically marked at the completion of your exam. However, your result notice and feedback cannot be processed until all those sitting with you have completed their exam.

19. To view and print your result, you need to log into your e-Exams account.