

On-screen exams: information for candidates

What should I do in advance of the exam?

- Ensure that you have fully familiarised yourself with the on-screen exam software
- If you will be using your own personal laptop for an exam, make it available to your coordinator so a “compatibility check” can be conducted
- Ensure that you have a copy of the exam timetable and know where and when each of your exams is scheduled
- Learn your six-character candidate code, which you will need to log in to the exam
 - *But don't worry if you do forget it on the day – your invigilator will have it too*
- Read thoroughly the *Notice to candidates*, a copy of which should be provided by your coordinator
 - *Pay particular attention to the information about academic misconduct – if you are caught in breach of these regulations you may forfeit your right to a grade*

What should I bring to the exam?

- A pair of headphones (for listening to videos/audio within the exam)
 - *These cannot be wireless*
- A pen and/or pencil for writing rough/scratch notes
 - *Paper will be available upon request in the exam room*
- Water is allowed, but please check with your coordinator first

What items are not allowed in the exam?

- Hand-held calculators
 - *There is an application available within the exam*
- Any electronic equipment
 - *Such as your mobile/cell phone, smart watch or smart glasses*
- Any notes, books, guides etc.

What should I do before the exam begins?

- If you are using your own personal laptop to sit the exam, ensure it is provided to the coordinator fully charged (and, if possible, always include the power cable)
- Arrive on time – you may not be allowed to sit the exam if you arrive late
 - *If you are running late, contact your school to let them know, if possible*
- Before you enter the exam room, complete a final check of your pockets, to make sure you are not carrying any unauthorized material
- Listen carefully to any instructions or announcements made by your coordinator and/or the invigilator

What about during the exam?

- Read all instructions carefully
- The five minutes reading time (provided before the exam begins) is a perfect opportunity to familiarize yourself with the layout of the exam
 - *You won't be able to write any answers during this time*
- A clock is viewable in the top-right corner of your screen
 - *Though you can hide it if preferred, and the invigilator will announce when there are 60, 30 and 5 minutes remaining of the exam*
- There is an option in the exam to quit early but only do so if you are sure that you have completed as many answers as possible
 - *The option is not available during the first 60 minutes or last 15 minutes of the exam, as you are not allowed to leave during these times*
 - *Once you have quit the exam and left the exam room you will not be allowed to return*
- If you experience any problems or require assistance, put your hand up to attract the invigilator's attention

What should I do once the exam has ended?

- Remain seated until instructed otherwise
- Complete the optional 10-minute Reflection Journal if you wish
- Hand in any rough/scratch paper (used or unused)
- Do not take any laptop away from the exam room after the exam has ended – even if it is your own
 - *You should have arranged with your coordinator a convenient time to retrieve it later*
- Do not discuss the content of the exam with anybody outside your immediate school cohort within 24 hours of the exam ending

Good luck!