

ONLINE EXAMS

Candidate checklist

ADIT

There are some important steps you will need to take when preparing for your online exam. Use this checklist to keep track of the tasks to be completed before your exam day.

Four weeks before your exam

Check the Exam4 IT Specification

Exam4 is compatible with most devices but make sure you have the minimum requirements

Download and install Exam4

Available from Thursday 12 November 2020

Decide where to sit your exam

Use this time to prepare your exam environment

Review Exam4 guides and videos

These will show you how to use Exam4 from start to end. Download and print out for reference

Try using Exam4 from start to end

Complete and submit a sample exam in your chosen exam environment to ensure the app works

Check you have the right books

You can only use the listed permitted books

The week before your exam

Exam Day Guide

This guide will take you through the exam day. Familiarise yourself with the information and bookmark the webpage for easy reference

Confirm your exam timing

It's your responsibility to manage your exam timing so go over these details in your candidate information email

Review the ID verification process

Try using Exam4 from start to end again

The more practice you get, the more comfortable you will be on the exam day

Set up your exam room

Do this the day before your exam, if possible

Your exam day

Prompt any software updates to run

Run these a few hours before, and turn off any automatic updates for the duration of your exam

Check your internet connection

You will need to be connected both at the start and the end of your exam

Open Exam4 before your exam start time

You must start your exam on time. You will 'Fetch' the question paper at the exam start time

Verify your ID

You must capture and submit a photo of your unique QR code found in Exam4

What you need for your exam

Your IT equipment

Your 5-digit candidate number

You need this number to start your exam. Find this in your candidate information email and write here:

Exam start and end time

You must start and end your exam on time. Don't lose track, note your exam times here:

Start:

End:

Alarm clock or watch

You're responsible for starting and ending your exam on time. Try setting alarms to help manage your timekeeping

Exam4 guides

Print out and follow to start and submit your exam

Supplementary materials (if required)

Books and other resources

Remember, you can only use permitted books

Pens, spare paper and any other stationery

For writing notes during the exam

The end of your exam

Your 4-digit confirmation number

This will display on Exam4 when you end your exam. Note here, for your record: