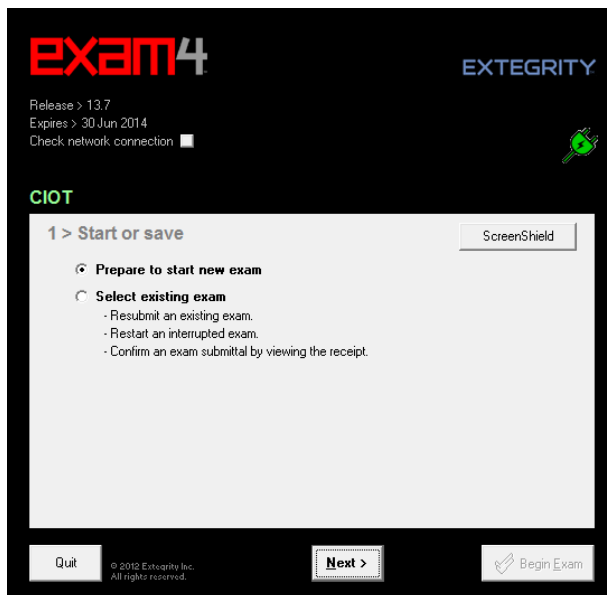


ADIT ON-SCREEN LIVE EXAM

CANDIDATE INSTRUCTIONS – STARTING YOUR EXAM

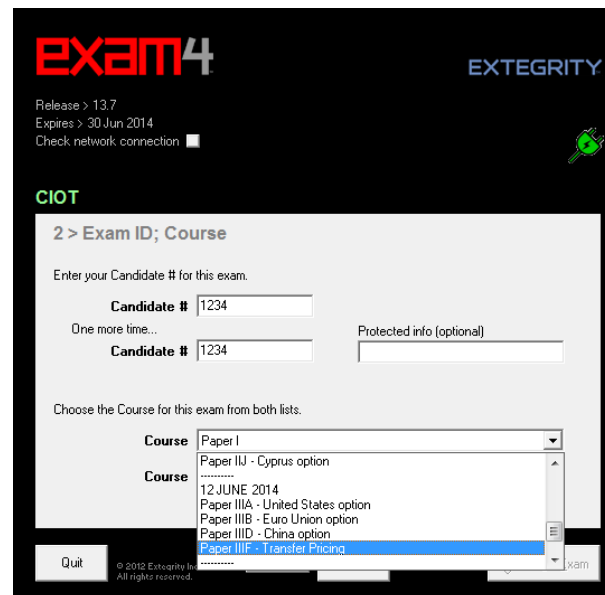
ADIT

STARTING YOUR EXAM ▶ Make sure you are connected to the wifi in the examination hall. ▶ Any password is shown on the board at the front of the hall. ▶ If you CANNOT connect, please let the invigilator know. You will need to complete the electronic submission of your exam to the CIOT within 24 hours of the completion of your exam, using the [ADIT Exam4 remote submission candidate instructions](http://www.adit.org.uk/onscreen) (available from www.adit.org.uk/onscreen). ▶ Start the Exam4 application on your laptop.



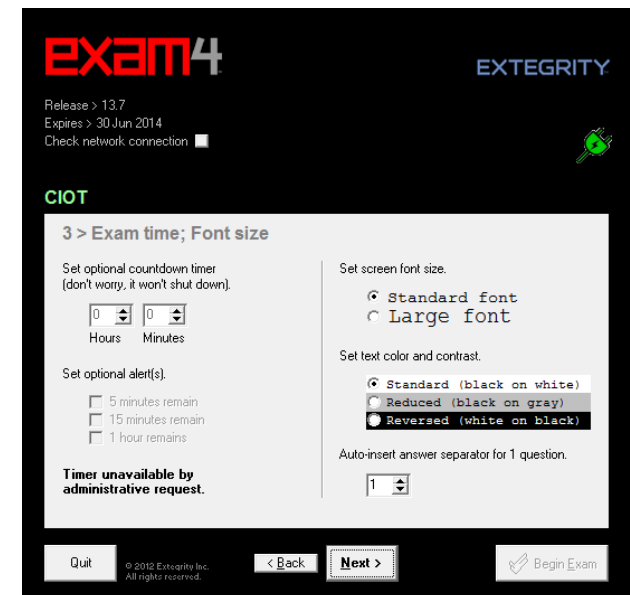
1 – START OR SAVE SCREEN

- ▶ Select **Prepare to start a new exam.**
- ▶ Click **Next.**



2 – CANDIDATE & EXAM ID SCREEN

- ▶ Type your four digit candidate number in both **Candidate #** boxes.
- ▶ Select your chosen exam option in the first drop down box.
- ▶ Do the same in the second drop down box.
- ▶ Click **Next.**

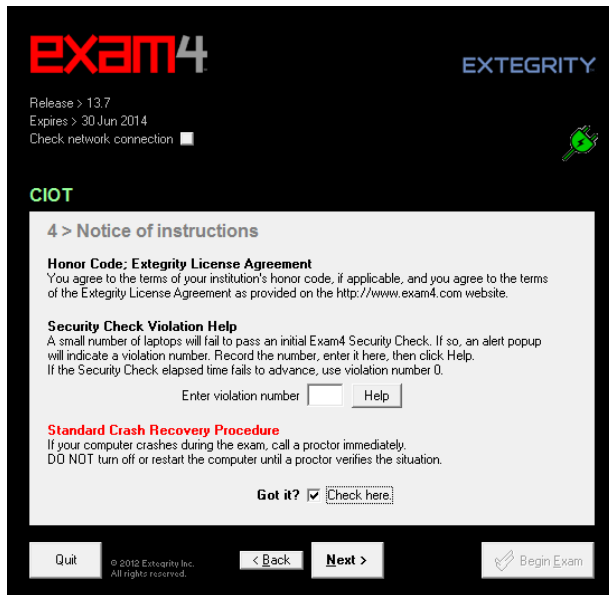


3 – ACCESSIBILITY SCREEN

- You can set reminder times – these are for your own use only, the official times are on the board at the front.
- You can also change the font size and the colour and contrast on the screen.
- ▶ Click **Next.**

ADIT ON-SCREEN LIVE EXAM

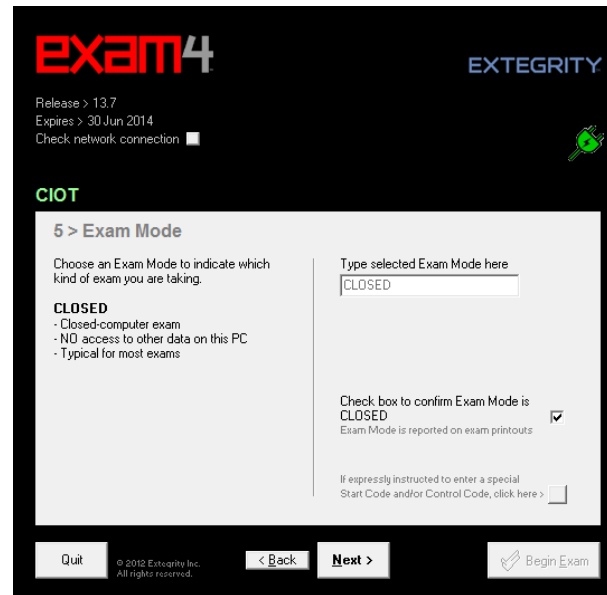
CANDIDATE INSTRUCTIONS – STARTING YOUR EXAM



4 – LICENCE CONFIRMATION SCREEN

You are being asked to confirm that you understand your use of the software.

- ▶ Tick the **Got it?** check box.
- ▶ Click **Next**.



5 – EXAM MODE SCREEN

This exam is **CLOSED**. You cannot change this.

- ▶ Tick the **CLOSED** check box.
- ▶ Click **Next**.



6 – READY TO BEGIN SCREEN

WAIT until the invigilator tells you to start!

- ▶ When you are told to start, click **Begin Exam**.

Your 15 minutes reading time will start now. For the first few minutes the Exam4 software will run the security check.

DO NOT start typing until you are told to do so.

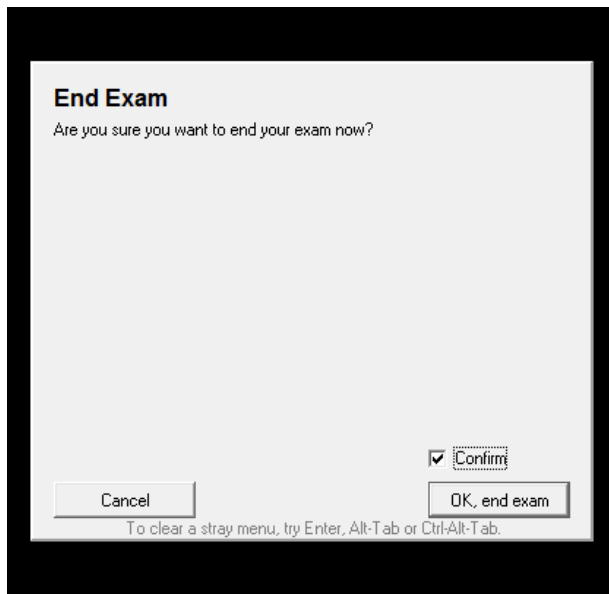


REMEMBER: if you have any problems with your laptop during the exam, DO NOT switch it off and DO NOT use Ctrl+Alt+Delete. Put your hand up and ask the invigilator for help.



ADIT ON-SCREEN LIVE EXAM

CANDIDATE INSTRUCTIONS – ENDING YOUR EXAM

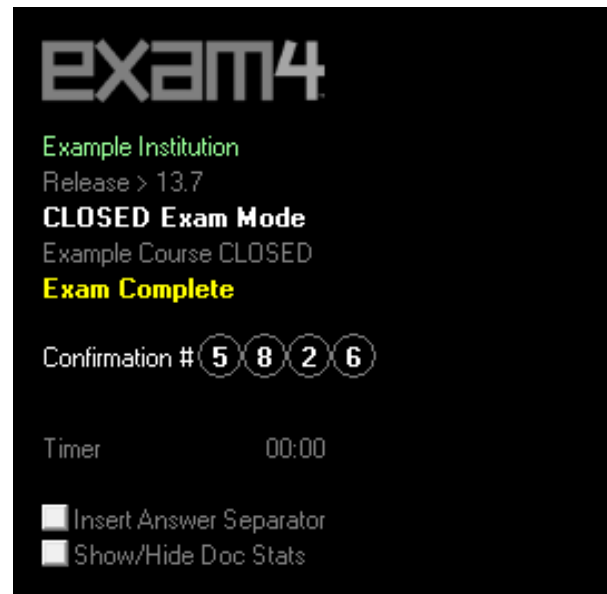


7 – END EXAM

- ▶ Select **End Exam**.
- ▶ Click **End Exam Now**.

A pop-up window will now appear, asking you to confirm that you wish to end the exam.

- ▶ Tick the **Confirm** check box.
- ▶ Click **OK, end exam**.

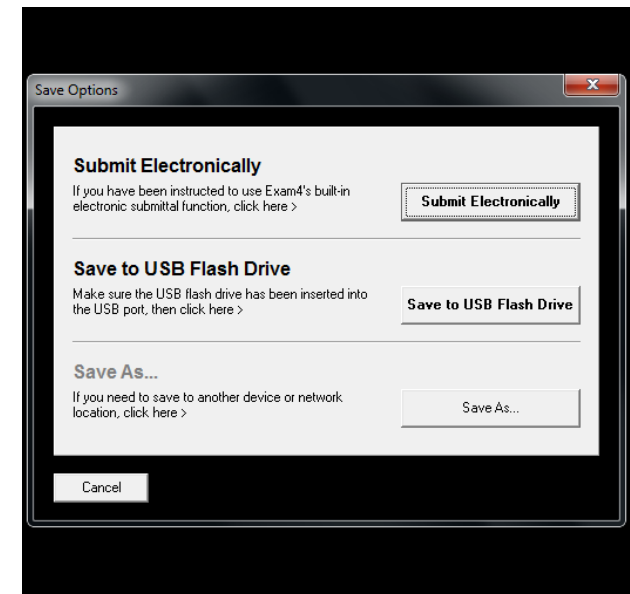


8 – RECORD THE CONFIRMATION NUMBER

Your four-digit confirmation number will appear on your screen. The number is shown inside four circles.

- ▶ You may need to move the **Save Options** box to locate your confirmation number.
- ▶ Record this number in the corresponding circles on your on-screen examination ticket.

The confirmation number is used to confirm you have ended the exam correctly. It does NOT indicate that you have submitted your exam file.



9 – SUBMIT EXAM

- ▶ If the **Submit Electronically** button is active, click it.
- ▶ If this button is greyed out, wait for 30 seconds and then click it.
- ▶ If the button is still greyed out, and you are connected to the network, click **Cancel** and then select **File and Save Options** and click **Submit Electronically**.

ADIT ON-SCREEN LIVE EXAM

CANDIDATE INSTRUCTIONS – ENDING YOUR EXAM

10 – TROUBLESHOOTING

The following instructions are intended for candidates unable to submit a completed Exam4 exam electronically (Step 9).

If the file will not submit, or if you are NOT connected to a wireless network:

- ▶ Exit Exam4 (don't worry, your work has been saved to the hard drive).
- ▶ Carefully reconnect to the network.

If you are having difficulty connecting to a wireless network you know is available:

- ▶ Reboot your laptop and try again to connect.
- ▶ Once you are connected to a network, re-launch Exam4 and choose **Select existing exam**.
- ▶ Select the file for your exam from the list. The exam filename will include your candidate number, exam date (YYMMDD), exam title, and the confirmation number generated at the end of your exam (this should appear on your on-screen examination ticket receipt).
- ▶ Click the **Submit Electronically** button.

If you remain unable to connect to a wireless network or one is NOT available:

- ▶ You should already have recorded your confirmation number on the ticket provided.
- ▶ Hand your ticket to an invigilator and wait.
- ▶ Make sure the invigilator signs the initials where indicated, and hands you the small receipt portion of the ticket.
- ▶ You may leave the exam site, but you MUST still submit your exam file as soon as possible.

When you are at a location where you can connect to a network:

- ▶ Connect to the available network.
- ▶ Re-launch Exam4 and choose **Select existing exam**
- ▶ Select the file for your exam from the list. The exam filename will include your candidate number, exam date (YYMMDD), exam title, and the confirmation number generated at the end of your exam (this should appear on your on-screen examination ticket receipt).
- ▶ Click the **Submit Electronically** button.



REMEMBER: if you have any problems with your laptop during the exam, DO NOT switch it off and DO NOT use Ctrl+Alt+Delete. Put your hand up and ask the invigilator for help.

