

ADIT ON-SCREEN REMOTE SUBMISSION CANDIDATE INSTRUCTIONS

SUBMITTING YOUR EXAMINATION REMOTELY ▶ These instructions are intended for candidates who have completed a live on-screen ADIT exam using Exam4 and were unable to submit their completed exam via wifi in the examination hall. ▶ Remote submission must be completed within 24 hours of the completion of your exam. ▶ To submit your exam remotely, ensure that you are connected to the internet using the same laptop which you used to complete the exam. ▶ Start the Exam4 application on your laptop.

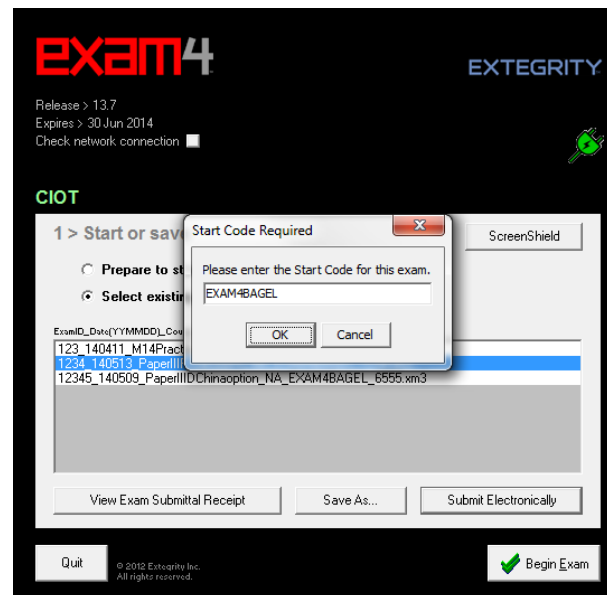


1 – START OR SAVE SCREEN

- ▶ Click on **Select existing exam**.
- ▶ Select the file for your exam from the list.

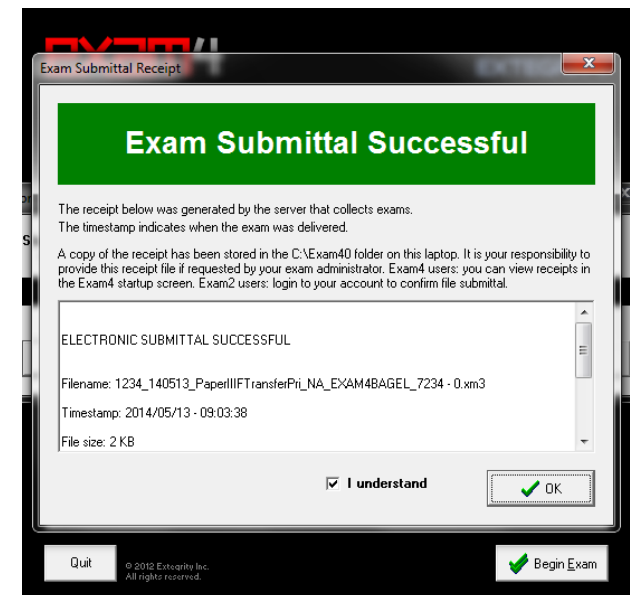
The exam filename will include your candidate number, exam date (YYMMDD), exam title, and the confirmation number generated at the end of your exam (this should appear on your on-screen examination ticket receipt).

- ▶ Click **Submit Electronically**.



2 – START CODE REQUIRED

- ▶ You do not need to change the default start code for your exam.
- ▶ Click **OK**.



3 – EXAM SUBMITTAL SUCCESSFUL

An information box will appear, confirming that your exam file has been stored on the Exam4 server.

- ▶ Click **OK**.

A new box will now open with details of the submission.

- ▶ Check that the details in the filename are correct, and select the **I understand** check box.
- ▶ Click **OK** to complete the submission process.