How to start and run your eExam (student guide)

1. When instructed at the start of the exam, insert the eExam USB (and DVD if using an Apple Mac), then power-up the computer.
   Quickly hold down the one-time boot key (see overleaf).

2. Use the keyboard arrow keys to select **the USB drive** on the menu of boot devices, and then press the **[Enter]** key to start the eExam System.

3. As the computer boots up, you can select **Language=English**, then click **Continue to eExam**. When the computer is fully ready you will see a photograph on the desktop and two drives/folders:
   - *eExam* (which holds the questions), and
   - *Answers* (where you will put your completed answer script).

   Do NOT continue until instructed to do so.

4. Double-click on *eExam* and open the file containing the question paper.

5. Before you can type answers, you must immediately re-save the file to the *Answers* drive with your ID number as file name (eg **052345.doc**). **It is important you enter your ID number at the top of the first page.** Put ALL your answers into this answer script file under the relevant question. Use diagrams as necessary to support your answers.
   Save your file at appropriate regular intervals.

6. At the end of the examination or when you have finished, ensure your answer script file is saved in the **Answers** partition on the USB stick and close all application(s). **Do NOT switch the computer off and do NOT log out.** You will be offered a chance to check your saved answer script file at the end of the eExam.

7. Then you will shut down your computer using the ⏻ icon in the top right hand corner. Unplug and leave the USB stick on the desk.

Notes

It is your responsibility to manage your time and ensure the computer clock is set correctly. If you have an equipment failure, report this quietly to the test supervisor. You may re-start with another computer or a paper version of the test may be made available. Time credit will be granted for any technical support issues**, and no candidate will be disadvantaged through problems with eExam equipment.** Access to the Internet or any other digital resource is blocked and <u>not</u> allowed. When playing sound/videos, you MUST use an earphone.

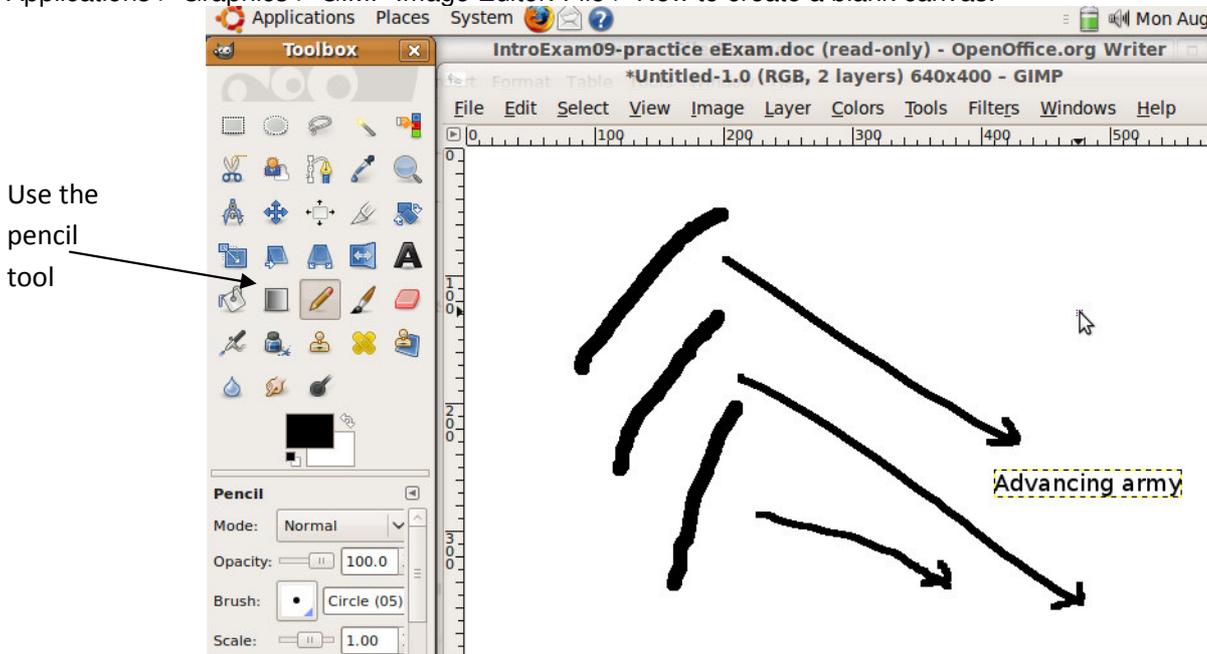| Make	Model	One-time boot key	Comment
Acer	All	F12	You may need to enable the F12 Boot Menu in the BIOS (see below *can't find the one-time boot key*)
Apple	Mac (intel-based only)	[ALT /option]	select the 'Windows' CD
Asus	EEE-PC 701, 900 or 1000H	Esc	
Dell	Mini 9	0	
Dell	Most others	F12	
Gateway	newer	F10	
Gateway	older	ESC	
HP/Compaq	Old models	ESC	
HP/Compaq	New models	F9	
Lenovo	All	F12	
Samsung	All	F12	
Sony	VAIO	Esc	
Toshiba	all	F12	

Can't find the one-time boot key?

An alternative method is to make a permanent change to your computer which will not affect normal operation. Get a friend with technical knowledge to help if necessary, and edit the Built-in operating system (BIOS) to make the USB or CD have higher priorities in the boot order menu. Instructions to open the BIOS options usually appear on screen briefly when the computer is first switched on. Now your computer will boot from the eExam System if it is inserted, but otherwise it will just load your normal operating system.

It is also helpful to <u>disable</u> Boot Booster in the Boot settings of an American Megatrends BIOS. This enables the one-time boot key. Quick boot and Quiet boot can be left enabled in the Boot Settings Configuration.

Making diagrams

Applications > Graphics > GIMP Image Editor. File > New to create a blank canvas.

When your diagram is ready, use Edit>Copy and then paste the graphic into your answer script file.