

CHECKLIST FOR ONLINE EXAMS

BEFORE YOUR FIRST EXAM

- Instructions:** Read the Instructions to make sure you understand how to use the platform.
- Demo Mock:** Do the demo as practice before your mock exam.

PRE-EXAM

- Not Allowed:** Calculators, mobile phones, rulers, books, dictionaries or parent or sibling help.
- Login Details:** Make sure you know your username and password (Do test it).
- Meals:** Make sure you have had something to eat and will not get hungry during the exam.
- Location:** Quiet, distraction free, place to work with a computer and a table/desk.
- Stationery:** Pencils, rubber, sharpener, small bottled water, rough paper and breaktime snack.
- Time:** Make sure you have set aside the time required to complete the whole exam.
- Internet:** Ensure you have a stable internet connection to your device.
- Device:** Ideally a computer with a mouse. If using a tablet make sure it is orientated horizontally and you have collapsed the left-hand side menu by clicking on the 'burger' at the top left-hand side of the screen. **Please Note: You cannot use mobile phone or any device smaller than 10 inches.**
- Power/Charge:** Ensure your computer is connected to a power supply, or fully charged.
- Internet Browser:** You must use Google Chrome or Safari (if on an iOS device), NOT Edge or Firefox.

DURING THE EXAM

- Do not close, refresh or reload the application during the exam. If you accidentally close your tab, don't panic - log back in go to My Mocks and click on the button to resume the test.**
- Timer:** Exam timer will count down to zero (00:00) for each test.
- Attempts:** You will only be permitted **one** attempt, just like the real exam.
- Start Test:** click on TAKE EXAM to begin. Take the tests in the order in which they display on the screen. You can take a break between the tests to go to the toilet, or have a snack as per the suggested schedule for your exam. This will be sent to your parent via email.
- End of Exam:** Exam will automatically end when time is up. You cannot finish early.

AFTER THE EXAM

- Results:** Your parent will receive an email with a link to view a feedback report. Usually on the same day.