Quick Start for e-Exam System

v6 e Exam

Before you arrive

- Your computer must be completely shut down (not sleeping; use SHIFT > Shutdown on Win8/10).

1. When you reach your seat

- Position your computer. Connect the power adapter, plus Mouse and WiFi dongle as applicable.
- Fill in the attendance (if provided) with your Student ID and other details as requested.

2. To start up… The computer must be OFF (Shut down).

Apple laptops
1. Insert e-Exam System USB stick.
2. **Power ON** while holding down the **Alt/option** key... *keep holding Alt.*
3. Then select *Yellow* 'EFI' icon. Use arrow keys to choose.
4. Press the [Enter] key to choose it.

Windows* laptops
1. Insert e-Exam System USB stick.
2. **Power ON** and repeatedly tap the **'boot key'** (see *list overleaf*).
3. Keep tapping the one-time boot key until the boot menu appears.
4. Select the USB device - use arrow keys to choose.
5. Press the [Enter] key to choose it.
* *Note* some Win8/10 laptops require SHIFT > Restart to select USB to boot.

The e-Exam system should now start …
On some computers it may take a minute or two to load.

Adjust screens resolution or brightness.
i. Dash > Adjust display (to change resolution)
ii. Dash > Adjust brightness. Note for Apple: Increase brightness within MacOS / OSX then boot to e-Exam.

3. e-Exam desktop

When the computer is ready you will see the desktop background. Next:

1. LOTE: Select your LOTE. Click "OK".
2. Wait for the 'Wifi successfully connected' notice. Click "OK".
3. e-Exam Starter: Type your student ID number and names into the boxes. Click "Start Exam".

4. Web Browser

4. Moodle login page:

   User = <your username>.
   Password = *<your password>*

5. Click on 'Site Home' (left side menu). Then click the unit link.
6. Stop and wait when you see the 'Attempt quiz now'. Do not press it yet!

▶ ▶ ▶   **STOP here & WAIT for instructions!**

A supervisor will now check screens and ID. **Raise your hand if you experience technical difficulties.**

5. Continue only when instructed…

1. Click the '*Attempt quiz now*' button.
2. Follow any instructions for your exam.
3. The 'Quiz Navigation' block in the upper left will display progress indicators for all questions.
4. Answer the required questions in the exam.
5. If applicable - You may need to scroll down to see the '*Next*' button to access more questions.

Note: responses are saved to the server every **1** minute. If the network drops then responses are also automatically saved to the USB stick.

Zoom text (larger size):
'CTRL' + two finger scroll/mouse wheel

Extra software
1. Click *Dash* (top left button).
2. Type *name of app* into the search box.
3. Select the app icon. The software will open.
4. Put the app window on the right side of the screen. Use 'ALT' + drag.

6. When you are finished

1. Check you have answered all required questions using the 'Quiz Navigation' block in the upper left of web page.
2. To finalise the exam use the '*Submit all and finish*' button (on the bottom of the last page).
3. ***Raise your hand if you experience technical difficulties when submitting.***

7. Following successful submission

1. Shut down your computer using the red "Shut Down" button on the left-side menu bar.
2. When the computer has powered down, remove the USB stick.

Follow the directions given by the supervisor to:

a) Wait and hand back the USB stick
   OR
b) Leave it on the desk.

Be sure to close down properly…

On the left side button bar, click the red "Shut Down" button then confirm the action.

e-Exam Project
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Please remember to complete the survey! – Thanks!
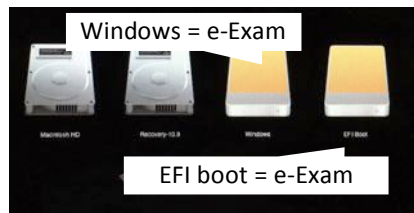
Technical Help

Laptop Requirements

Intel 64bit processor, one or more standard USB Type A ports, 2GB RAM, built-in keyboard.

Note! Please attend the practice/preview session prior to coming to the exam to ensure you can boot the e-Exam USB on your laptop. A *wired* USB mouse is recommended (wireless devices prohibited).

Apple Intel laptops

[Note: Most Apple MacBooks with USB-C ports are not compatible. 2018+ laptops with T2 chip must disable 'secure boot']

1. The power must be off: use **Shut Down**.
2. Now insert the e-Exam USB stick.
3. Hold down the Alt/Option key while pressing and releasing the power button. Keep holding the alt key until...
4. The boot screen appears. Choose a yellow drive icon: First choice "EFI boot", second choice "Windows".
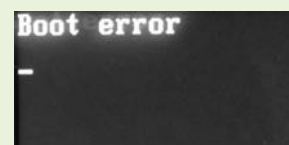
Windows = e-Exam
EFI boot = e-Exam

If all is well the e-Exam System will start.

Note! The correct choice varies between Mac models!

If you see "Boot error", please try again.

▼

Power down and start at step 1 again – be sure to choose the other yellow drive icon!

Note: Apple laptops 2018+ with T2 chip: Need to disable secure boot. Hold down Command+R at power-on. Then Utilities > Startup Security Utility. Set 'Secure boot' to 'no security' & 'External boot' to 'allow'. This will not harm the laptop.

'Windows' Intel laptops

[Note: Most Microsoft surface pro/book and Chrome books are not compatible]

Starting all brands

1. The power must be off: use **Shut down** (in Win8/10 - hold down the **SHIFT key while selecting Shut down**).
2. Now insert the e-Exam USB stick.
3. Then power on while taping your **'boot key'** … until the relevant menu appears – then select the USB stick.

Note for some Win8/10 computers:

You may need to hold down the SHIFT key while selecting Restart to access USB boot options.

Boot key list

The correct 'boot key' or 'set up' *may* be displayed briefly after power on. A list of common boot keys is below.

Brand	Model	Boot Key	BIOS Set-up Key
Acer	All (Win8/10: may need to disable 'Quick boot' in BIOS settings)	F12 (Aspire: need to enable 'external devices' or 'boot menu' in BIOS).	Del, F2
ASUS	EEE-PC, N…, Rog, Infinity, Prime, Zenbook, Taichi, Touch, Transformer, R509C. (May need disable 'Fast boot' in BIOS)	Esc (must boot manually).	F2
ASUS	Model numbers starting with K or X and R503C	F8 (must boot manually).	Del
Compaq	Older models or newer models (see also HP)	ESC or F9	F10
Dell	**Most** others, including Alienware	F12	F2
Dell	Venue 11 tablet PCs (venue 7 and 8 need micro USB port adapter). Ref, Win 8/10.	Hold 'Volume down' then power on.	-
eMachines		F12	Tab, Del
Fujitsu		F12	F2
HP	Most newer models	ESC > F9	ESC > F10
Lenovo	All (Note: ideapad 100S is not compatible)	F12 or Fn+F12	F1, F2
Microsoft	*Surface (*some not compatible with e-Exam System)*	Hold 'Volume down' and power on.	Hold Vol up and power
MSI		F11	Del
NEC		F5	F2
Packard Bell		F8	F1, Del
Samsung	NC10, Series 5 Ultra, Series 7 Chronos, Series 9 Ultrabook, NP…. (May need disable 'Fast BIOS mode')	Esc	F2
Samsung	Ativ Book 2, 8, 9	F10	F2
Samsung	Others … (May need disable 'Fast boot' in BIOS)	F12 (or hold down F9)	
Sharp		F2	F2
Sony	VAIO	Esc	
Sony	VAIO, PCG, VGN	F11	F1, F2, F3
Sony	VGN (May need to enable 'External Device Boot')	Esc, F10	F2
Sony	VAIO e series	F12	ASSIST (while off)
Toshiba	All	F12	F1, Esc or F2

Note: Some computers may require adjustments to the BIOS or EFI settings e.g. disable 'fast boot' and/or enable the 'boot menu'.

To access the BIOS settings area you need to repeatedly tap the 'BIOS set-up' key during power-up (see list above)

or on some Win8/10 computers you may need use SHIFT>Restart then select EFI settings.