

INSTRUCTION SHEET



Step 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).

Step 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.

Step 3: As the computer boots up, you must select **Language=English**, then click **Continue to eExam**. When the computer is fully ready you will see a TQA logo 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.

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

Step 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 **01A19718.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.

Save your file at appropriate regular intervals.

Step 6: At the end of the examination or when you have finished, ensure your answer 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.

Step 7: Then you will shut down your computer using the  icon in the top right hand corner.

Now follow the instructions provided by the supervisor.

Notes:

It is your responsibility to manage your time. If you have an equipment failure, report this quietly to the supervisor. Access to the Internet or any other digital resource is blocked and **NOT** allowed.

Make	Model	One-time boot key	Comment
Acer	All	F12	You may need to enable the F12 Boot Menu in the BIOS
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	

Some computers, especially student-configured lab machines, require an IT technician to enter a network password and then change the boot order (to boot from USB), and/or to enable the USB device.