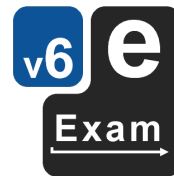


# Quick Start for e-Exam System



## Before you arrive


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

## 1. When you reach your seat

- Position your computer and connect the power adapter if required.
- Fill in the attendance slip (if provided) with your Student ID and other details as requested.

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

### Apple laptops

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

### Windows\* laptops

- Insert e-Exam System USB stick.
  - Power ON** and repeatedly tap the '**boot key**' (see *list overleaf*).
  - Keep tapping the one-time boot key until the boot menu appears.
  - Select the USB device - use arrow keys to choose.
  - 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.

## 3. e-Exam desktop

When the computer is ready you will see:

- A photograph as the desktop background.
- A request for your ID in the centre of the screen.



**STOP here & WAIT for instructions!**

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

## 4. Continue only when instructed...

- Type your student ID number (and name) into the boxes, then
- Click "Start Exam"

The question file should now open, ready to type your responses.

- Type your details into the space(s) indicated on the first page.
- Follow the instructions specific to your exam.
- Type your answers into the spaces indicated for each question.

## 5. Save often!

**Important!** Remember to use *File > Save* at regular intervals.

Note: an 'auto recovery' save occurs every **2** minutes in case of a crash.

## 6. When you are finished writing

- Use *File > Save* to ensure everything is saved.
- Use *File > Exit LibreOffice* to close the word processor.
- The e-Exam system will automatically create a PDF copy of your response file.

It is your responsibility to ensure your answers are properly saved into the 'Answers' area.

- Click the "Answers" button.
- Check that the response file is prefixed with your student ID and is correctly saved.

Ask a supervisor if in doubt!

## 7. When you are ready to submit your exam

- Shut down your computer using the red "Shut Down" button on the left-side menu bar.
- Remove the USB stick from your computer.

Follow the directions given by the supervisor to:

- Wait and hand back the USB stick  
**OR**
- Leave it on the desk.

### Where is my file saved?

These two buttons on the left-side menu bar allow manual access to files.

Do **NOT** click these yet.



"Questions and Materials"  
(holds the original questions)



"Answers"  
(where your answer script will go).

### Be sure to close down properly...



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

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*Please remember to fill-in the survey! – Thanks!*

## Laptop Requirements

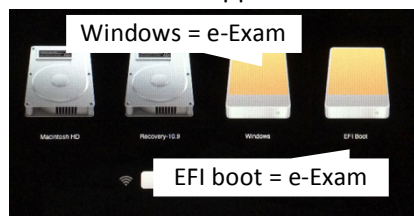
**Intel 64bit processor, one or more standard USB Type A ports, 2GB RAM, built-in keyboard.**

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 optional/recommended (wireless devices prohibited).

## Apple Intel laptops

[Note: Apple MacBooks with USB-C ports are not compatible.]

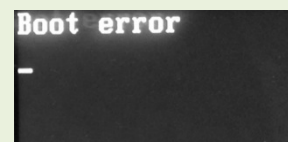
1. The power must be off: use **Shut Down**.
2. Now insert the e-Exam USB stick.
3. Hold down the Alt/Option key while pressing and releasing the power button. Keep holding the alt key until...
4. The boot screen appears. Choose a yellow drive icon: First choice "EFI boot", second choice "Windows".



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!



## 'Windows' Intel laptops

[Note: 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	<b>Most</b> 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 ( <i>Note: ideapad 100S is not compatible</i> )	F12 or Fn+F12	F1, F2
Microsoft	<i>Surface (*not compatible with e-Exam System)</i>	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.