Online exams
Submitting your exam
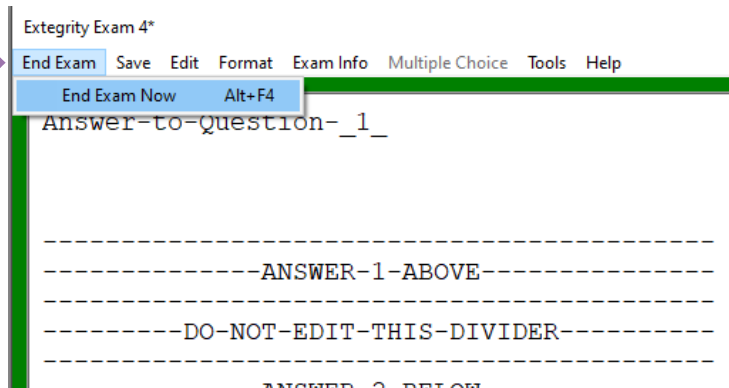
END EXAM

1

1

Select 'End Exam' and click on 'End Exam Now'

⚠️

The exam timer will stop when you confirm the end of your exam.

Extegrity Exam 4*

End Exam   Save   Edit   Format   Exam Info   Multiple Choice   Tools   Help

End Exam Now   Alt+F4

Answer-to-Question-_1_

--------------ANSWER-1-ABOVE--------------

---------DO-NOT-EDIT-THIS-DIVIDER----------

--------------ANSWER-2-BELOW--------------

⚠️

The exam will **not** end automatically when your time is up. You are responsible for ending it at the correct time.

Set personal alarms to help manage your exam timing. Aim to stop typing when you have two minutes remaining.
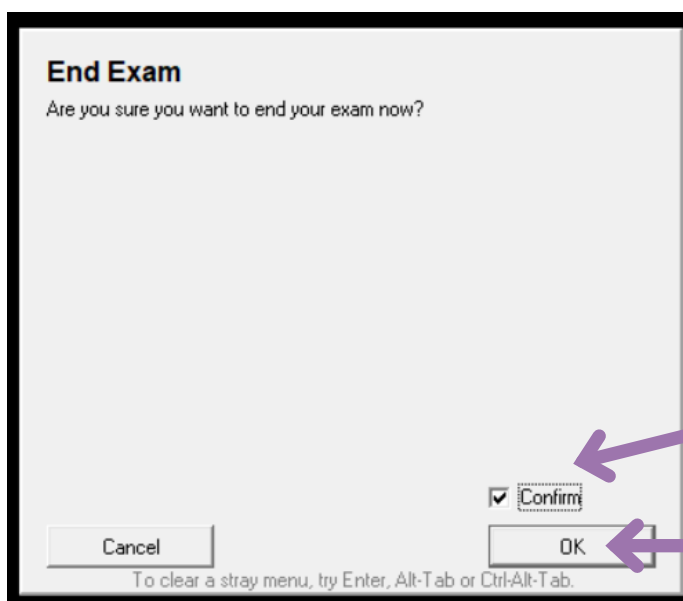
2 END EXAM - CONFIRM

⚠️

Remember:
Once you confirm that you want to end your exam, you will not be able to type or edit your answers further. The exam timer will stop as soon as you confirm the end of your exam.
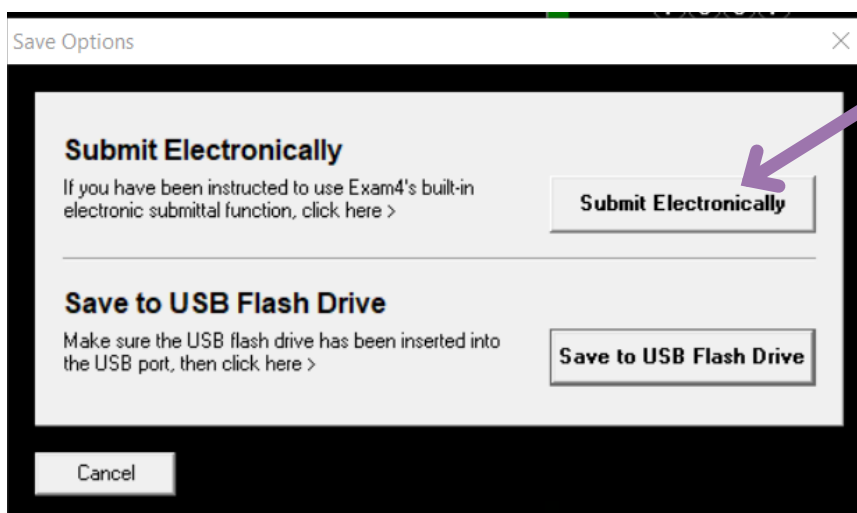
End Exam
Are you sure you want to end your exam now?

☑ Confirm

Cancel   OK

To clear a stray menu, try Enter, Alt-Tab or Ctrl-Alt-Tab.

1
Tick to confirm

2
Click 'OK'

Online exams
Submitting your exam

SUBMIT ELECTRONICALLY

3

1

Save Options ✕

Submit Electronically
If you have been instructed to use Exam4's built-in electronic submittal function, click here >

[**Submit Electronically**]

Save to USB Flash Drive
Make sure the USB flash drive has been inserted into the USB port, then click here >

[**Save to USB Flash Drive**]

[Cancel]

Click 'Submit Electronically'

⚠️ **Remember**:
A backup of your answers will be saved to your hard drive. If you cannot click 'Submit Electronically' it is likely that you are not connected to the internet so you will need to reconnect before you can submit your answers.
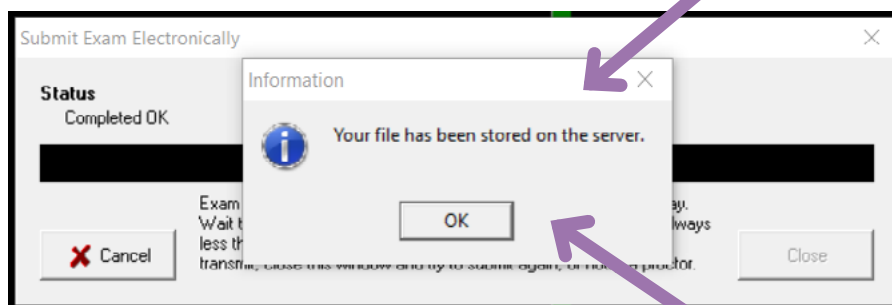
If your internet has disconnected:
Click 'Cancel' and reconnect to the internet. Once you have reconnected, follow the steps for 'After your exam' in the troubleshooting guide. Do not exit Exam4 until you have followed these steps.

4

SUBMISSION

?

Your answer submission will now be uploaded to the Exam4 server. This may take a couple of minutes, depending on the speed of your internet connection.

Usually it will only take a few seconds to upload.

1

This box will appear when the upload has been successful

Submit Exam Electronically ✕

Status
Completed OK

Information ✕

ℹ️ Your file has been stored on the server.

[OK]

Exam ...... ay.
Wait ...... ways
less th ......
transm ...... proctor.

[✗ Cancel]   [Close]

2

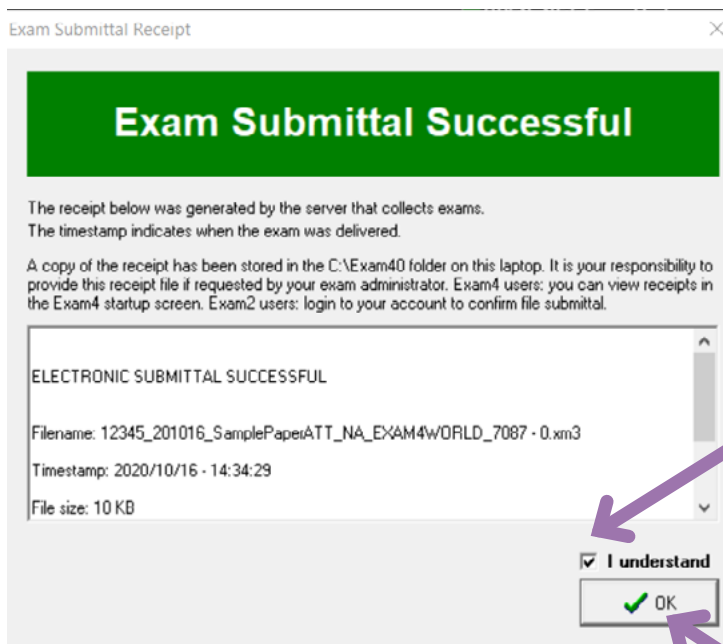Click 'OK'

Online exams
Submitting your exam

EXAM SUBMITTAL SUCCESSFUL   **5**

?

This receipt screen confirms the successful upload of your answers.

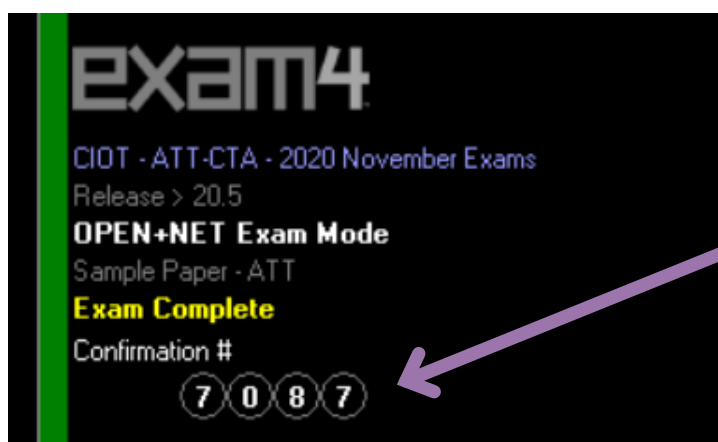You do **not** need to attempt to submit your answers again.

Exam Submittal Receipt   ✕

Exam Submittal Successful

The receipt below was generated by the server that collects exams.
The timestamp indicates when the exam was delivered.

A copy of the receipt has been stored in the C:\Exam40 folder on this laptop. It is your responsibility to provide this receipt file if requested by your exam administrator. Exam4 users: you can view receipts in the Exam4 startup screen. Exam2 users: login to your account to confirm file submittal.

ELECTRONIC SUBMITTAL SUCCESSFUL

Filename: 12345_201016_SamplePaperATT_NA_EXAM4WORLD_7087 - 0.xm3

Timestamp: 2020/10/16 - 14:34:29

File size: 10 KB

☑ I understand

✔ OK

1 Tick 'I understand'

2 Click 'OK'

---

6   CONFIRMATION NUMBER

EXAM4

CIOT - ATT·CTA - 2020 November Exams
Release > 20.5
OPEN+NET Exam Mode
Sample Paper - ATT
Exam Complete
Confirmation #
⑦ ⓪ ⑧ ⑦

1
Keep a note of this 4-digit confirmation number for your own record. Write it in the Candidate Checklist

2
To check your exam has been submitted:
1. Relaunch Exam4 & choose "Select existing exam"
2. Click on the exam you want to check
3. Click on the "View Exam Submittal Receipt" button
- if you see a receipt, it was safely received!