

Online exams

Candidate checklist 2025

There are some important steps you will need to take when preparing for your online exam. Use this checklist to keep track of the tasks to be completed before your exam day.

Several weeks before your exam

- ☐ **Check the Exam4 IT Specification**
Exam4 is compatible with most devices but make sure you have the minimum requirements
- ☐ **Download and install Exam4**
You will be emailed the download link
- ☐ **Review Exam4 guides and videos**
These will show you how to use Exam4 from start to end. Download and either print out or save the guides somewhere convenient
- ☐ **Decide where to sit your exam**
Give yourself plenty of time to prepare your exam environment
- ☐ **Test Exam4 from start to end**
Submit sample answers using any of the 'Viewable Questions' to ensure everything works
- ☐ **Decide which materials you will use**
When sitting open book exams you need to find information efficiently and effectively. Decide which books/resources will be most helpful in your exam

The week before your exam

- ☐ **Tax tables**
Download and either print out or save somewhere convenient for your exam day
- ☐ **OECD Model Convention** (if required)
Download and either print out or save somewhere convenient for your exam day
- ☐ **Exam Day Guide**
This guide will walk you through the exam day
- ☐ **Confirm your exam timing**
It's your responsibility to manage your exam timing so go over these details in your candidate information email
- ☐ **Review the ID verification process**
- ☐ **Try using Exam4 from start to end again**
The more practice you get, the more comfortable you will be on the exam day
- ☐ **Set up your exam room**
Do this the day before your exam, if possible

Your exam day

- ☐ **Prompt any general software updates to run**
Run these on the morning of your exam. Turn off automatic updates for the duration of your exam
- ☐ **Check your internet connection**
You will need to be connected during your exam
- ☐ **Submit your ID** (see guidance videos)
- ☐ **Open Exam4 before your exam start time**
Get ready to 'Fetch' the question paper on time

What you need for your exam

- ☐ **Your IT equipment**
- ☐ **Your 5-digit candidate number**
You need this number to start your exam. Find this in your candidate information email:

- ☐ **Exam start and end time**
You must start and end your exam on time. Don't lose track, note your exam times here:

Start:

End:

- ☐ **Alarm clock or watch**
Set personal alarms to help manage your timekeeping
- ☐ **Exam guides**
- ☐ **Tax tables**
- ☐ **OECD Model Convention** (if required)
- ☐ **Manuals and other resources**
- ☐ **Pens, spare paper and any other stationery**
For writing notes during the exam

End of your exam

- ☐ **Your 4-digit confirmation number**
This will display on Exam4 when you end your exam. Note here, for your own record: