Online exams
Starting your exam

START OR SAVE 1

1 Select 'Prepare to start new exam'

2 Click 'Next'

2 Follow this step only when you are sitting the live exam on exam day. If you are testing with a sample paper, skip to the Exam ID guidance on the next page.

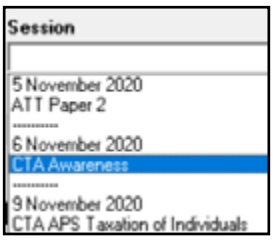
EXAM ID - LIVE EXAM

1 Type your 5-digit candidate number

2 Type it again to confirm

Remember:
Your candidate number is the unique 5-digit number issued for the current exam session. Do **not** use your student number.

3 Find and select your exam title (sorted by date):



4 Select it again to confirm

5 Click 'Next'

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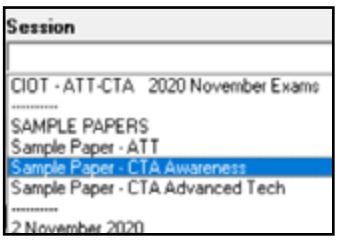
EXAM ID - SAMPLE PAPER

Follow this step only if you are testing with a sample paper. When you are sitting the live exam on exam day, use the Exam ID guidance on the previous page.

2

1. Type a number here, e.g. 12345
2. Type it again to confirm

3. Find and select a sample paper from the list of options:



4. Select it again to confirm
5. Click 'Next'

Remember:
Answers typed when testing Exam4 cannot be submitted to anyone for marking and you cannot copy and paste any typed up answers from Exam4 into Word.

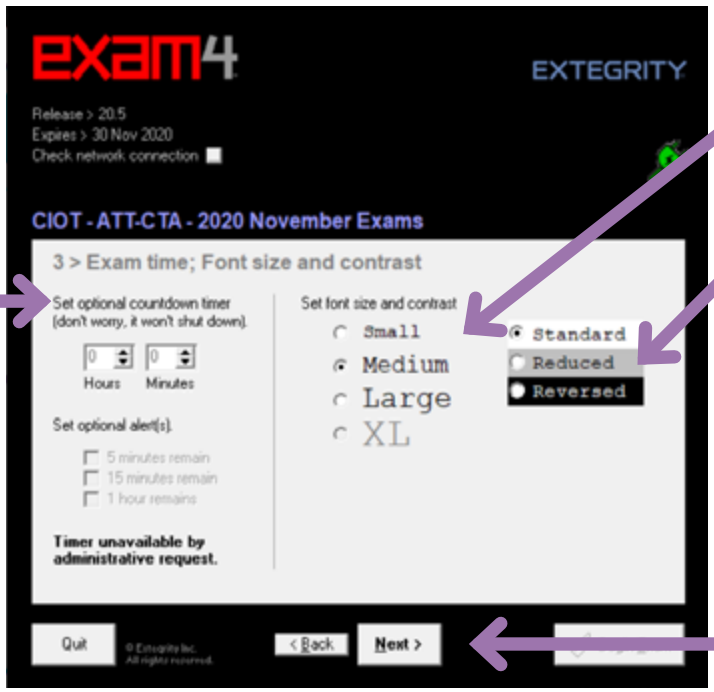
3

ACCESSIBILITY

You will receive two time notifications during the exam:

- **ten minutes** before the end
- **two minutes** before the end

The exam will not end automatically. You're responsible for ending it at the correct time.



1. Choose your preferred font size
2. Choose your preferred contrast
3. Click 'Next'

? For personal reminders, you could set your own alarms to alert you at your chosen intervals and the exam end time

? Find the settings that best work for you by testing Exam4

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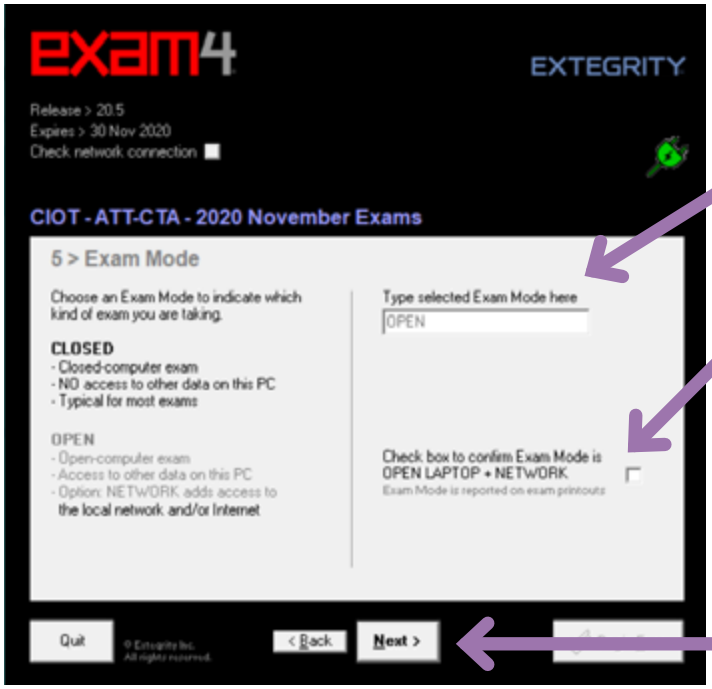
NOTICE OF INSTRUCTIONS 4

This information was written for invigilated exams. If your computer crashes during the exam, you should email details of the issue to education@tax.org.uk.

1 Check the box to confirm

2 Click 'Next'

5 EXAM MODE



? You cannot change the Exam Mode, which is set to open

1 Check the box to confirm

2 Click 'Next'

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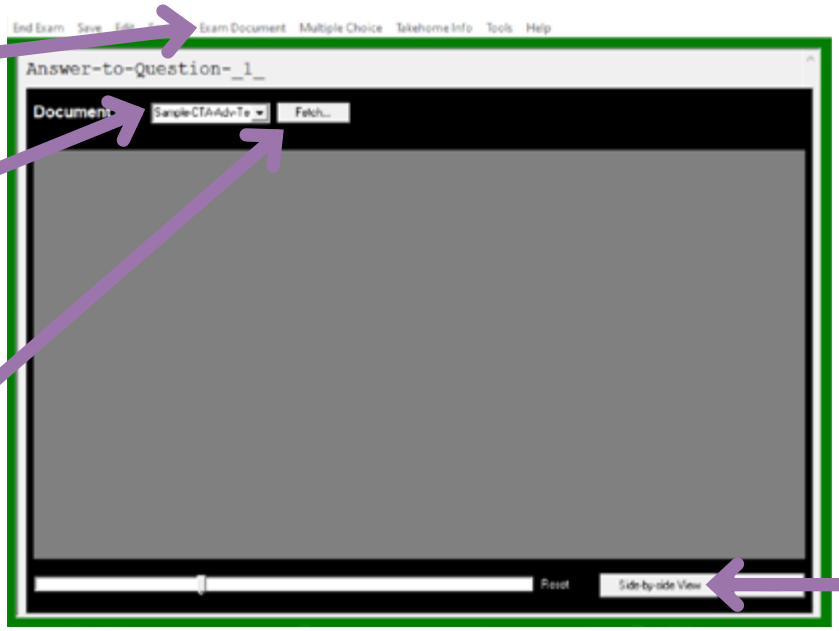
ALMOST READY TO BEGIN 6

1. Double check these details are correct
2. Click ‘Begin Exam’

Do not wait:
This screen was designed for invigilated exams so you do not need to wait here for further instruction.

7 FETCH YOUR QUESTION PAPER

1. Click ‘Exam Document’
2. Find and select your question paper
3. Click ‘Fetch...’



4. Click ‘Side-by-side View’

You can only ‘Fetch’ the live exam question paper at your exam start time.

Get to this stage in good time before your exam to ensure you are ready to ‘Fetch’ your question paper on time. If you’re early, a message will tell you the time it will be available.

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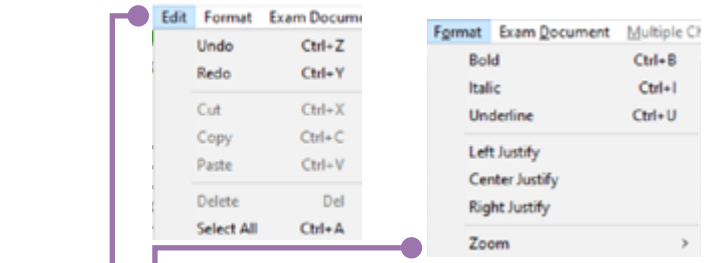
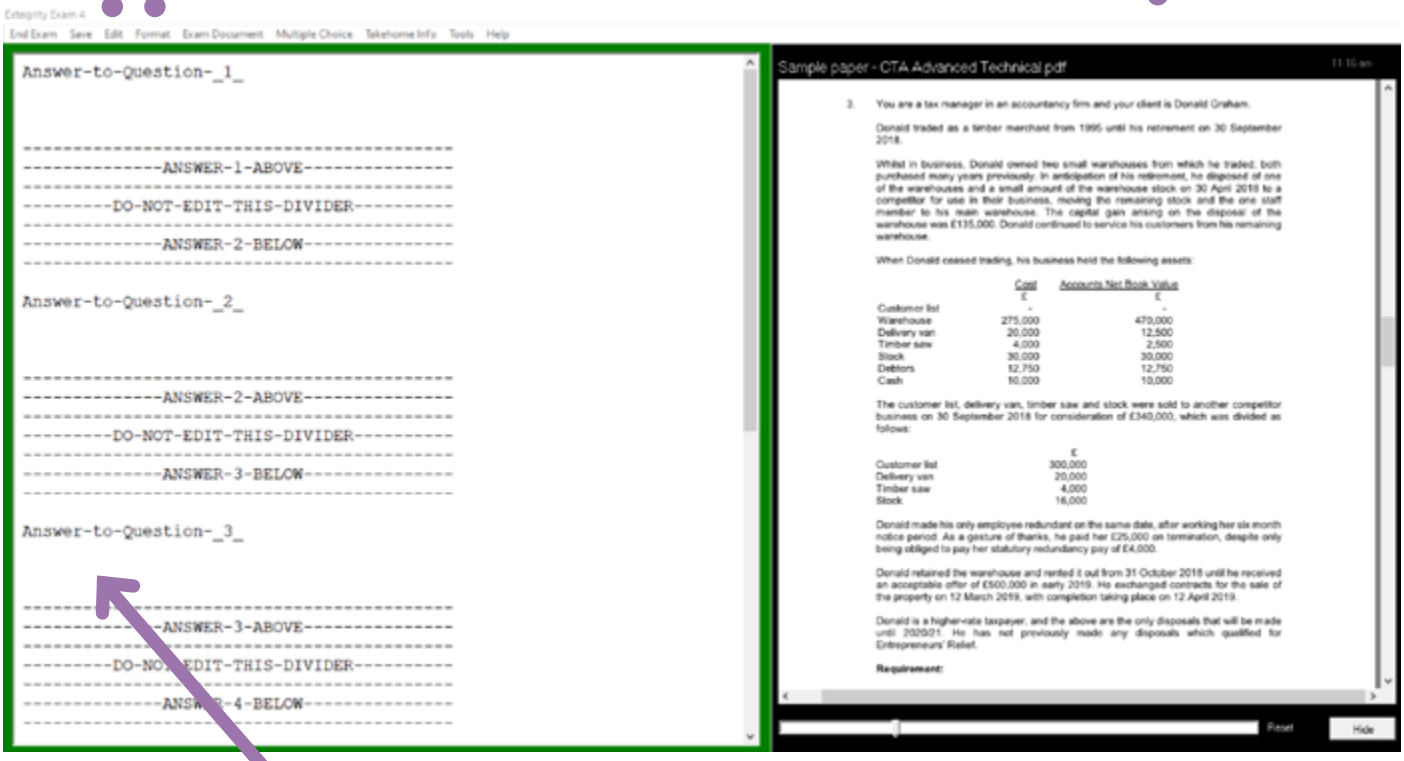
EXAM SCREEN 8



These basic tools and formatting options are available to use to help structure your answers

Double-click the top bar to maximise the Exam4 screen



Type your answers in the space between the dividers. You can answer your questions in any order but you must type your answers under the correct question number

Remember:

The best way to get used to the Exam4 layout and features is to download and test it using the available sample papers

For more information about Exam4, visit

www.att.org.uk/onlineexams

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