Online exams Candidate checklist

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 in your chosen exam environment 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 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 both at the start and the end of your exam

Submit your ID (guidance to follow)

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)

Books 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: