Quick Reference Guide

Keyboard shortcuts

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy</td>
<td>CTRL + C</td>
</tr>
<tr>
<td>Paste</td>
<td>CTRL + V</td>
</tr>
<tr>
<td>Bold</td>
<td>CTRL + B</td>
</tr>
<tr>
<td>Italic</td>
<td>CTRL + I</td>
</tr>
<tr>
<td>Underline</td>
<td>CTRL + U</td>
</tr>
<tr>
<td>Delete</td>
<td>Backspace</td>
</tr>
<tr>
<td>Tab</td>
<td>Tab key does not work in eExams</td>
</tr>
<tr>
<td>Indent</td>
<td>Use indent icon on formatting tool bar</td>
</tr>
<tr>
<td>Zoom</td>
<td>CTRL + mouse scroll up/down</td>
</tr>
<tr>
<td>Undo</td>
<td>CTRL + Z</td>
</tr>
<tr>
<td>Re-do</td>
<td>CTRL + Y</td>
</tr>
</tbody>
</table>

Important info

Logging in
Monash student username & password. Do not attempt to log in incorrectly more than two times!

Raise your hand and we will provide a temporary password to you.

Restroom break?
DO NOT close your laptop lid!

Raise your hand and an exam supervisor will attend to you. They will ask you to show that you have no unauthorised materials (including mobile phones/devices) in your pockets.

Click on the ‘Exam Instructions’ page before leaving your desk.

Finished?

Raise your hand if you want to leave early.

Any problems?

Raise your hand. We are here to help.

Reminders:

- Your work is automatically saved every 30 seconds!
- No exam materials are to be removed from the exam room.
Main exam view

Progress Bar indicates the number of questions attempted

Navigation is by the side panel or the bottom bar.

Time of last auto-save is indicated.

Mark questions you are Unsure of to review later.

Summary page

Questions can be sorted to show only those not attempted, attempted, incomplete or unsure, by clicking in the Filter By.

Clicking on a question title will take you directly to the question.

Submit all and finish. Note that this is final, and cannot be reopened.

Other features

Highlighters allow you to highlight key parts of the questions as you work.

Tip: Click highlighter colour then select text. To turn off highlighter click button again.

Spell check ENG (UK)

Misspelt words will be underlined in red, there’s no auto-correct or suggestion features.

Count Down Timer displays remaining time until the exam closes and your answers are automatically submitted.

Timer turns red in the final ten minutes.

Marks allocated to a question

Write your answer here.

You can add Notes about questions by clicking to open this text box. Text in this section will not be assessed.

Takes you to the Summary page (see image below)

Questions are displayed as Attempted, Incomplete, Not Attempted, Unsure/Attempted or Unsure/Not Attempted

Splitscreen view

Enable/disable this view.

You need to return to the main view to continue navigating through your exam.

Note: The system does not stop you typing when you reach a prescribed limit.

Please note: Features outlined in this document are subject to change.