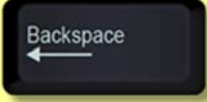



Quick Reference Guide

Keyboard shortcuts

	eExam keyboard
Copy	CTRL + C
Paste	CTRL + V
Bold	CTRL + B
<i>Italic</i>	CTRL + I
<u>underline</u>	CTRL + U
delete	
tab	Tab key does not work in eExams
indent	Use indent icon on formatting tool bar 
Zoom	CTRL + mouse scroll up/down
Undo	CTRL + Z
Re-do	CTRL + Y

Reminders:

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

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

eExams

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.



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

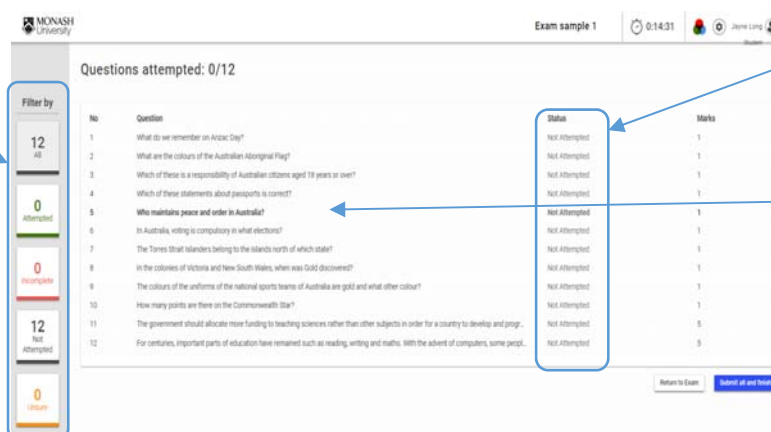
Write your answer here.

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)

Summary page

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



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

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.

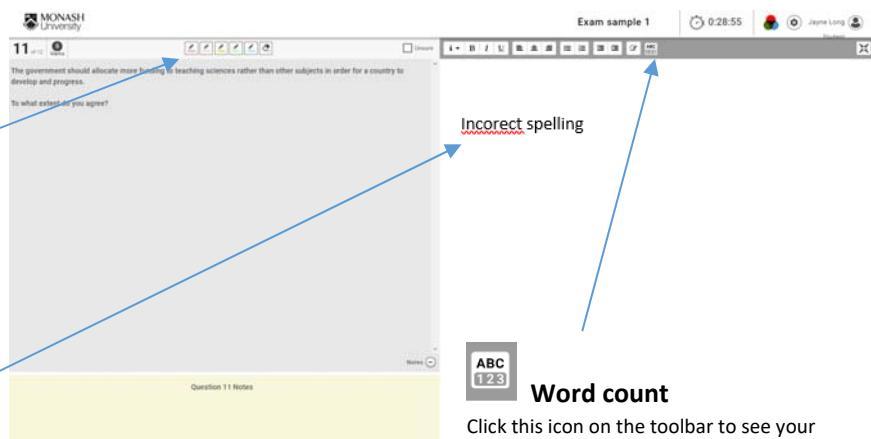
Other features

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



Splitscreen view



Enable/disable this view. You need to return to the main view to continue navigating through your exam.

Word count

Click this icon on the toolbar to see your word count.

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