Quick Reference Guide

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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?
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.

Close your laptop lid. It's programmed not to go into sleep mode.

Finished?
Raise your hand if you want to leave early.

Any problems?
Raise your hand. We are here to help.

Reminder:
Your work is automatically saved every 30 seconds!
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.

Marks allocated to a question.

Write your answer here.

You can add Notes about questions by clicking to open this text box.

Takes you to the Summary page (see image below).

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.

Summary page

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

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.

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.