# EXAM START

FOR COMPUTER BASED EXAMS
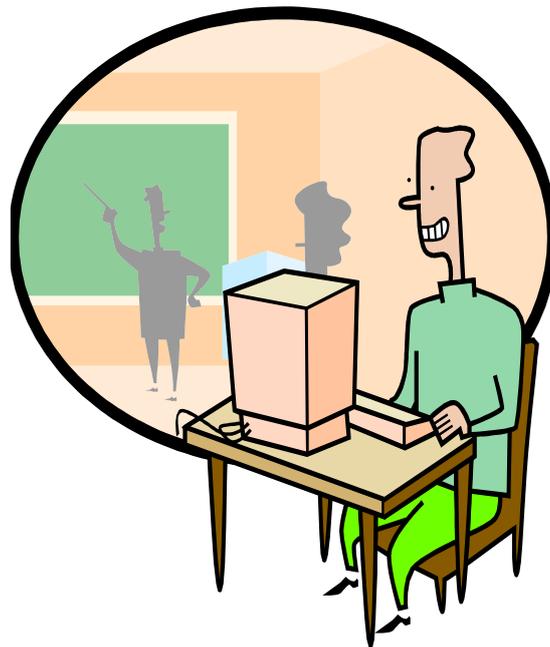
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Introduction

This booklet is designed to explain how ExamStart works: you will still need to run the exam in the same way as it would be for a standard written exam (e.g. picking up packs, laying out stationery, doing checks, etc.

Overview

ExamStart is a secure entry portal to a computer-based exam.
You will receive training before you are expected to invigilate CAAs (usually after the end of your first whole exam period).
If you have already attended the training course but would like a refresher please see the 23 minute video on:
https://coursecast.soton.ac.uk/Panopto/Pages/Viewer.aspx?id=62368933-00ae-4a65-8ed0-49139b20672e

Most computer-based exams use Perception, which is a multiple choice exam, or Word, used for candidates who are taking a standard written exam but need to use a PC.

Most candidates will know how to use it, but here are a few guidelines:

1. Perception exams

Log on
When you get to the exam room, log on: click any key or the mouse to get a log on page. Username is exam, no password*. Hit enter.
*unless directed otherwise (there'll be a statement on the blue front cover sheet).

Check that this page is loaded:
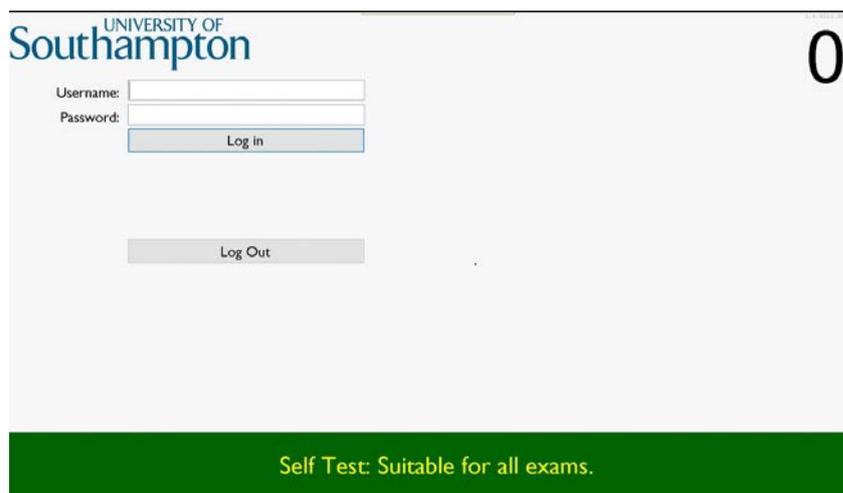
If the bar at the bottom is amber or red, please radio the Exams team for help.

Admit candidates and ask them to log on
You can admit the candidates when you're ready; remember that you need to allow them enough time to continue logging on. **Exams are available 10 minutes before the scheduled start of the exam.**

Assuming they can log on successfully you will be presented with their ID card, so there is no need to check this advance or later.

Once candidates are settled, ask them to enter the username. Their ID card will appear on screen for you to check.
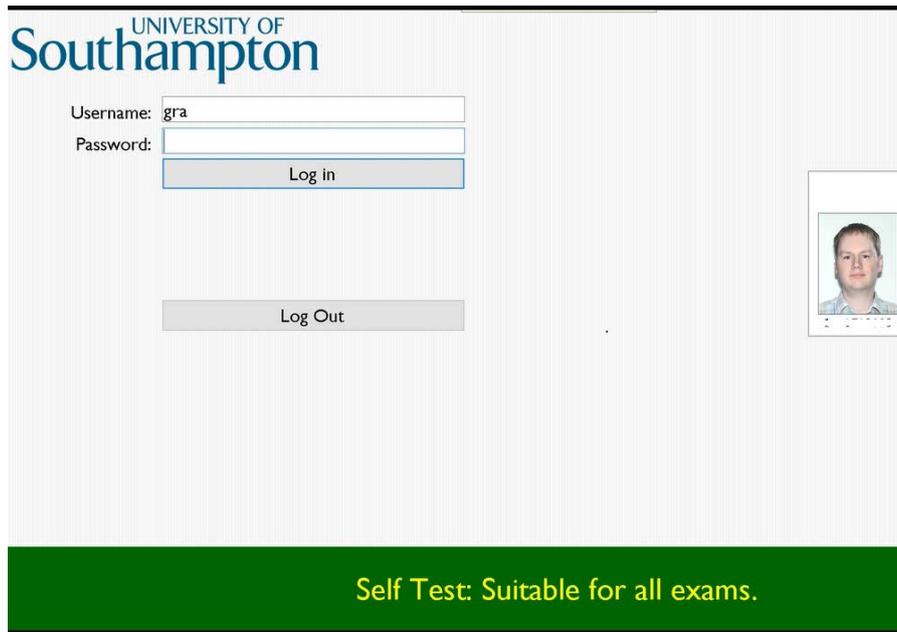
Candidates should then enter their password and click on Log In. If they have problems, make a note of the student ID and seat number and radio the Exams team for help.

Candidates will now get a drop down list as below:
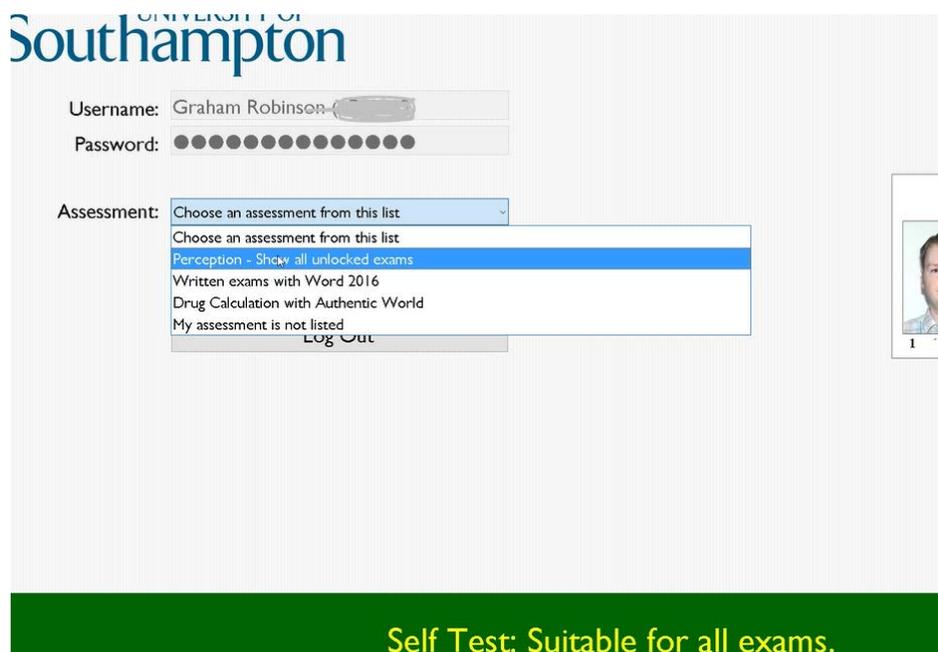
Selecting and starting the exam
The candidate must now select their exam and wait for your instruction to start the exam. There may be an additional anti-plagiarism text box, for which they must select 'I agree' (this doesn't appear on every exam).
Once you have told them to do so, candidates can then select the button 'Start Exam'.

Finishing the exam
Everything the candidate has done so far will have been saved to the server at least once a minute.
Candidates will not be able to submit unless they've input something for every question, which you can check in the navigation box. If they are having problems, check the navigation box in the bottom right hand corner. If it looks as though every question has been answered, radio the Exams team with the student ID and seat number.

Once it's submitted, the candidate will see this screen:
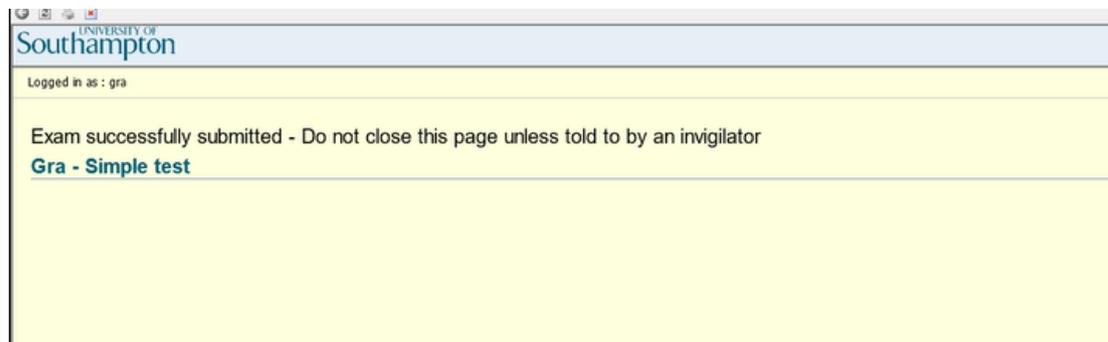
Advise the candidate to log out using the Exit button on the toolbar.

2. Word (PC-AER) exams

These exams follow much the same process as Perception exams until the candidate has to choose the type of assessment. This time they will select Word. This will show this screen:

need
Southampton
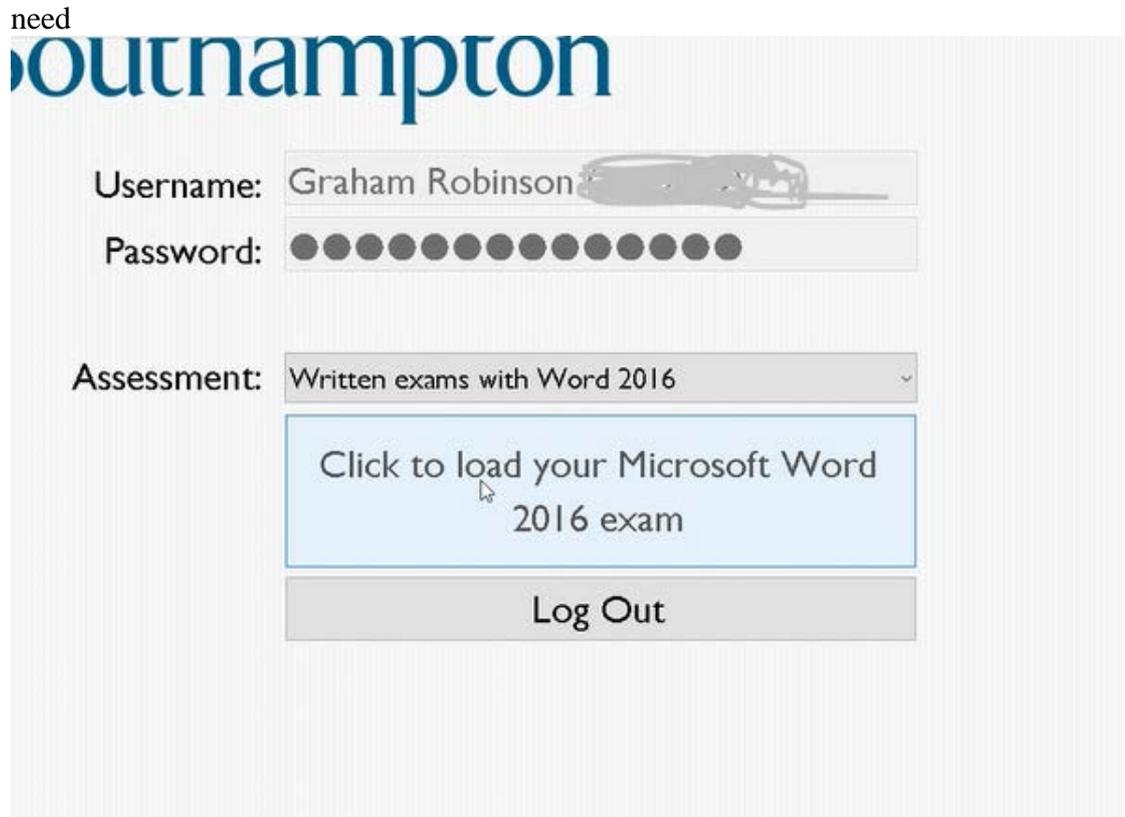
Username: Graham Robinson

Password: ●●●●●●●●●●●●●●

Assessment: Written exams with Word 2016

Click to load your Microsoft Word 2016 exam

Log Out

The candidate will then see need to choose his/her exam via the programs icon on the top toolbar:

Untitled Document - SiteKiosk Internet Browser

Back · Programs

Load your applications from the Programs button above

Welcome to ExamStart: Site

Exit via the ExamStart application
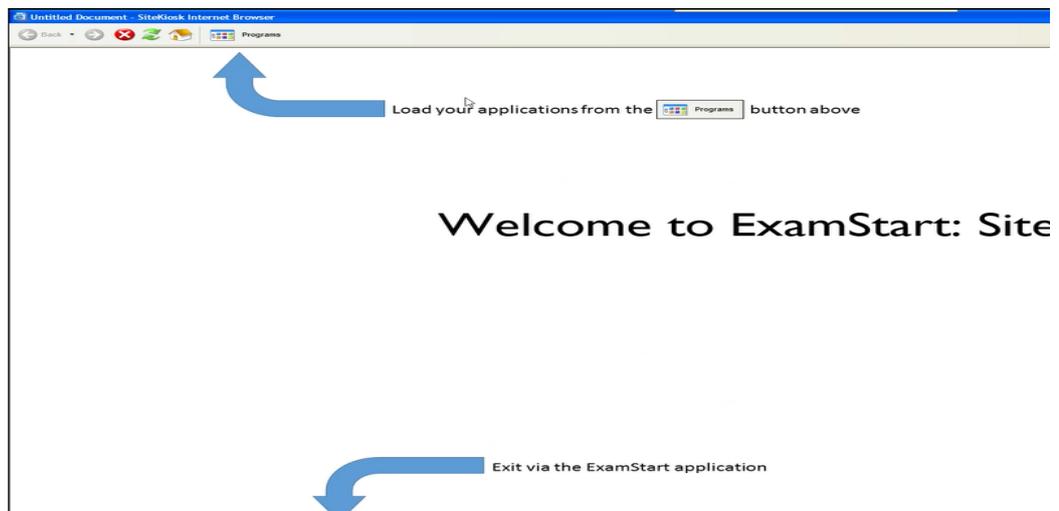
The candidate will then need to fill in some information including their module code and title. At this point you will need to tell them which print release card you've been giving, which they need to select (if they select the wrong one, radio us):
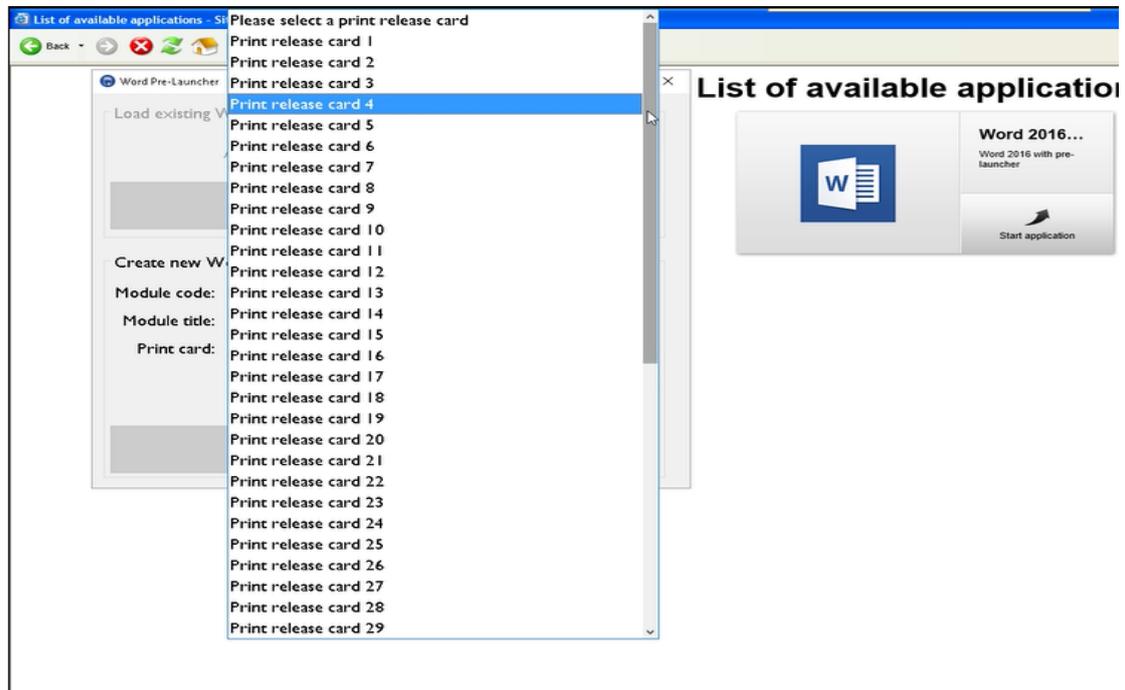
Printing:
The candidate will raise their hand to let you know when they're ready to print the document. They will either use the Quick Print icon or the File/Print functionality (use Mono on anywhere if you need to select the printer).
To collect the printing for the candidate, follow the instructions on the reverse of your print card.

Saving work and logging out:
Once the exam has printed, the candidate can log out. S/he should close Word, click on the Exam Start tab on the bottom toolbar, and log out. This will do a final upload of the candidate's work on the server.