

Quick Start for e-Exam System



Before you arrive

- Your computer must be completely shut down (not sleeping: SHIFT>Shutdown on Win8/10).

When you reach your seat

- Position your computer and connect the power adapter if required.
- Fill in the attendance slip (if provided) with your Student ID and other details as requested.

To start up... The computer must be OFF (Shut down).

Apple laptops

1. Insert e-Exam System USB stick.
2. **Power ON** while holding down the **Alt/option** key... *keep holding Alt.*
3. Then select *Yellow 'EFI'* icon.  Use arrow keys to choose.
4. Press the [Enter] key to choose it.

Windows* laptops

1. Insert e-Exam System USB stick.
 2. **Power ON** and repeatedly tap the '**one-time boot key**' (see *list overleaf*).
 3. Keep tapping the one-time boot key until the boot menu appears.
 4. Select the USB device - use arrow keys to choose.
 5. Press the [Enter] key to choose it.
- * *Note* some Win8/10 laptops require SHIFT > Restart to select USB to boot.

Windows: List of One Time Boot Keys

▶ See the reverse side of this sheet!

The e-Exam system should now start ...

Note: the screen may flicker and messages may appear. On some computers it may take a minute or two to load.

e-Exam desktop

When the computer is ready you will see:

- A photograph as the desktop background.
- A request for your student ID number in the centre of the screen.

▶ ▶ ▶ **STOP & WAIT!** ▶

*A supervisor will now check screens and ID, (collect attendance slips if provided). **Raise your hand if you experience technical difficulties.***

Continue only when instructed...

1. Type your student ID number (and name) into the boxes, then
2. Click "Start Exam"

The question paper should now open, ready to type your responses.

1. Type your details into the space(s) indicated on the first page
2. Follow the instructions specific to your exam.
3. Type your answers into the spaces indicated for each question.

Important! Remember to use *File > Save* at regular intervals.

Note: an 'auto recovery' save occurs every **2** minutes in case of a crash.

When you are finished writing

1. Use *File > Save* to ensure everything is saved.
2. Use *File > Exit LibreOffice* to close the word processor.

It is your responsibility to ensure your answers are properly saved into the 'Answers' area – Click the "Answers" button and check the file is correctly saved with your student ID prefixed to the file name. Ask a supervisor if in doubt!

When you are ready to submit your exam

1. Shut down your computer using the red "Shut Down" button on the left-side menu bar.
2. Remove the USB stick from your computer.

Follow the directions given by the supervisor to:

- a) Wait and hand back the USB stick
OR
- b) Leave it on the desk.

Example desktop: yours will vary



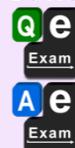
Retina / Hi Def Screen – tiny text?

▶ Dash Home > type "Displays" > Press 'Enter' key. Then change to a smaller resolution.

Note, just in case!

These two buttons on the left-side menu bar allow manual access to files.

Do **NOT** click these yet.



"Questions and Materials"
(holds the original questions)

"Answers"
(where your answer script will go).

Need to draw diagrams?

▶ See the reverse side of this sheet!

Be sure to close down properly...



On the left side button bar, click the red "Shut Down" button then confirm the action.

e-Exam Project: TransformingExams.com

Please remember to fill-in the survey! – Thanks!

Technical Help



Laptop Requirements:

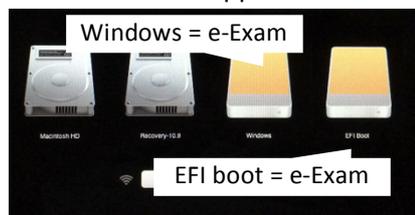
Intel 64bit processor, one or more standard USB Type A ports, 2GB RAM, built-in keyboard.

Note! Please attend the practice/preview session to ensure you can boot the e-Exam USB on your laptop prior to coming to the exam. A *wired* USB mouse is optional/recommended (wireless devices prohibited).

Apple Intel laptops

[Note: *Apple MacBooks with USB-C ports are not compatible.*]

1. The power must be off: use **Shut Down**.
2. Now insert the e-Exam USB stick.
3. Hold down the Alt/Option key while pressing and releasing the power button. Keep holding the alt key until...
4. The boot screen appears. Choose a yellow drive icon: First choice "EFI boot", second choice "Windows".



If all is well the e-Exam System will start.

Note! The correct choice varies between Mac models!

If you see "Boot error", please try again.

Power down and start at step 1 again – be sure to choose the other yellow drive icon!



Intel 'Windows' Hardware

[Notes: *Microsoft surface pro/book and Chrome books are not compatible*]

Starting all brands

[Note: Some Win8/10 machines require you to use SHIFT > Restart to access USB boot option]

1. The power must be off: use **Shut down** (in Win8/10 - hold down the **SHIFT key while selecting Shut down**).
 2. Now insert the e-Exam USB stick.
 3. Then power on while tapping your '**one time boot key**' ... until the relevant menu appears – then select the USB stick.
- The correct 'one time boot key' or 'set up' *may* be displayed briefly after power on. A list of common boot keys is below.

Brand	Model	One Time Boot Key	BIOS Set-up Key
Acer	All (Win8/10: may need to disable 'quick boot' in BIOS)	F12 (enable external devices may need to be enabled in BIOS)	Del, F2
ASUS	EEE-PC Eee PC 1025c, 7021, 900, 1000H, X43T	Esc (*must boot manually)	F9 or F2
ASUS	R503C	F8	Del or F2
Dell	Most others, including Alienware	F12	F2
Dell	Venue 11 tablet PCs (venue 7 and 8 need micro USB port adapter). Ref, Win 8/10.	Hold 'Volume down' then power on.	-
eMachines		F12	Tab, Del
Fujitsu		F12	F2
HP/Compaq	Older models	ESC	F10
HP/Compaq	Newer	F9	
HP	2000, Pavilion, ENVY, dv6 and dv7 PC, dv9700	ESC > F9	ESC > F10
Lenovo	All (<i>Note: ideapad 100S is not compatible</i>)	F12 or Fn+F12	F1, F2
Microsoft	<i>Surface (*not compatible with e-Exam System)</i>	Hold 'Volume down' and power on.	Hold Vol up and power
MSI		F11	Del
NEC		F5	F2
Packard Bell		F8	F1, Del
Samsung		F12 (or hold down F9)	
Samsung	NC10, Series 5 Ultra, Series 7 Chronos	Esc	F2
Sharp		F2	F2
Sony	VAIO	Esc	
Sony	VAIO, PCG, VGN	F11	F1, F2, F3
Sony	VGN	Esc, F10	F2
Sony	VAIO e series	F12	ASSIST (while off)
Toshiba	All	F12	F1, Esc or F2

Drawing Diagrams



1. In Libre Office Writer: Go to upper right toolbar and select  (or use the top menu bar View > Toolbars > Drawing).
2. The Drawing toolbar will appear at the bottom of the window.



3. To draw use tools: Pencil 'Free-form Line' for free hand lines, 'line' tool for straight lines, shape tools to draw shapes, and 'text box' to type labels.
4. To edit an object, select it with  from the drawing tool bar. Then...
5. Use the 'Properties' tool bar at the top of the window to move, rotate, resize etc.

