CTA exams - Submitting your exam at the Test Centre
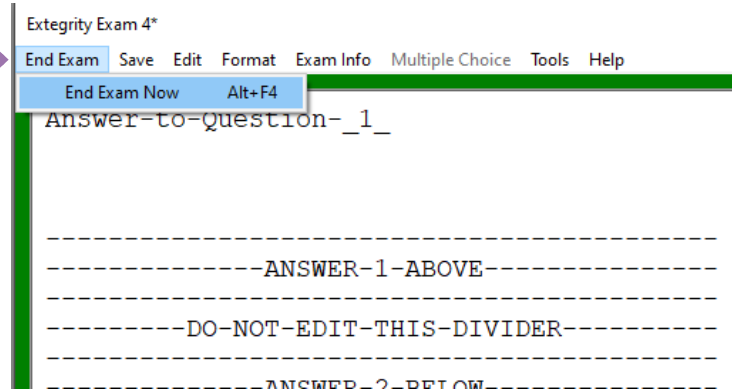
1 | END EXAM

1 Select 'End Exam' and click on 'End Exam Now'

⚠️ The exam timer will stop when you confirm the end of your exam.

Extegrity Exam 4*

End Exam   Save   Edit   Format   Exam Info   Multiple Choice   Tools   Help

End Exam Now   Alt+F4

Answer-to-Question-_1_

----------------ANSWER-1-ABOVE----------------

----------DO-NOT-EDIT-THIS-DIVIDER----------

----------------ANSWER-2-BELOW----------------

⚠️ The exam will **not** end automatically when your time is up, you must end your exam **immediately** when instructed to do so by the Invigilator. Failure to do so may result in disqualification.
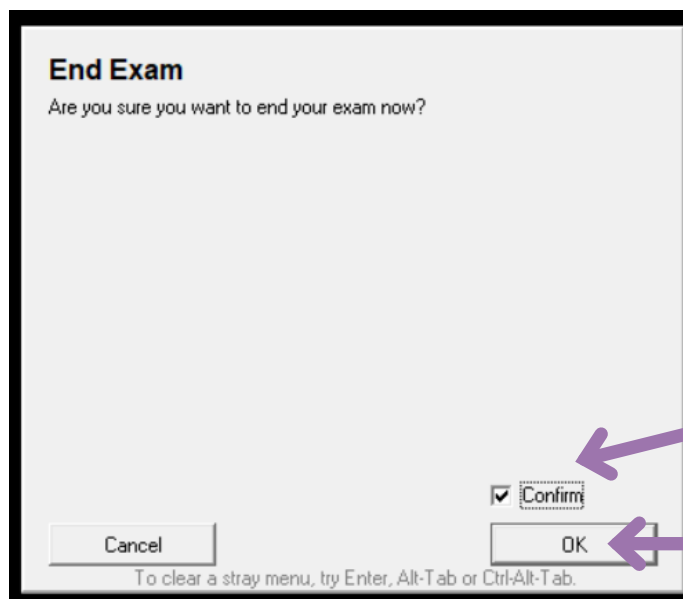
2 | END EXAM - CONFIRM

⚠️ **Remember**: Once you tick to 'Confirm' that you want to end your exam and then click 'OK', you will not be able to type or edit your answers further.
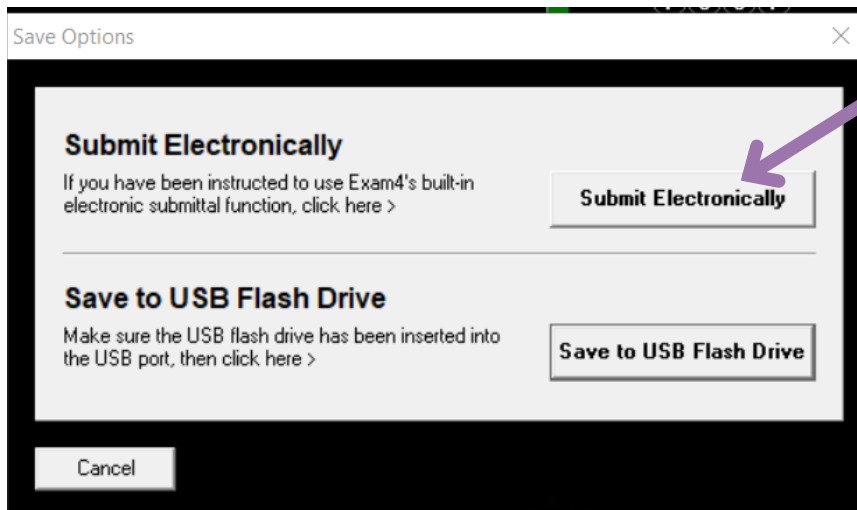
End Exam

Are you sure you want to end your exam now?

Cancel   ☑ Confirm   OK

To clear a stray menu, try Enter, Alt-Tab or Ctrl-Alt-Tab.

1 Tick to confirm

2 Click 'OK'

Submitting your exam

Save Options ✕

Submit Electronically
If you have been instructed to use Exam4's built-in electronic submittal function, click here >

[Submit Electronically]

Save to USB Flash Drive
Make sure the USB flash drive has been inserted into the USB port, then click here >

[Save to USB Flash Drive]

[Cancel]

① Click 'Submit Electronically'

⚠️ **Remember**:
It is highly unlikely, but if you cannot click 'Submit Electronically' it is likely that you are not connected to the internet.

Do NOT panic, your answers are backed up.

If the internet is not connected:
Click 'Cancel' and speak to the Invigilator to see if they can connect your device to the internet. Once you have reconnected, the "Submit electronically" button should no longer be greyed out and simply click on it to submit your exam.
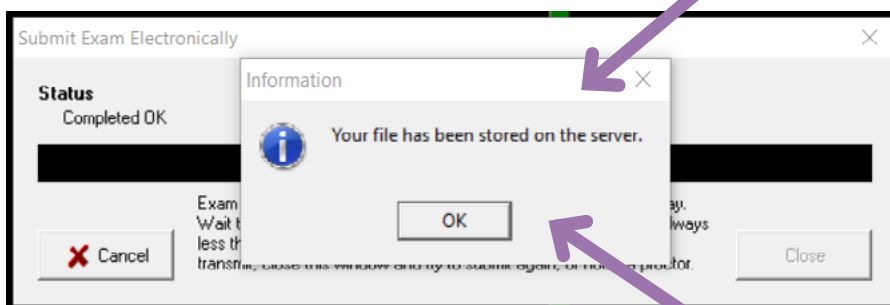

? Your answer submission will now be uploaded to the Exam4 server. This may take a couple of minutes, depending on the speed of the internet connection.

Usually it will only take **a few seconds** to upload.

Submit Exam Electronically ✕

Status
Completed OK

Information ✕
ⓘ Your file has been stored on the server.
[OK]

Exam ...
Wait ...
less th...
transm...

[✕ Cancel]   [Close]

① This box will appear when the upload has been successful

② Click 'OK'
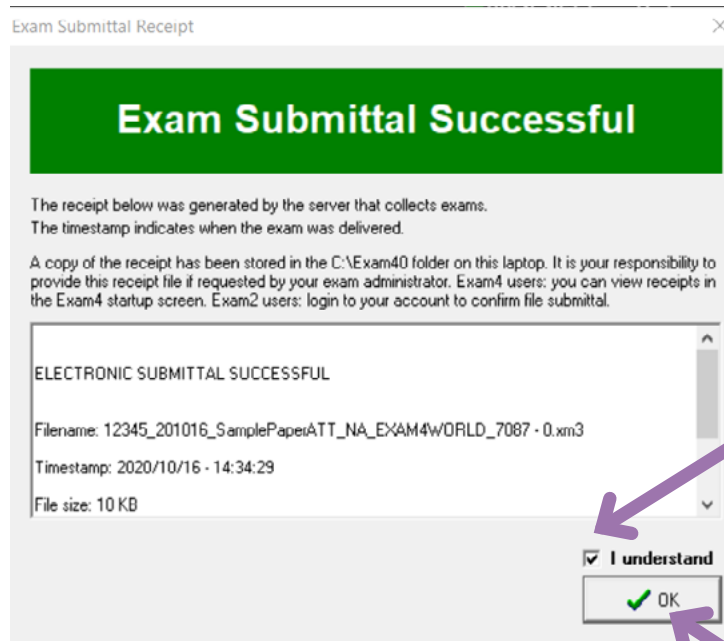
Submitting your exam

EXAM SUBMITTAL SUCCESSFUL

?

This receipt screen confirms the successful upload of your answers.

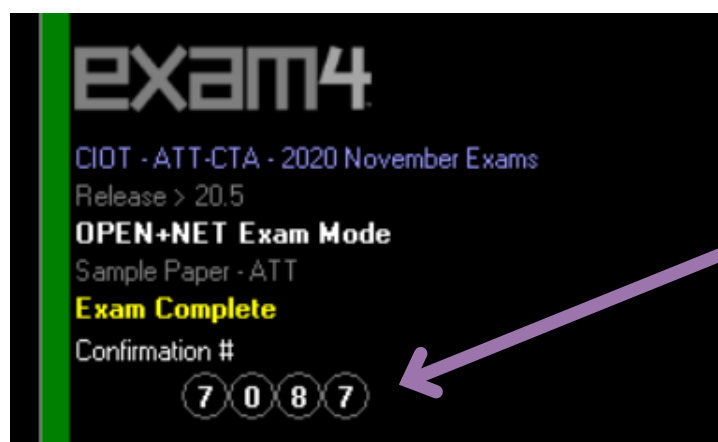You do **not** need to attempt to submit your answers again.

Exam Submittal Receipt ✕

Exam Submittal Successful

The receipt below was generated by the server that collects exams.
The timestamp indicates when the exam was delivered.

A copy of the receipt has been stored in the C:\Exam40 folder on this laptop. It is your responsibility to provide this receipt file if requested by your exam administrator. Exam4 users: you can view receipts in the Exam4 startup screen. Exam2 users: login to your account to confirm file submittal.

ELECTRONIC SUBMITTAL SUCCESSFUL

Filename: 12345_201016_SamplePaperATT_NA_EXAM4WORLD_7087 - 0.xm3

Timestamp: 2020/10/16 - 14:34:29

File size: 10 KB

☑ I understand

✓ OK

1 Tick 'I understand'

2 Click 'OK'

CONFIRMATION NUMBER

exam4

CIOT - ATT-CTA - 2020 November Exams
Release > 20.5
OPEN+NET Exam Mode
Sample Paper - ATT
Exam Complete
Confirmation #
⑦ ⓪ ⑧ ⑦

1 You do **not** need to keep a note of this 4-digit confirmation number.

We mention this so you know it will be showing onscreen, but you do not have to do anything with it.

2

To check your exam has been submitted:
1. Relaunch Exam4 & choose "Select existing exam"
2. Click on the exam you want to check
3. Click on the "View Exam Submittal Receipt" button
- if you see a receipt, it was safely received!