

# ONLINE EXAMS

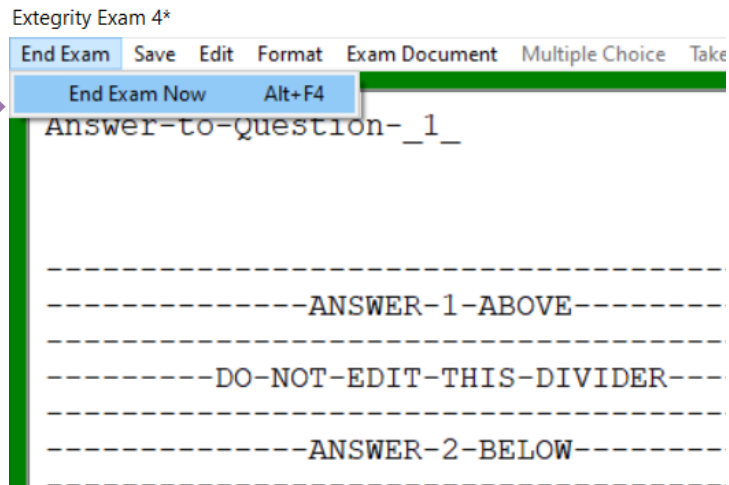
## Submitting your exam

# ADIT

### END EXAM

# 1

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



The exam will not end automatically when your time is up. You are responsible for ending it at the correct time.

Set personal alarms to manage your exam timing and aim to stop typing when you have two minutes remaining.

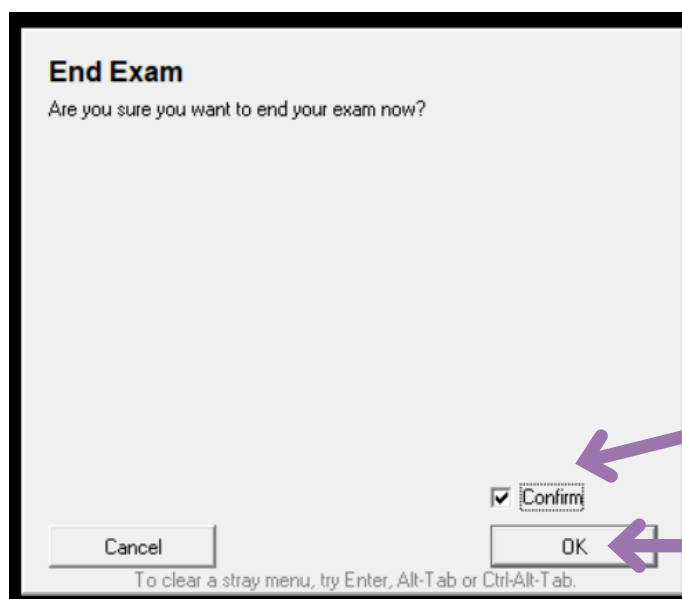
# 2

### END EXAM - CONFIRM



**Remember:**

Once you confirm that you want to end your exam, you will not be able to type, edit or review your answers further.



**1**

Tick to confirm

**2**

Click 'OK'

# ONLINE EXAMS

## Submitting your exam

# ADIT

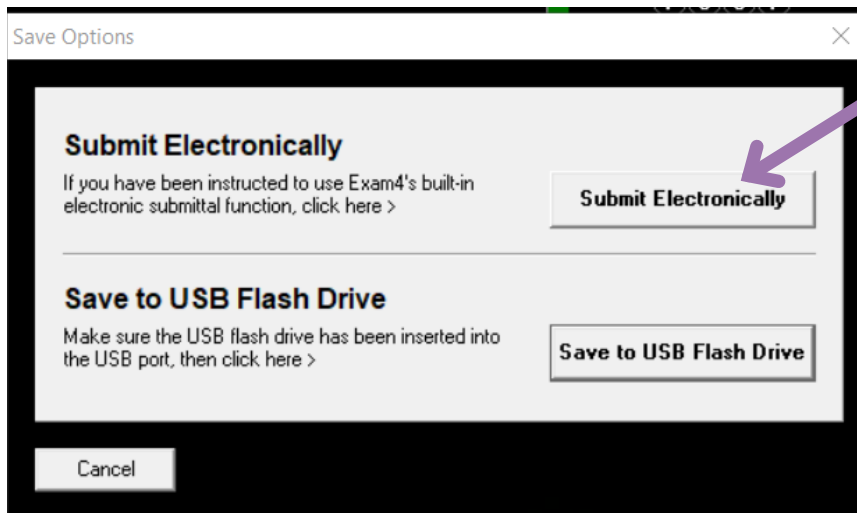
### SUBMIT ELECTRONICALLY

# 3



**Remember:**

A backup of your answers will be saved to your hard drive. If you cannot click 'Submit Electronically' it is likely that you are not connected to the internet so you will need to exit Exam4 and reconnect before you can submit your answers.



# 1

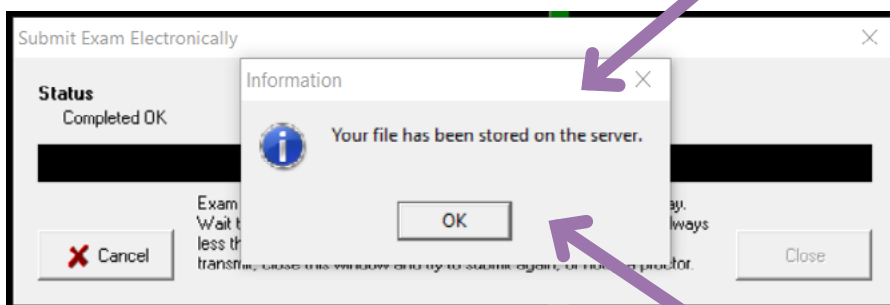
Click 'Submit Electronically'

# 4

### SUBMISSION

# ?

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



# 1

This box will appear when the upload has been successful

# 2

Click 'OK'

# ONLINE EXAMS

## Submitting your exam

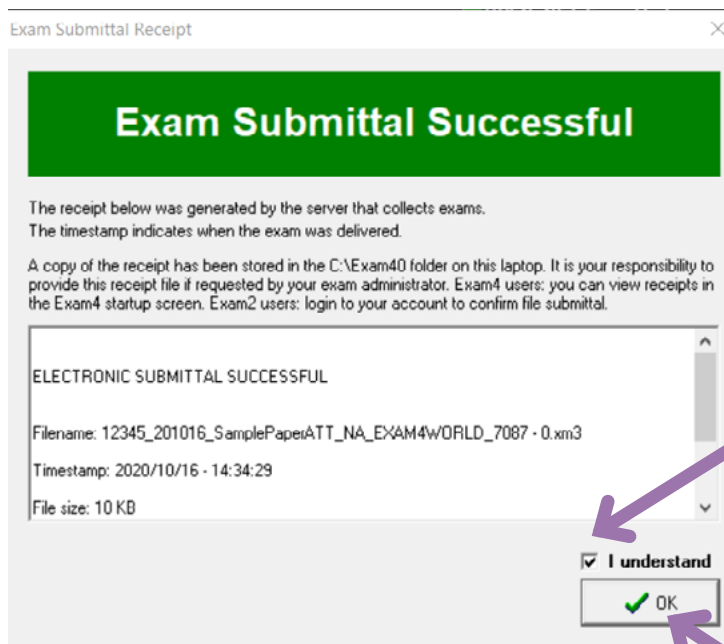
# ADIT

### EXAM SUBMITTAL SUCCESSFUL

# 5

# ?

This receipt screen confirms the successful upload of your answers. You do not need to attempt to submit your answers again.



# 1

Tick 'I understand'

# 2

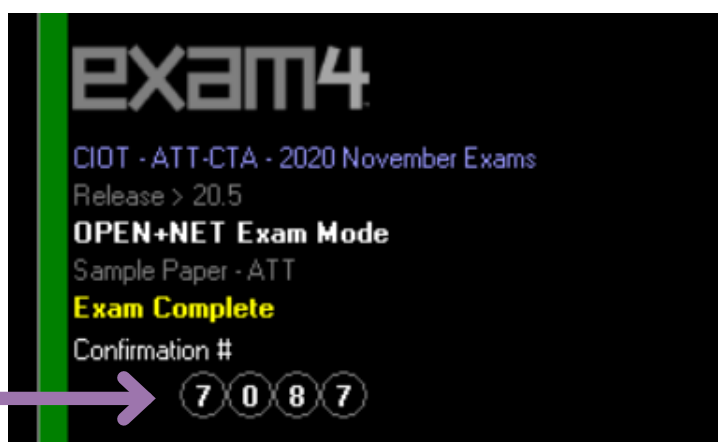
Click 'OK'

# 6

### CONFIRMATION NUMBER

# 1

Keep a note of this 4-digit confirmation number for your record



# ?

To verify your exam was received: Relaunch Exam4, choose 'Select existing exam'. Click on the exam you want to check. Click 'View Receipt'. If you see a receipt we received them!