ONLINE EXAMS
Candidate checklist

ADIT

There are some important steps you will need to take when preparing for your online exam. Use this checklist to keep track of the tasks to be completed before your exam day.

Several weeks before your exam

Check the Exam4 IT Specification
Exam4 is compatible with most devices but make sure you have the minimum requirements

Download and install Exam4
Available four weeks before your exam

Decide where to sit your exam
Use this time to prepare your exam environment

Review Exam4 guides and videos
These will show you how to use Exam4 from start to end

Try using Exam4 from start to end
Submit a sample exam in your chosen exam environment to ensure everything works

Check you have the right books
You can only use the listed permitted books

The week before your exam

Exam Day Guide
This guide will take you through each step of the exam day

Confirm your exam timing
It's your responsibility to manage your exam timing so double check these details

Review the ID verification process

Try using Exam4 from start to end again
The more practice you get, the more comfortable you will be on the exam day

Set up your exam room
Do this the day before your exam, if possible

Your exam day

Prompt any software updates to run
Run these on the morning of your exam. Turn off automatic updates for the duration of your exam

Check your internet connection
You will need to be connected both at the start and the end of your exam

Open Exam4 before your exam start time
Get ready to begin your exam on time

Submit your ID
You must capture and submit a photo of your ID before you start your exam

What you need for your exam

Your IT equipment

Your 5-digit candidate number
You need this number to start your exam. Find this in your candidate information email:

Exam start and end time
You're responsible for managing your exam timing. Note your exam times as soon as you have begun the exam:

Start: **End:**

Alarm clock or watch
Set personal alarms to help manage your timekeeping

Exam4 guides

Books and other resources
Remember, you can only use permitted books

Pens, spare paper and any other stationery
For writing notes during the exam

The end of your exam

Your 4-digit confirmation number
This will display on Exam4 when you end your exam. Note here, for your record: