



Electronic Examination Features

Examination countdown timer

1:04:26 🗴

0:04:14 🗴

The electronic examination displays a countdown throughout the examination.

When the timer reaches 10 minutes to go it will change to display with a pink background to alert users that the examination is nearing the end.

Navigation



Questions can be navigated using the navigation bar at the top of the page.

Users can also navigate by using the previous/next buttons at the bottom of the page.

Examination question pages

Examination question pages are presented in two different ways, depending on the question types that are being asked:

Single-panel screen

For examination questions without reference material (texts, sources), a single-panel screen will be used that makes better use of screen space.

Multi-panel screen

For examination questions containing reference materials, a multi-panel screen will be used that allows users to view reference materials at the same time as responding to the questions. The following information describes the structure of the multi-panel screen:

Reference materials panel

(left panel)

Reference Materials <

The reference materials panel displays thumbnails of available reference materials required for the question. Selected thumbnails will display in the reference display panel.

The reference materials panel can be minimised to allow selected reference material to expand fully to the left margin.

Reference display panel

(middle panel)

Users can adjust the size of the reference material display panel and the question and response panels by selecting and moving the centre 'grab' bar to the left or right. Alternatively, selecting the full screen icon **D** displays the selected panel at full screen.

Reference material that extends beyond the page constraints (top and bottom) are faded out to indicate there is additional text that can be scrolled to.

Reference text can be copied and pasted into the response area.

Question/response panel (right panel)

Users can provide responses by keyboard, as well copying text from reference materials, questions, notes, or the scribble paper and pasting into the response box.

Response boxes expand to accommodate additional text, or text displayed at an increased zoom.

Responses can be formatted by using the options available in the text editor.

♥ B I U x² x₂ 블 · 프 · 프 프 프 트 두 프 프 = ♠ ↔ 0 Words

Apart from standard text formatting options, the text editor also contains word count (for extended response question types) and spellcheck.

♥ Spellcheck

The spellcheck function works by checking all the text in the corresponding response box.

Spellchecking does not constantly monitor text as it is entered, users need to run the function by selecting the **V** icon in the text editor before moving on to the next question.

Tool bar



The tool bar provides a number of resources designed to assist users throughout their examination.

Zoom

• Browser zoom is also available if preferred:

PC: in: Ctrl + Shift + + , out: Ctrl + -

Mac: in: Command + + , out: Command + - (Note: user needs to click on page prior to zooming).

- Adjusts the display size of text and images to suit the user's preference
- Once the preferred zoom is applied, it is maintained throughout the exam, or until changed

Hide

When activated, user's screen is hidden. Used if users need to move away from their workstation during the examination, i.e. bathroom break. (note: examination countdown timer continues when hide screen is active).

🖶 Highlight / annotate

Show notes

- Important information contained within reference texts and questions can be highlighted for quick reference
- The highlighter is activated/deactivated by clicking on a coloured swatch
- Highlights can be deleted by selecting the eraser tool and then clicking once on the relevant highlight

- Once the text has been highlighted, a note can also be added by clicking on the add note icon
 - Individual notes can be minimised and deleted
- The hide/show notes button can minimise/ maximise all notes
- Highlighted texts and notes remain with the reference text if used for multiple questions.

Scribble paper

Text can be entered into the scribble paper by keyboard, as well as copying and pasting from

- ➤ reference text
- ➤ question
- ➤ notes
- Scribble paper can be closed and reopened and the information previously added remains
- Information added to the scribble paper is available across all pages.

Dictionary

The dictionary displays available words progressively as the user is typing. Text can be copied and pasted into the dictionary search field.

Flag

Clicking on the flag icon provides a red flag on the relevant page on the navigation bar. Users can flag questions they may wish to return to at a later time.