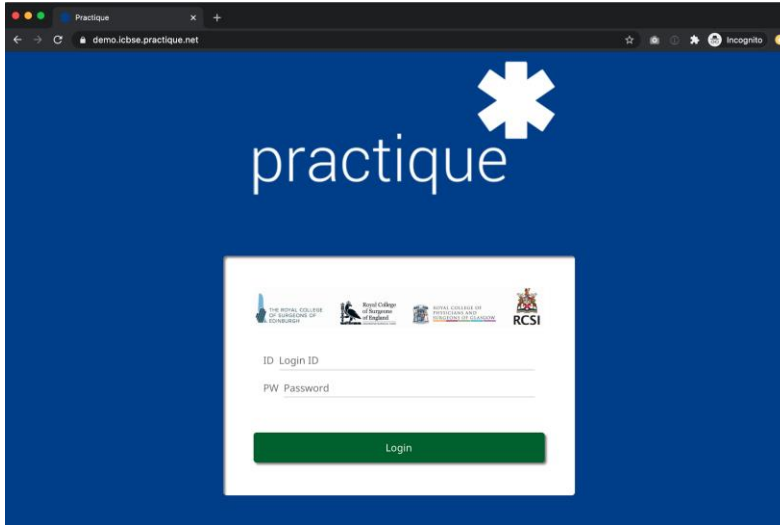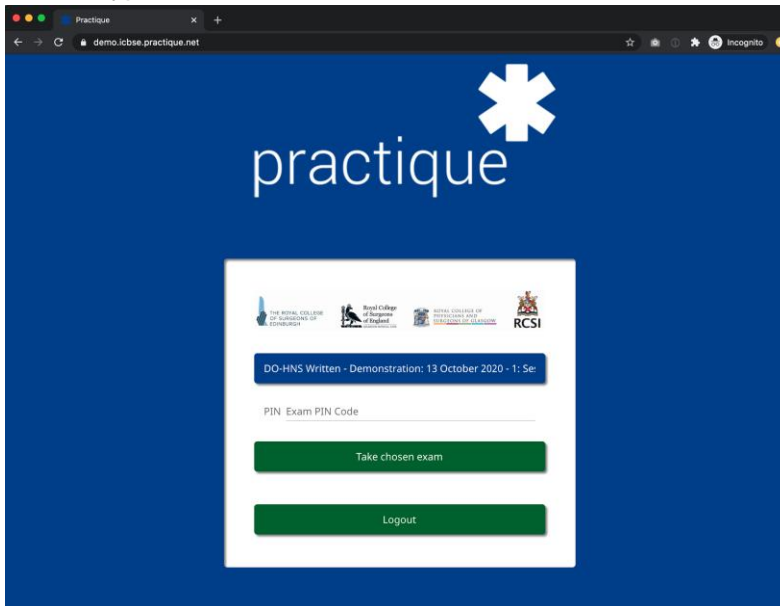# Taking an online written exam on Practique - For candidates

1. Go to the link provided to you by your College. You will be presented with a login screen for your exam:
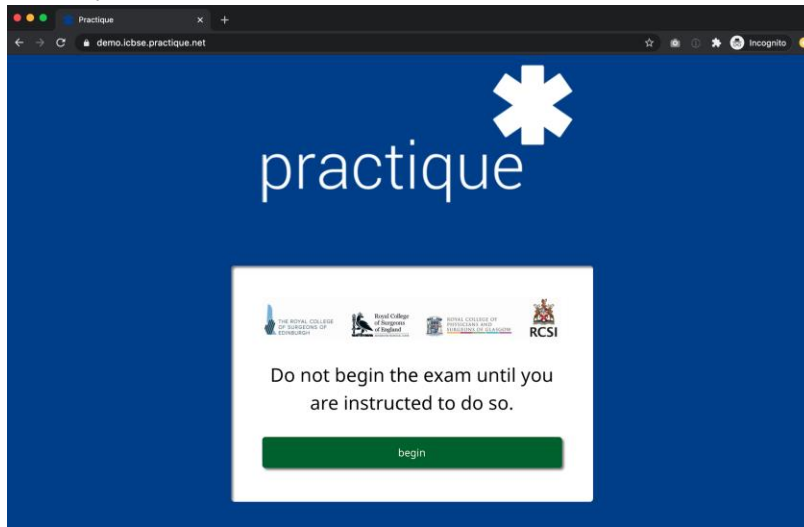

2. Enter your 'Candidate ID' into the 'ID' field and your 'Candidate PIN' into the 'PW' field.

3. Click 'Login'

4. You will be taken to a screen where you should enter the 'Exam PIN'. The 'Exam PIN' will decrypt the exam:

5. Once you have entered the 'Exam PIN' into the 'PIN' field, click 'Take chosen exam'

6. You will see a loading page whilst the exam is decrypted followed by a holding page where you must wait until the start time of the exam:
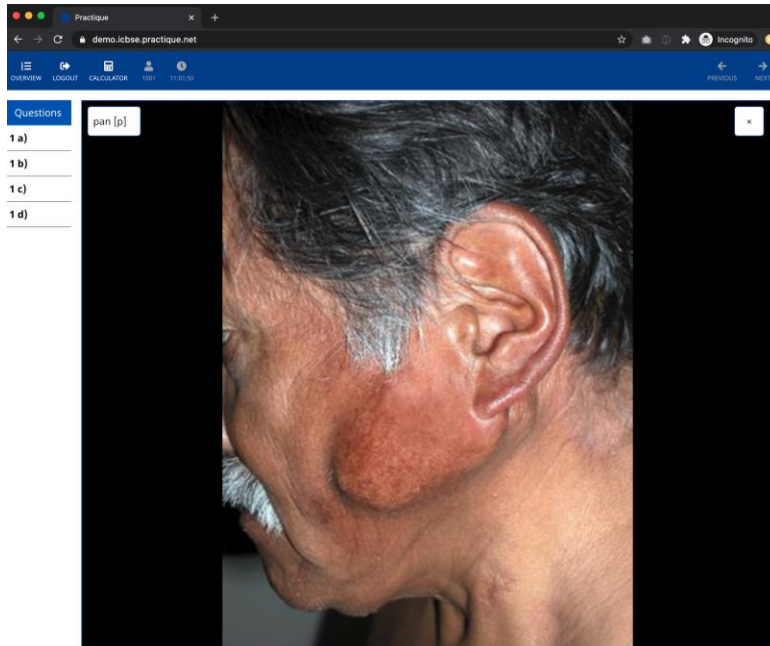

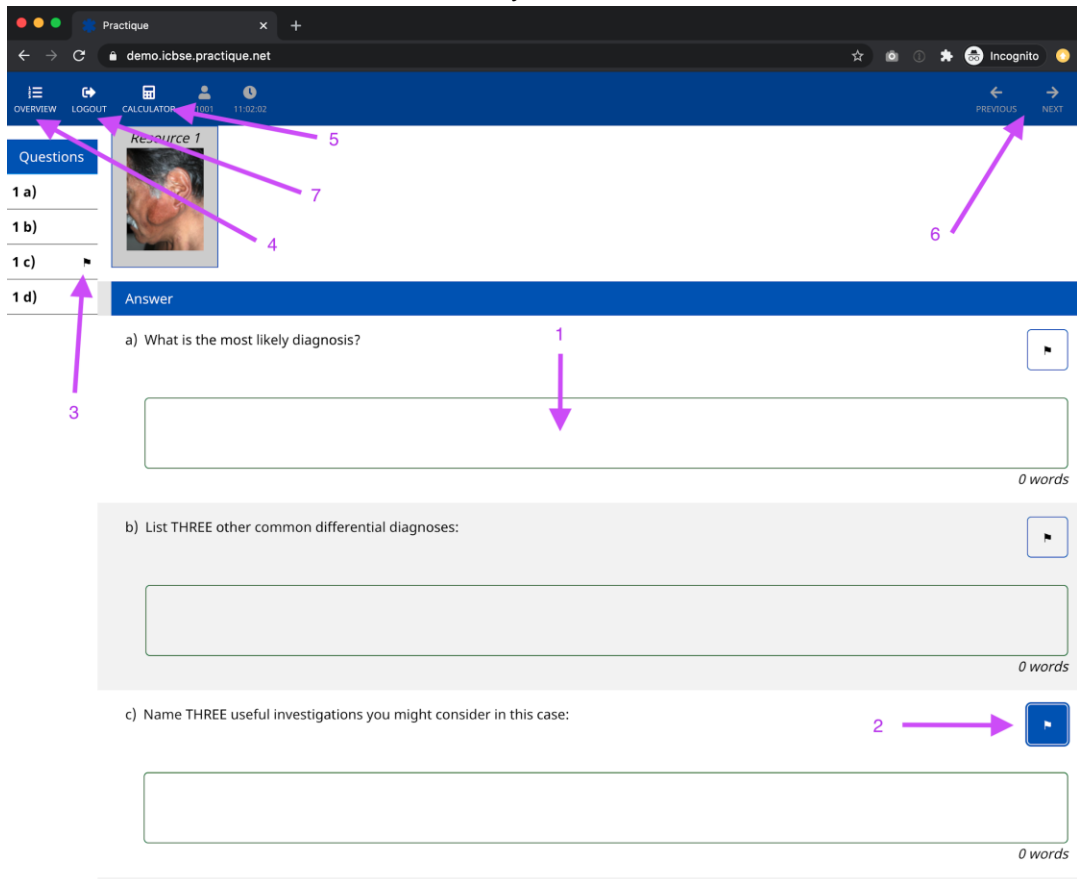7. At the start time of the exam, click the 'begin' button.

8. You will be taken immediately to the first question of the exam, for example (note the layout of the screen will differ for various screen sizes):
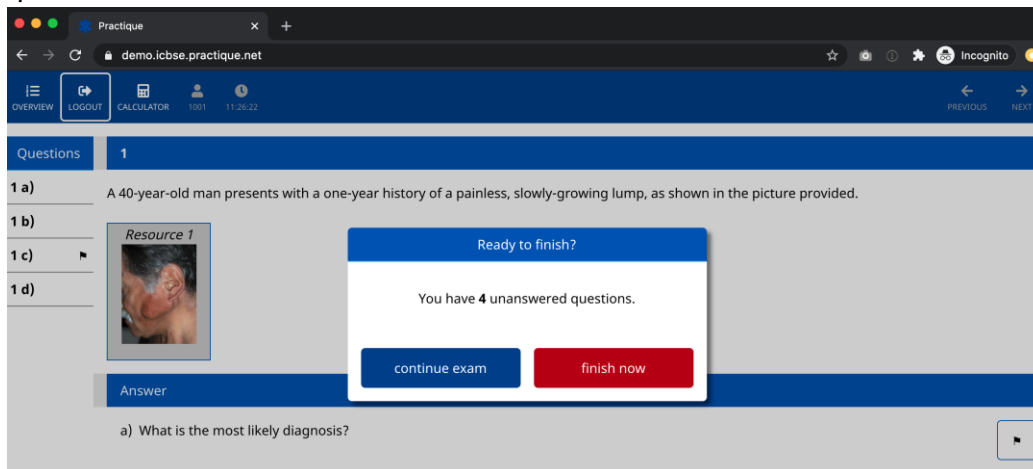
9. To enlarge a resource, click on the resource icon. To make the resource view full screen, double click the resource, you can use the 'X' to close the resource again:

10. There are various other exam controls you should be aware of:

1. Answer box - click into this field to input your answer to the question.
2. Question Flag - Click this icon to have the question marked in the 'Overview' (point 3) if you wish to make it easy to come back and review a specific question.
3. Question Flag icon - This icon shows next to questions that you have flagged.
4. 'Overview' - This toggle will hide/show the 'Questions' overview on the left side of the screen.
5. 'Calculator' - This function gives access to a simple non-scientific calculator.
6. 'Previous'/'Next' - For exams with more than one question, the 'Previous' and 'Next buttons' can be used to navigate between the questions.
7. 'Logout' - Make sure that you logout from the exam once you have completed it.

11. When you have completed the exam, click 'Logout' you will see a confirmation screen which will show you a warning if you have not provided an answer for all of the exam questions:

12. Click 'finish now' to continue with the logout from the exam.