

Online exams

Candidate checklist



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.

Four 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 from Friday 25 September 2020

Review Exam4 guides and videos

These will show you how to use Exam4 from start to end. Download and either print out or save the guides somewhere convenient

Decide where to sit your exam

Give yourself plenty of time to prepare your exam environment

Try using Exam4 from start to end

Complete and submit a sample exam in your chosen exam environment to ensure the app works

Decide which materials you will use

When sitting open book exams you need to find information efficiently and effectively. Decide which books will be most helpful in your exam

The week before your exam

Tax tables

Download and either print out or save somewhere convenient for your exam day

Exam Day Guide

This guide will walk you through the exam day. Download and either print out or save somewhere convenient

Confirm your exam timing

It's your responsibility to manage your exam timing so go over these details in your candidate information email

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 general software updates to run

Run these before your exam (this can take some time). Turn off any 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

Submit your ID (guidance to follow)

Open Exam4 before your exam start time

You must start your exam on time. You will 'Fetch' the question paper at the exam start time

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 and write here:

Exam start and end time

You must start and end your exam on time. Don't lose track, note your exam times here:

Start:

End:

Alarm clock or watch

Set personal alarms to help manage your timekeeping

Exam guides

Tax tables

Books and other resources

Pens, spare paper and any other stationery

For writing notes during the exam

End of your exam

Your 4-digit confirmation number

This will display on Exam4 when you end your exam. Note here, for your own record: