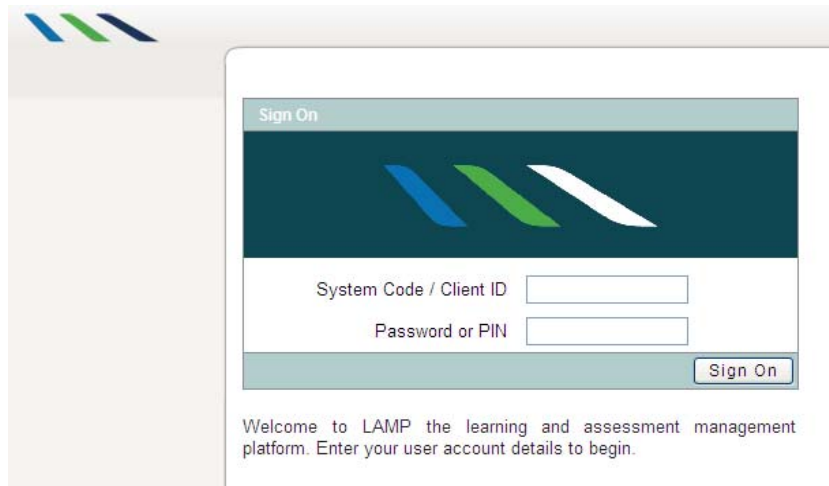


## Candidate information for computerised examination delivery and question format.

### Sign On Screen

1. On your computer, you will see the following screen:

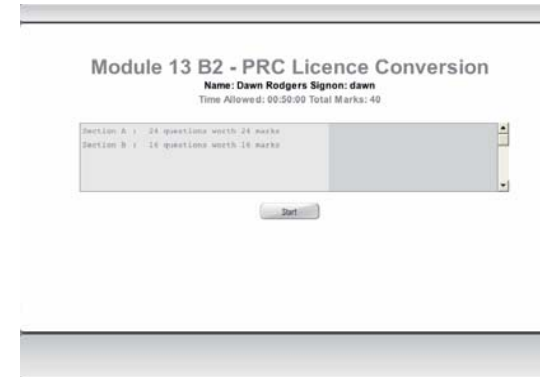


Using the Candidate Login Form given by the invigilator, do the following:

- Enter the Client ID
- Enter the PIN
- Select Sign On
- The Introduction page for candidate (as shown) will display.

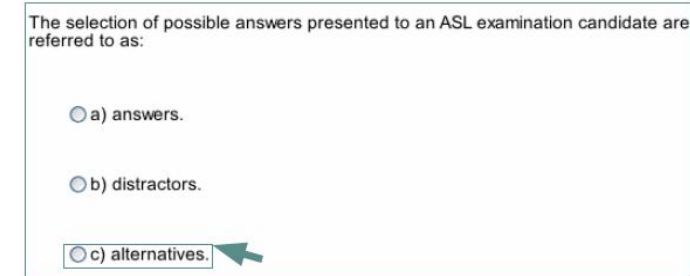
**Please do not click START until advised by the invigilator to do so.**

### Introduction Screen



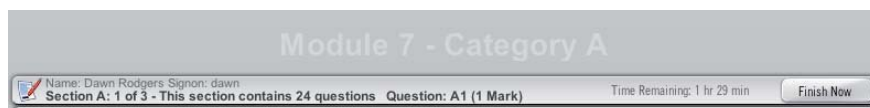
2. The screen will have the following info:
  - Examination title
  - Candidate name
  - Signon - Client ID
  - Duration of exam
  - Total marks for the exam
  - Sections – if applicable
3. Once the invigilator has given the instructions and you are ready to start your examination, click “Start” button.

### Answering the Questions



4. To answer a question, simply click anywhere on the option that you chose as shown in c).

## Navigation Through Questions

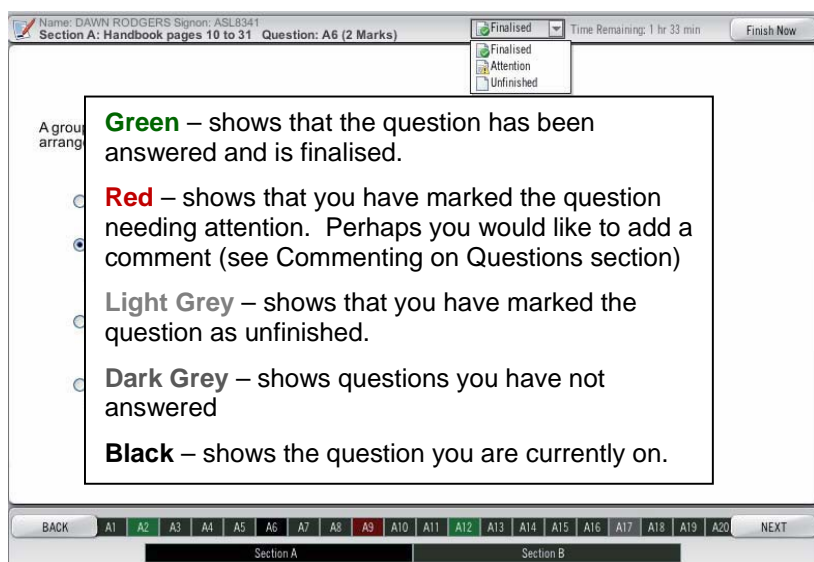


5. Each question has this information displayed above it. It shows:
- Section the question is in.
  - Question number (A1).
  - Marks allocated for the question (1 mark).
  - Time remaining – this will turn red during the last 5 minutes.



6. The navigation information shown above is displayed beneath each question.
- Use "Back" or "Next" to move to between questions.
  - Use "Section" buttons to move between sections.
  - Question can also be selected by clicking on its number.
7. Question display will change colour once the question has been answered and the next one selected.
8. Once answered, the questions can still be reviewed and the answers you have made changed.

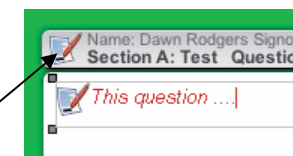
## Advanced Navigation



9. During your examination you may "flag" questions that you wish to come back to. At the top of the question screen you have the option to mark questions as Finalised, Attention, or Unfinished.
10. As you answer your questions, they will automatically be noted as Finalised. You can change this by selecting the other options as shown in the drop-down box (see box above for further explanation).

## Commenting on Questions

11. You can insert comment on questions during or after your examination by clicking on the comment icon, and type the comments using the keyboard.



12. Please note that once you create a comment box, you cannot delete it from that question. However, you do not have to enter any comments if you do not wish to.

13. You will also be given 5 minutes at the end of your examination to comment on questions. You can only make comments during this period but cannot change your answers as the examination is now locked.



## Results

14. Your exam response will be automatically marked at the completion of your exam. However, your result notice and feedback cannot be processed until all those sitting with you have completed their exam.
15. To view and print your result, you need to log into the CAA Customer Portal (<https://portal.caa.co.uk>). You will need a username and a password to access your records.