

WEB EXAM CANDIDATE INSTRUCTIONS

Objective: How the candidate can login to start the exam session and answer exam questions.

The candidate is to be given a copy of this document on exam day.

Web Exam Support



North America: - Toll Free: (866) 845-4870
International: 613-969-1707

Reminder:

In order to receive final confirmation of your exam results, your proctor needs to login to their LCMS account to submit the Proctor's Report immediately following the exam.

Step 1 – Complete “Web Exam Setup and Preparation” Document

Our Order Desk communicates that this step should be completed prior to the exam day. If not already completed, please see the document labelled “Web Exam Setup and Preparation” to complete the system test. This system test ensures that all hardware and software requirements have been met and introduces the exam layout. If this step is not completed, there is a possibility of losing exam answers. LCS is not responsible for lost answers due to technical difficulties.

****THE CANDIDATES ARE NOT PERMITTED TO BRING ANY PAPERS, BOOKS OR NOTES INSIDE THE EXAMINATION ROOM****

Step 2 - Navigate to website

Start the web browser and go to <http://www.loyalistexams.com/exam-students/online-examinations>
Click ‘Exam Login’ to start your exam.

Online Examinations

Before taking your exam and to avoid any technical problems, you must complete:

1. [System Setup and Preparation](#) to ensure your computer meets the hardware and software requirements.
2. To help with your exam, review the [Candidate’s Examination Instructions](#) before you begin.
3. All exams, regardless of whether they are paper-based or web-based, require a proctor.
If you are a Proctor for a web-based exam, please read the [Web Exam Proctor Instructions](#).



Step 3 – Login

Fill in the **Username** and **Password** provided by the proctor and click “Enter”.


Participant Login	
Please enter your name and password below	
Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Enter"/>	

Step 4 - Start Exam

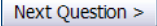
Click the exam name or **Start** to begin the exam.

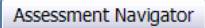
Click **Open** on the dialog box.

The assessment will open using Questionmark Secure.


Assessments (1)	My Details
Start	Names
	System Test

Step 5 - Answer Questions

Click **Next Question >** to begin the system test. 


Assessment Navigator can be used to jump to a particular question. 

Unanswered questions are displayed as yellow. Answered questions will be displayed as white. Please see a sample of the Assessment Navigator on the right.

If you choose to come back to a question, click the flag icon. 

The question will be displayed on the Assessment Navigator with the upper left hand corner of the question box filled in black.

Step 6 - Save Answers

Click on the disk icon at anytime to save your answers. 

Your answers will be saved automatically every ten (10) minutes.

Step 7 - Exit Assessment

To exit the assessment, you must click the 'Submit' button once all questions are answered. When you click **Submit**, click **OK** on the warning.