

## WEB EXAM SYSTEM SETUP AND PREPARATION

### **Objective:**

**Setup and test the computer one business day prior to the web exam session**

Step 1 – System Requirements

Step 2 – System Test

### **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 - System Requirements

The following are the minimum requirements of the computer hardware and software for web based exams. It is essential that these steps are completed before taking your exam. If you do not follow these steps and lose your exam due to technical difficulties, you will need to start your exam again. LCS is not responsible for lost exam answers.

### Computer System Requirements

- **Microsoft Windows** operating system - Windows XP, Server 2003, Server 2008, Vista or 7
- **Microsoft Internet Explorer 6 or later** - although this does not need to be the default browser.

## Step 2 - System Test

This System Test ensures that all system requirements have been met and introduces the exam layout to the candidate.

### 1 – Navigate to website

Start the web browser and go to <http://www.loyalistexams.com/exam-students/online-examinations>  
Click 'Exam Login' to log into the sample exam.

## Online Examinations

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

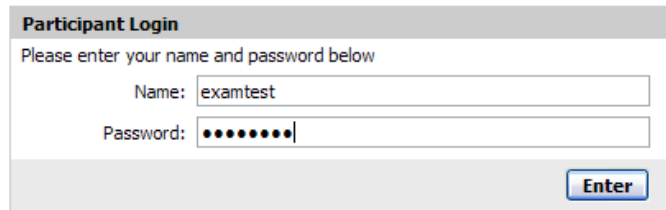
1. [System Setup and Preparation](#) to ensure your computer meets the hardware and software requirements.
2. To help with your exam, review the [Candidate's Examination Instructions](#) before you begin.
3. All exams, regardless of whether they are paper-based or web-based, require a proctor.  
If you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



## 2 – Login

Username: **examtest**

Password: **examtest**



**Participant Login**

Please enter your name and password below

Name:

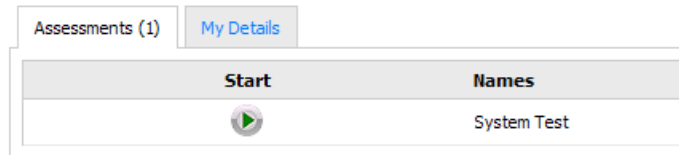
Password:

## 3 - Start Exam


Click **System Test** or **Start** to activate the sample exam.

Click **Open** on the dialog box.

The assessment will open using Questionmark Secure.



Assessments (1) My Details


Start	Names
	System Test

## 4 - 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.

## 5 - Save Answers

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

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

## 6 - 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.