



Classmarker Exam Software Instructions

To access the exam, you need:

- A lap-top, desk-top, tablet (or smart phone, although NOT recommended)
- Unrestricted access (no firewalls) to a common browser
- Excellent wifi connection
- Personal log-in and password provided to you by Classmarker directly, around a week prior to the exam
- A continuous power supply for your device

Please note:

- Once you start the exam, you must finish in one sitting (despite the display of a "save and finish later" function).
- If you log out of the exam for any reason other than connectivity issues and the need to log back in, your exam is over.

When you have received your log-in and password, please go to <u>www.classmarker.com</u> and enter it here You can do this any time before the exam goes "live"!



The Quiz Maker for Professionals



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Once that step is complete, log out and wait for exam weeks to start and then log back in, when you are ready to take the exam!







Please note that you will not see your actual test here until exam weeks start!

(the exam will go "live" at the beginning of the range and stay live until the close of the range or until you have taken the exam! You can access it at leisure, but once accessed, you must finish it in one sitting!)



The first page of your test is a pledge to conduct yourself with integrity and honor during the exam! **No pledge, no exam!**



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Once you press "Start", your count-down clock starts and your questions are displayed in random order. Answer the question and press "Next"! You can skip the question and return to it later!





You can navigate forwards, backwards and press the "see all questions" here

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	Proctor Test III See all questions O Time left: 3:51:02					
	Question 2 of 5					
	During the exam, an examinee's phone rings and she answers it. She starts having a conversation and you ask her to end the call. She says it is an emergency and she cannot hang up. Which of the following is the best way for you as a proctor to respond?					
	 A. Take the phone from the examinee and hang it up. B. Tell her to talk quietly you'll give her 5 minutes to wrap it up. C. Tell her that she needs to take it outside and escort her there 					
	 D. Ask her if she can deal with the issue by texting instead. Clear selection 					
	✓ Previous					
		ClassMarker ☑				
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Any time you press "see all questions", you will see this screen. Questions skipped say "unanswered". You can click on any question to either provide or change an answer!

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	All Questions Bookmarked (0)	•
	Question 1 Answered	
	Question 2 Answered	
	Question 3 Unanswered	
	Question 4 Unanswered	
	Question 5	
	O D. Call off the exam for all examinees and hope for better connectivity next year.	
	Clear selection	
	✓ Previous	
	Finish now	
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Please note:

- When you get to the end of your exam, you can press "finish" and then "confirm finish". You don't have to wait until the end of the 4h.
- Your answers are saved as you submit each one, not at the end of the test. This means you will not lose any work. You will not have to press "save" constantly!
- Avoid using the browser back button as this will not work. To go back to previous questions, use the "previous" button which is under your questions.
- How to avoid being logged out of the test:
 - 1. Stay connected to the Internet during your test.
 - 2. Do not click away from the test until you have submitted your answers and finished the test
- Troubleshooting:
 - If your test page freezes, you can always click "refresh" on your web browser and the test will again load on the same question/s you were on.

• If your computer or web browser has a problem or they are closed, *using the same web browser*, re-open your web browser, go to the start link for the test and you will be taken back to the last question you were on, where you will be able to resume your test. **You will not have lost any answers!**

Your exam results will be ready around 2 weeks after your exam. Psychometrics are run to ensure full exam and question validity and to set the pass rates (exam graded "on the curve")!

Any technical issues with your computer or with your connectivity are for you to resolve!

For any Classmarker related issues during the exam, please contact our head proctor and psychometric expert, Dr. Jill Waalen, or the Executive Director of the IBLM & ABLM, Stephan Herzog!

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