



Checking your Invigilated Exam Settings

As part of preparing for your invigilated exam, you will have downloaded RPNOW and completed the Mandatory Training Quiz. This ensures you can support students as they undertake this process. You will need to follow a similar process to review your exam using the RPNOW browser to ensure you have the correct exam settings. Once you have completed setting up your exam, follow this process:

1. [Download RPNOW](#) (UniSA learnonline environment)
2. Select the Course Coordinator and select Mandatory Training Quiz
3. Navigate to your course site and to your exam
4. Select 'Preview' to preview your exam
5. Enter your password manually. (Important: you only need to enter your password manually in this instance for the sole purpose of checking your exam settings.)
6. Review **each** question checking in particular:
 - a. That any attached documents (PDFs, Excel spreadsheets, Word documents etc.) open successfully and that the students are still able to navigate to the quiz
 - b. Check that all included images are showing correctly
 - c. Any included tables are able to be viewed correctly