



Instructions for the Electronic Exam Labs Technician on the Day of the Exam

- Log in to all computers using the username and password for electronic exams account.
- Leave two computers available in case a problem occurs with a student's computer while taking the exam.
- When a technical problem appears in the electronic exam system, inform the college exam administrator.
- Log out of all computers after the exam ends and contact the lab supervisor to ensure that it is closed.