



Divine Word University

Information Communications Technology Division

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Dear Madang Campus Students,

It is that time of the year again when fulltime undergraduate students prepare themselves to sit for their semester academic examinations.

Our team at the ICT Helpdesk have put together a list of recommended ICT requirements that we believe students should be aware of as they prepare themselves and the learning tools they will need prior to sitting exams in the next few weeks.

**Thank you
ICT Division**

Preparing For Online Exams

Recommendations By ICT Helpdesk

Date: May 2023 | Contact mcicthelpdesk@dwu.ac.pg



Recommendations From ICT Helpdesk

The following is a list of recommended ICT requirements, which should be taken into account when preparing your laptops prior to online examinations. In this section ICT Helpdesk lists down basic reminders and tips students need to be aware of as they prepare themselves and the learning tools they will be using prior to the examination day(s).

Passwords

Students are expected to ensure they can be able to login to Moodle with their username and password successfully prior to the exam day.

Refer to this link to test your Moodle login <http://learninghub.dwu.ac.pg/>

Students **MUST** resolve any password issues before the actual exam day.

Web Browser

Safe Exam Browser will be used for some exams hence make sure you have the latest update of the application installed on the device you choose to use during exam.

Refer to CLT page on e-learning for any support to safe exam browser.

Physical Hardware Issues

Students are expected to resolve any physical hardware defects on their laptops including those listed below prior to the exam day.

- malfunctioning keyboards,
- touchpads
- power adapters
- as well as LCD screen

Recommended Windows Software

- Win 10 Professional
- MS Office 2016

Note:

*Win 8. And 8.1 is **NOT** recommended due to its limited or no WiFi connectivity issues*

Virus Guard

- It is always advisable to ensure your anti -virus application has the latest definitions to safeguard your device from malware.

Power and Battery

Fully charge your laptop prior to examination day.

Bring your laptop **AC adapter cable/charger** to the examination room if your laptop is AC power dependent.

Note:

Extension power boards may be used in some exam rooms for students to connect AC power should their laptop battery be power dependent. But these will not include all exam rooms.

Time and Date Settings

Ensure the Time and Date settings on your device does no interfere with loading of exams with SEB. Adjust date and time settings to current time.

Fix Wireless and Network Driver Problems

Wireless and Network Drivers are specific to your operating system so if you change Operating Systems you must **update your Network Drivers**. Even without major changes, Wireless & Network Drivers update all the time and you should make sure you are always running the updated version.