

Appendix 3: Exam Clock Set Up

To access the exam laptop:

Username: examsupervisor

Password: study-1929

How to Connect to vivi

1. Tap once on vivi icon in the task bar



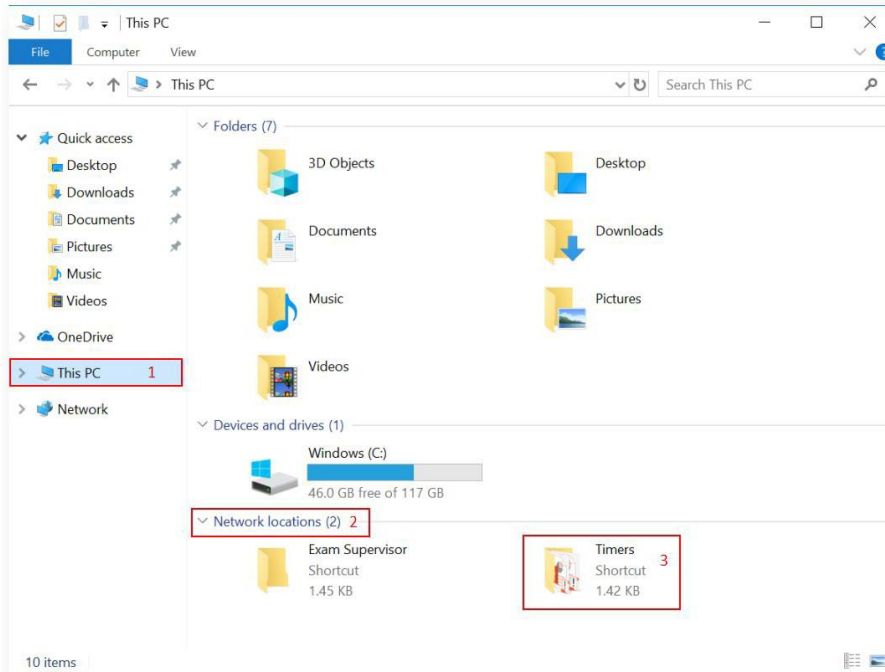
2. Search and select the classroom that you wish to connect to
3. Enter the room code to join this room (It can be found on the bottom left of the room's display).
4. Press "Present my Screen"

NOTE - For further information on how to connect to vivi, please see this article: [Connecting to Vivi](#)

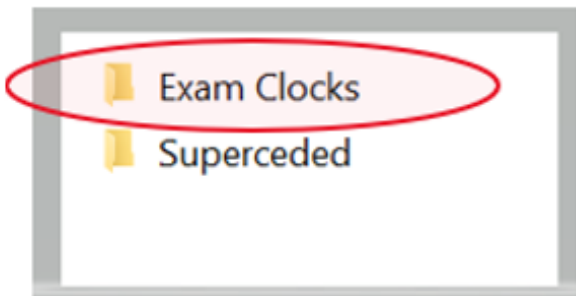
Exam clock setup

The exam clocks can be found in File Explorer under:

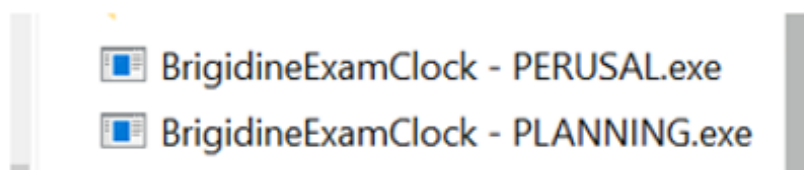
This PC > Network Locations > Timers



Once in Timers, select: Exam Clocks



Once in Exam Clocks, select "Planning" or "Perusal" as per the exam coversheet:



1. Perusal Exam Clock:

Exam Clock

Exam Details

Exam Name: 12 Maths

Year Level: 12

Subject: Maths

Exam Times

Perusal: 10

Include perusal in start time (excludes by default)

Time Allowed: 120 minutes

Start Time: 08:25 AM

Time warning: 10

Play sounds? [Test sound](#)

[Reset to defaults](#) [Start timer](#)

Instructions

The perusal time is excluded in the start time by default.
 E.g. if perusal is set to 10 and the start time is 12:00pm the counter will start at 11:50am.
 This behaviour can be changed by checking the checkbox below perusal.
 If there is no perusal set perusal to 0.

Time warnings are seperated by commas (with no spaces).
 A time warning will flash on the screen. If you chose to include a sound it will play a chime.

Fill in the details and click 'Start timer' to begin the timer.

You can press the esc key to close the clock.

Note: Tick "Include perusal in start time box" **every time**, and just enter '0' if there is no perusal time.

End of Exam actions:

- Close exam clock (click on X in top right-hand corner)
- Access the vivi icon and select "Stop".



2.Planning Exam Clock:

Exam Clock

Exam Details

Exam Name: 12 Maths

Year Level: 12

Subject: Maths

Exam Times

Planning: 10

Include planning in start time (excludes by default):

Time Allowed: 120 minutes

Start Time: 08:25 AM

Time warning: 10

Play sounds? [Test sound](#)

[Reset to defaults](#) [Start timer](#)

Instructions

The planning time is excluded in the start time by default.
 E.g. if planning is set to 10 and the start time is 12:00pm the counter will start at 11:50am.
 This behaviour can be changed by checking the checkbox below planning.
 If there is no planning set planning to 0.

Time warnings are seperated by commas (with no spaces).
 A time warning will flash on the screen. If you chose to include a sound it will play a chime.

Fill in the details and click 'Start timer' to begin the timer.

You can press the esc key to close the clock.

Note: Tick "Include planning in start time box" **every time**, and just enter '0' if there is no planning time.

End of Exam actions:

- Close exam clock (click on X in top right-hand corner)
- Access the vivi icon and select "Stop".

