Top Ten Exam Tips

1. Remember that all things exam related can be found in one spot, the **Exam Center**!
2. Fill out the **Registration Form** by May 2nd!
3. Your **PlanetSSI** account has been set up for you. Your username is your full email address (ex. john.doe@student.shu.edu) and your password is your 8 digit Student ID# This is the webpage where you download the updated software and also get your Take Home exams from.
4. Make sure to bring your power cord!!!
   You will have to handwrite your exam if you do not have it with you in the exam room.
5. Remember to authenticate on the wireless network **BEFORE** entering the exam software. This will ensure that you can upload your exam via the Transfer Utility upon exit of the software.
6. **PC and MAC users** must update their exam software this semester.

   ## NO EXCEPTIONS!!!

   Please Get Your Exams and Licenses in the exam software.
   PC version is 6.7.2 and MAC's are now at version 7.1.6. Both are available at PlanetSSI. The updated MAC version of the software now looks and functions like the PC version and continues Snow Leopard support. For both PC and MAC, please refer to the newly updated **PC and MAC Securexam User Guide** to familiarize yourself with the new versions of the software.
7. If you experience any laptop issues prior to, during, or after you exit an exam, immediately notify the proctor by raising your hand as per our Laptop Policy and the Code of Conduct During an Examination!!!
8. Make sure you have either successfully uploaded or the proctor retrieves your exam with the USB key (for those who unsuccessfully upload) before leaving the exam room!
9. Take Home Exams are downloaded from **PlanetSSI** and your answers should be typed using Microsoft Word, **NOT** the exam software. Please refer the section in the Exam Center entitled **"Take Home Exams"** to familiarize yourself with the proper Take Home Exam procedures.
10. Make sure you know what time and day your exams are! This is especially important for those of you who have self-scheduled their exams. Also, if you have an exam on Saturday, May 7th, *__it starts at 10am__* and NOT at the usual 12pm time for exams that occur on Mon-Fri.