



TANGAZA UNIVERSITY COLLEGE

The Catholic University of Eastern Africa

TUC STUDENTS ONLINE EXAMS CHECKLIST

BEFORE EXAM

1. **ENSURE:** You have a functional desktop / laptop computer with a working webcam, a stable power source and internet connection.
2. **ENSURE:** You have cleared any outstanding fees balance with the finance department.
3. **ENSURE:** Your Moodle credentials are working. In case of any challenge, fill the form in the link provided: <https://forms.gle/ggt8MKxeLDLKMFJE6>
4. **ENSURE:** Your courses are successfully enrolled and appear under :- My courses on the left pane of the Moodle site. In case of any challenge consult with your department / Institute administration.
5. **ENSURE:** Lockdown browser has been installed and tested by taking the Mock exam on: - Respondus Browser: Tangaza University College (students). Navigate to topic 12.

DURING EXAM

1. **ENSURE:** You login to Moodle **30 minutes** before the scheduled exam time
2. **ENSURE:** Kaspersky antivirus software is disabled before the scheduled time. (If installed on your computer).

HOW TO ACCESS YOUR EXAM

1. Once logged in your Moodle account click on **SITE HOME**
2. Under My courses click on the **COURSE** you want to access.
3. The exam **LINK** will be displayed on the main field area. Click on it to open.
4. Click on launch lockdown browser and proceed to **ATTEMPT** the exam as by the instructions given.

FAQs

What are the system requirements for LockDown Browser?

- Operating Systems
 - Windows: 10, 8, 7
 - Mac: MacOS 10.12 or higher
- Memory
 - Windows: 75 MB permanent space on the hard drive
 - Mac: 120 MB permanent space on the hard drive
- Functional Web Camera