

Medical
Schools
Council



Bringing experts together

Exam-Write[®]

Candidate Guide

October 2025

Candidate guidance for using the Exam-Write® platform

1. Introduction

The following user guide has been designed to provide candidates with support on how to use the Exam-Write® platform when taking assessments/exams.

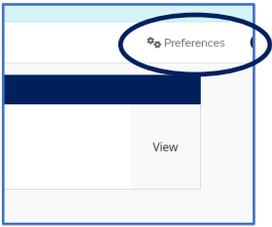
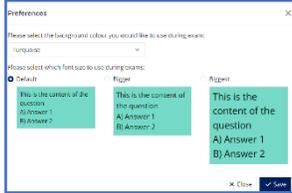
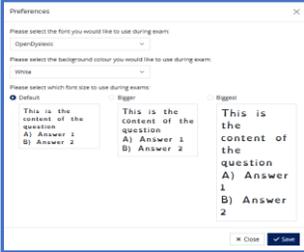
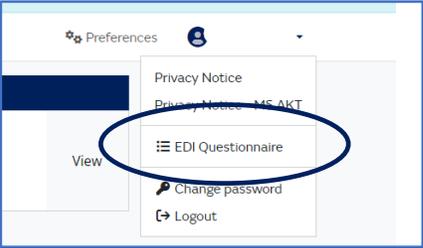
Before you log in to the Exam-Write® platform we strongly recommend you check that the clock on your device is set at the correct time for your location.

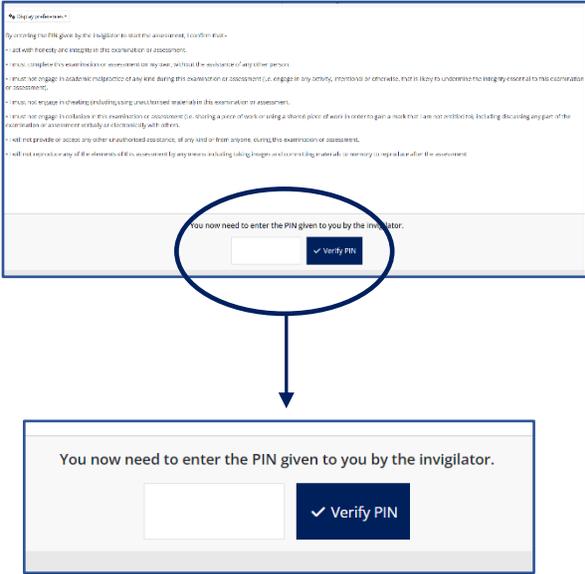
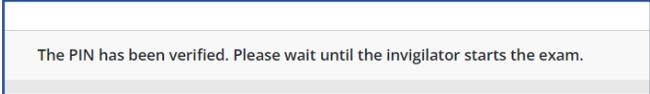
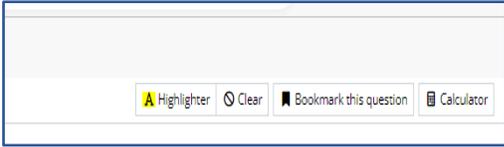
We strongly recommend that you use the browser Google Chrome but it does work well on the latest version of Edge, Firefox or Safari.

Please note that your medical school will advise you on the correct way to log in, which may be different to point 1 below depending on the lockdown software.

2. Starting your assesment/exam

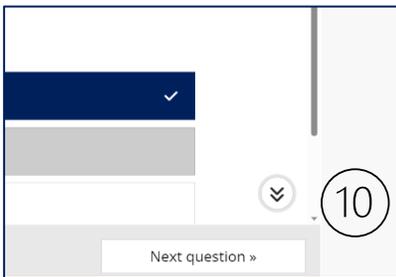
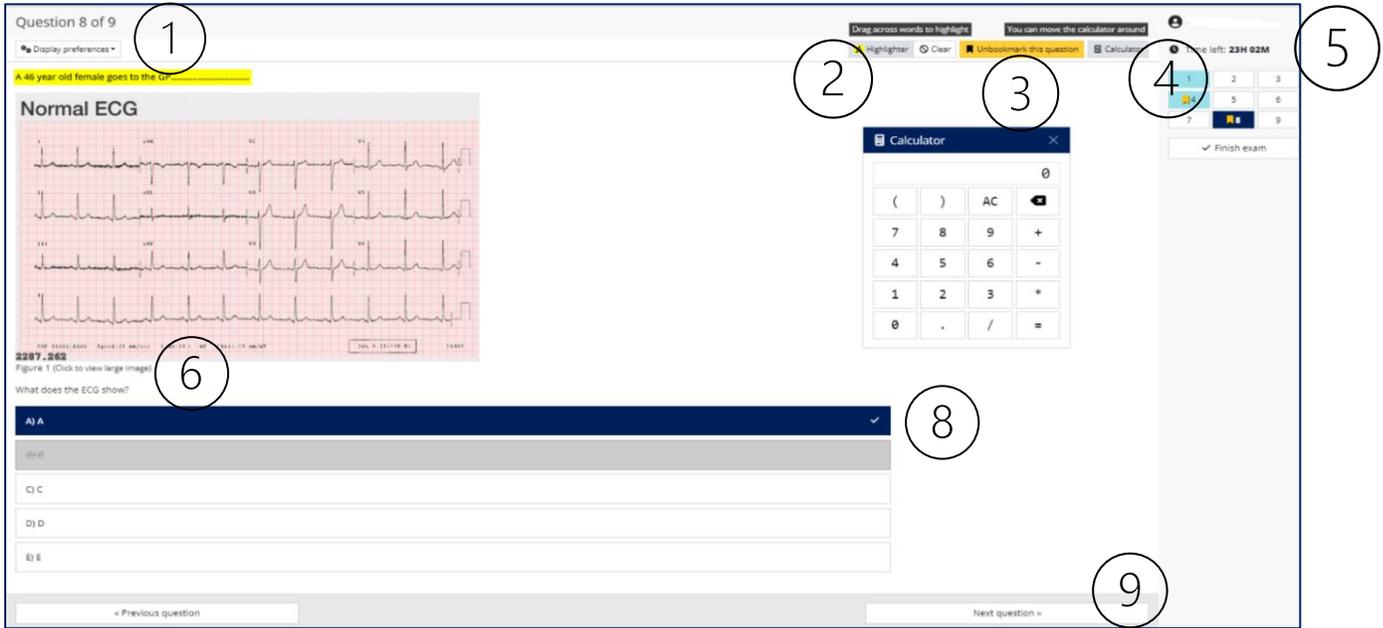
1.	<p>On the Exam-Write® log in page, enter your registered university email address and your saved password or create a new password if this is the first time you are using the platform.</p> <p>If you are due to start an exam and have forgotten your login details, let your invigilator know immediately as they will be able to help you with access.</p>	
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<p>2.</p>	<p>After logging in, the next screen will list any scheduled exams that you have been added to. There may be more than one listed so do make sure you select the correct exam by clicking view to the right of the relevant exam.</p>	
<p>3.</p>	<p>Before beginning your exam, you can change your background screen colour and text size, or chose the OpenDyslexic font under preferences. You can adjust the text size to bigger or biggest (example 1) and change the background colour of the screen (example 2). Or change the default text to OpenDyslexic (example 3). Your chosen preferences will remain throughout your exam but if needed you can change them during your exam.</p>	 <p><i>example 1</i></p>  <p><i>example 2</i></p>  <p><i>example 3</i></p> 
<p>4.</p>	<p>You are required to complete the EDI questionnaire and will find this listed in the drop down under your name. We recommend this is completed ahead of the exam.</p>	

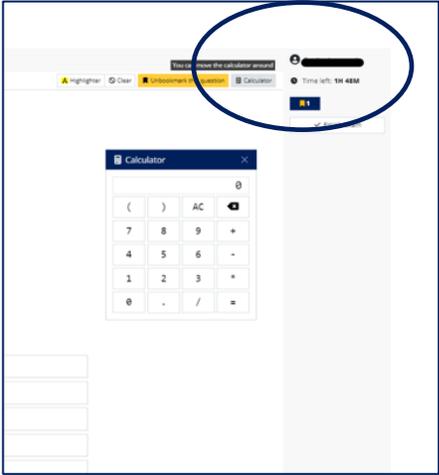
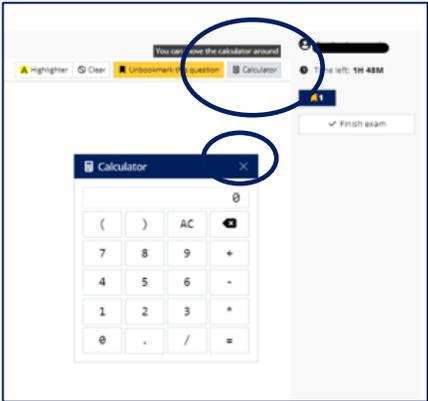
<p>5.</p>	<p>After clicking view, the next screen will show candidate information and will ask you to enter a PIN. Scroll down to type the PIN number announced by the invigilator and tap on blue Verify PIN button.</p>	
<p>6.</p>	<p>Providing you have entered the PIN correctly, the next screen message will confirm this. If you have entered the incorrect pin, check back with your invigilator.</p>	
<p>7.</p>	<p>Once all candidates have entered their PIN the invigilator will start the exam. When the invigilator has started the exam the first question will appear on your screen, and you can start your exam.</p> <p>The current question number will be shown on the top left of the screen as shown in <i>example 1</i>, the functions will be shown on the top right of the screen as shown in <i>example 2</i>.</p>	<p><i>example 1</i></p>  <p><i>example 2</i></p> 

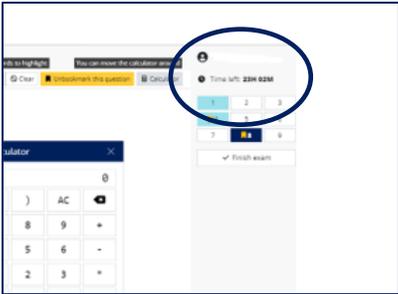
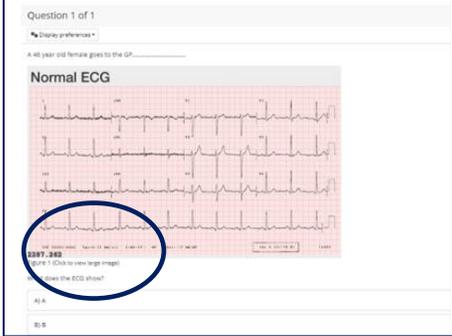
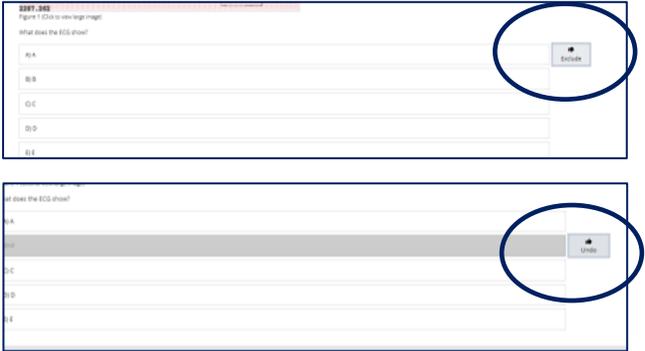
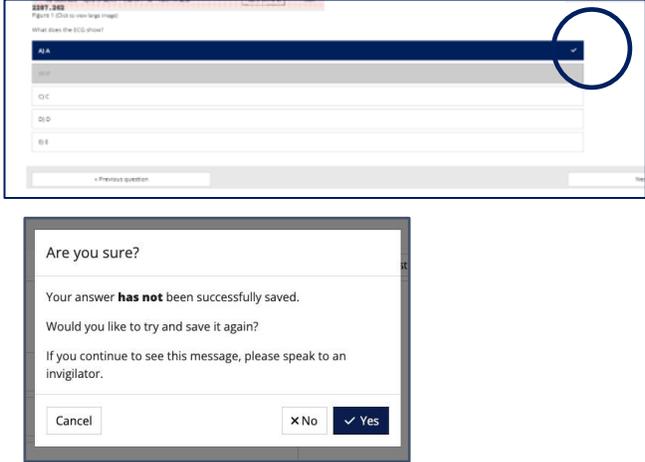
3. During your assessment

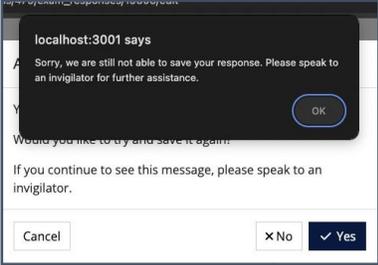
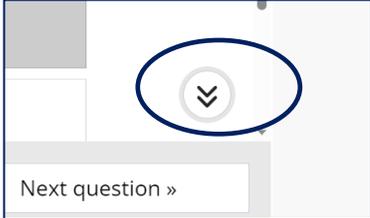
There are a number of accessibility functions and tools that can assist you throughout your exam, refer to the following table for further information,



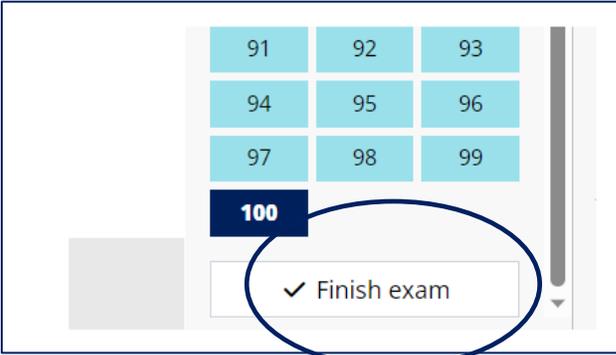
<p>1</p>	<p>Display Preferences, use this to change the text colour and font size. To reset to default display preferences, click the “Reset” button at the bottom of the list, this will return to the default settings.</p>	
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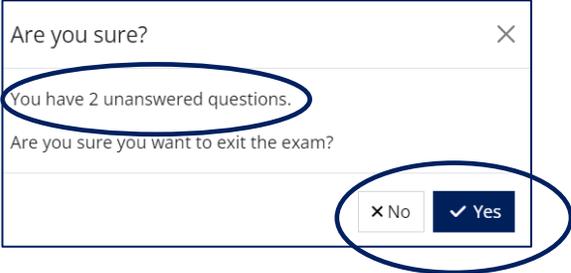
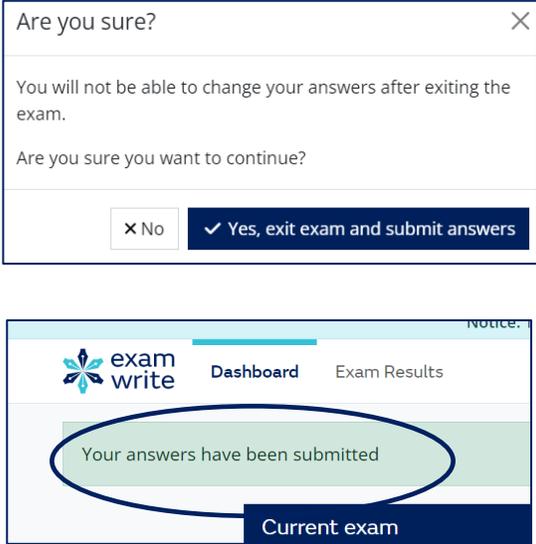
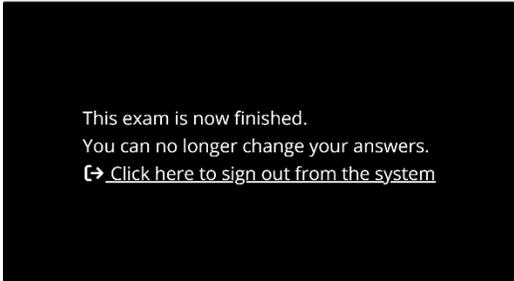
<p>②</p>	<p>To Highlight text tap on the highlighter button to activate the highlighter and then select the text in the stem, (highlighter function only works on the stem). To delete the highlighter from the text, click the clear button.</p>	
<p>③</p>	<p>Questions can be bookmarked, to bookmark a question tap the bookmark icon, the question number on the right will change to show which questions are bookmarked,</p> <p>You can return a bookmarked question easily if needed by clicking back in the highlighted box. Remove a bookmark by selecting the question number on the right and click the unmark bookmark icon.</p>	
<p>④</p>	<p>To use the calculator, tap the calculator icon to bring the calculator on the screen. Move the calculator around the screen by clicking and dragging your mouse and use the number function on your keyboard to enter numbers. To close the calculator, click the x on the calculator screen.</p>	

<p>5</p>	<p>This is your time remaining in the exam and is inclusive of any reasonable adjustments.</p>	
<p>6</p>	<p>To enlarge an image, click the text under the image. A larger image will open in a new window.</p>	
<p>7</p>	<p>You can exclude incorrect answers to reduce the choice of answer options, hover over the answer box to see the exclude icon appear, click this to strikethrough the answer. The exclude icon will change to undo, click this to unexclude the answer option, this will remove the strikethrough.</p>	
<p>8</p>	<p>To select the correct answer option, click into to answer box. This will highlight the answer and show a tick. The question number box on the right of the screen will become light blue after selecting the answer and moving to the next question. Unanswered questions will remain white. Note: If you the question has not saved you will see an error message on the screen as shown. Click yes to try and save again.</p>	

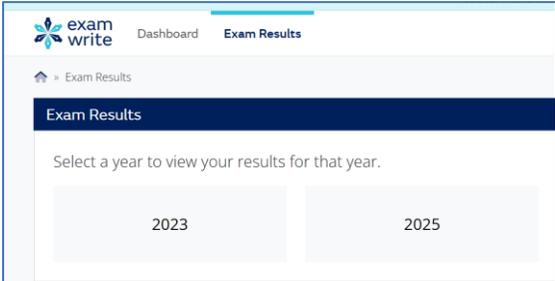
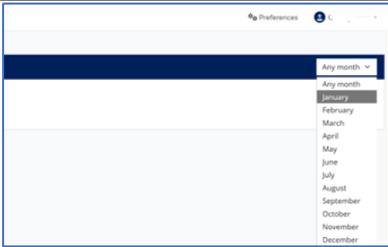
	<p>If you have tried again to save your answer and a problem persists you should inform the invigilator immediately.</p>	
<p>9</p>	<p>Use the bars at the bottom of the screen to navigate back to a previous question or move to the next question, When you reach the last question the “move to next question” will not be available.</p>	
<p>10</p>	<p>If you are using your screen on a zoom setting you may not see all the answer options available. Use the arrow buttons to view all answer options.</p>	

4. Finishing and submitting your assessment/exam

<p>1.</p>	<p>When you have completed your exam, you can click the finish bar. If you cannot see the finish bar after the last question you will need to scroll down using the scroll bar on the right.</p>	
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<p>2.</p>	<p>If you did not answer all the questions a pop up will appear on screen to notify you that you have unanswered questions. If you are sure you want to submit the exam then click yes, if you want to return and answer any unanswered questions then click no.</p>	
<p>3.</p>	<p>If you clicked yes to the above the next pop-up message will ask if you are sure you want to submit your answers. <u>You will not be able to return to the exam after clicking yes.</u></p> <p>After clicking 'yes', your exam will be submitted. You will not receive an e-mail confirmation of this, but an on screen prompt will confirm your answers have been submitted.</p>	
<p>4.</p>	<p>Once the exam has been finished a message will appear on screen showing a link to sign out from the system. You must click the link to sign out of the systems completely.</p>	

5. Viewing Exam Results

1.		 <p>The screenshot shows the 'exam write' dashboard with the 'Exam Results' tab selected. Below the navigation bar, there is a heading 'Exam Results' and a prompt: 'Select a year to view your results for that year.' Two buttons are visible: '2023' and '2025'.</p>
2.		 <p>The screenshot shows a dropdown menu for selecting a month. The menu is open, displaying options from 'Any month' to 'December'. The 'Any month' option is currently selected.</p>