Step 1: Log on to computer

Welcome to your exam

Please log on to your computer. If you are using a University computer this will take approximately 2 minutes

Step 2: Open software

Click on the magnifying glass icon on the taskbar. Type “DigiExam” to find the software. Click “DigiExam” to open the software.

Step 3a: Locate Exam

Open Google Chrome browser and log in to Canvas (canvas.auckland.ac.nz)

Step 3b

In your Dashboard select the course for the exam

Step 3c

Click the “Assignments” tab on the course menu

Step 3d

Click on your exam e.g. LAW_101_1193

Step 4a: Register for your exam

Click the 'Register Me' button. Your registration will then be confirmed

Step 4b

Copy the details from the confirmation box exactly and paste them into the DigiExam login box. Select “other” under region.

Step 5: STOP

When your scheduled exam is displayed Stop and wait for further instructions