Taking a Written Exam Online

Candidates must ensure that their devices are prepared by following these system checks (see Appendix 1 for detailed steps to carry out the checks)

- **Minimum device requirements:**
    - **Mac - minimum 10.12 Sierra**
    - **Windows - minimum Windows 7**
- You must have an up to date version of Chrome installed on the device you are using.
- You should have the latest operating system available for your device installed.
- Sufficient hard drive storage space
    - minimum 20GB free space on PC/laptop
- Minimum RAM requirements for desktop and laptop computers 4GB minimum, 8GB recommended.
- Internet connection and sufficient bandwidth - at a minimum to start and download the exam and upload responses at the end of the exam (**NB. you should not use a 'Hotspot' connection)**
- Fully charged (if using a portable device)

College of Anaesthetists of Ireland

How to clear website data

Chrome - Computer

1. On your computer, open Chrome.
2. At the top right, click 'More' (represented with 3 dots).
3. Click 'More tools'. Clear browsing data.
4. At the top, choose a time range. To delete everything, select All time (recommended).
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click 'Clear data'.

Safari - Mac

1. Open the Safari app on your Mac, choose 'History' from the menu bar
2. Select 'Clear History', then click the pop-up menu
3. Choose how far back you want your browsing history cleared (recommend clearing all)
4. Select 'Clear history'

Firefox - Computer

1. Click the Library button (four vertical lines in the top right), click History and then click Clear Recent History
2. Select how much history you want to clear (we recommend you clear all data)
3. Use the check boxes to select what information you want to clear from your history (we recommend you clear all data).
4. Click the Clear Now button. The window will close and the items you've selected will be cleared from your history.

New Edge - Computer

1. Click the "Settings and more" button (In the top right hand corner of your Edge browser's window, you will see a small button with 3 dots in it. This is the "Settings and more" button).

2. Click it. It will reveal a menu with more options. One of them will be named "Settings".

3. Select the "Settings" menu item

4. At the bottom of the large menu which just appeared, the bottom item will be called Settings. Click on it. The Settings menu will now appear.

5. Go to the "Clear browsing data" section

6. In the large menu which just appeared, there will be a section called Clear browsing data.

7. In it, there is a button labeled Choose what to clear. Click on it.

8. Choose what to clear from Edge (we recommend to clear everything).

9. Click the "Clear" button

10. Once it's finished, it will say All clear! underneath the Clear button. Now you can then simply close the Settings menu and continue browsing.

How to update browser

Chrome

1. Open the Google Chrome **browser**.

2. Click the Customize and control Google Chrome button in the upper-right corner of the screen.

3. From the drop-down menu that appears select Help, then select About Google Chrome.

4. The window that appears will automatically check for **updates** and show you the current version of Chrome.

How to update iOS

Mac

1. Plug your device into power and connect to the internet with WiFi
2. Go to Apple menu > choose System Preferences
3. Click Software Update

Tip: You can also choose Apple menu > About This **Mac**, then click Software **Update**

Checking hard drive storage

Windows

1. Open File Explorer. You can use the keyboard shortcut, **Windows** key + E or tap the folder icon in the taskbar.
2. Tap or click This PC from the left pane.
3. **You can see the amount of free space on your hard disk under the Windows** (C:) **drive**.

Apple Mac

1. Open the Apple menu, then select About This **Mac**.
2. Click the **Storage** tab in the toolbar to see how much **disk space** you have available. (On OS X Mountain Lion or Mavericks, click the More info button, then click **Storage**.)

Checking memory (RAM)

Windows

1. Click on start menu
2. Type 'about' and press enter when 'about your PC' appears
3. Scroll down, and under device specifications, see 'installed RAM'

Apple Mac

1. Open the Apple menu
2. Click on the Apple logo in the top-left corner of your screen and select About This **Mac**. On the Overview tab, the **Memory** line lists the amount of **RAM** in GB

Maximising available RAM

Apple Mac

1. For disabling auto-start software, on Mac go to: apple -> system preferences
2. -> Users & Groups -> Login Items and remove all items from the "These items will open automatically when you login" by selecting an item, and using the '-' button underneath the box.

NB. After removing the auto-start items, you should reboot the computer.

iOS - power the device down, and restart.

Windows

1. Click on start menu
2. Select Settings > Apps >Start Up
3. Disable all Apps for automatic start up

If you do not see Start Up option in Settings:

1. Right click Start
2. Select Task Manager
3. Select the Start Up (if you do not see Start Up, then select More Details)

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