European Qualifying Examination

Computer-based Main Examination

CB-EQE

Technical User Manual

Version 4.0
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Examination Secretariat
# Disclaimer

The software described in this document may still be subject to modification. The Examination Secretariat reserves the right to modify software at short notice in order to solve problems or to adapt to technical requirements.

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Introduction
The computer-based EQE is carried out on a single screen computer with a dedicated self-explanatory user interface with simple functions, easy to understand for anyone familiar with standard text editors and pdf-viewers. Essentially, the user interface comprises two applications: a text editor and a document viewer, similar but not identical to standard text editors and standard PDF viewers.

Software
The computer runs on a specially protected operating system which only allows certified software.

Log-in data
Log-in credentials (user id and password) are provided at the start of the examination.

Editing and Viewing
Once logged in candidates will see the text editor where they shall enter their answers. By clicking on the right mouse button a menu will appear from which candidates may select one of the three language versions of the examination. This will be displayed in a PDF viewer. The examination paper is password protected. The password will be provided at the start of the examination.

Saving the Work
The answer text is autosaved. Saving manually is not possible.

End of Exam
At the closing signal the text editor will be deactivated automatically and candidates will not be able to enter any further text or modify the text already entered.
Computer and Peripherals

Computer
The computer is a laptop or notebook with a built-in 14" screen with high resolution.

The picture shows an example. The actual model may be different.

No additional screen will be provided (candidates are not allowed to bring their own screen).

The laptop computer provides battery backup in case of a power failure.

The computer will be equipped with an external disk drive or USB stick on which the answers are saved automatically. Removing the disk or stick will stop the system. Re-connecting is time consuming and should therefore be avoided.
Mouse
The computer is equipped with a touchpad and possibly a mouse trackpoint. A standard external mouse is also provided. Candidates may bring their own mouse which must be a USB connected device. Wireless devices are not permitted.

Keyboard
The keyboard has a Swiss-German layout.

The Swiss-German keyboard has a QWERTZ layout. The most frequently used French characters (èéà) can be found via Shift + üöä). Unlike German keyboards there is no ß-character. Capital umlauts are generated with the ” key or the Caps Lock key.

Candidates may bring their own keyboard and connect it to the laptop. These must be USB connected devices as wireless devices are not permitted. The candidate is advised to inform the Examination Secretariat at least one month before the examination about the intended layout. Otherwise it cannot be guaranteed that the computer will support the changed keyboard layout. Please bear in mind that an additional keyboard takes up space on the desk.

(No) Printing of Answers
The answers will not be printed but will be sent to markers in digital form. The answers will be made available to candidates on the web portal a few weeks after the examination.
Text Editor

The text editor uses controls similar to other text editors. The text editor window is grouped into six areas:

1) Controls in the top bar are for minimising, maximising or closing the editor window. It is advised not to use these as restoring them may cost time. The close function is deactivated.

2) The area below the top bar is a messaging area in which notifications from the Chief Examination Officer may be shown, e.g. that the examination is close to an end. The right side of the message shows the current, the end and the remaining time of the examination. The preferred view can be selected via the check boxes.

3) 4) Upper and lower toolbars.

4) 5) This is a text which can be written, edited, improved and saved here. It may contain special characters such as \( \alpha \beta \gamma \delta \rightarrow \text{ and } H_2O \) or \( x^2 \).

And also indentations for making the text better readable.

6) You can use:
- bullet
- lists
  1. numbered
  2. lists
5) Text area.

6) Search bar.

**Upper Toolbar**

The upper toolbar comprises buttons for the functions

- Save (Ctrl+S)
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Paste (Ctrl+V)
- Undo (Ctrl+Z)
- Redo (Shift+Ctrl+Z)

Furthermore, there are controls for

- Zoom
- Font Selection
- Colour

complemented by buttons for

- Keyboard change
- Log Out

After selecting text, the buttons for Cut, Copy and Paste can be used to move or copy text within the editor or to insert text from the examination paper into the PDF viewer. Text can be selected using the mouse or using the cursor keys while pressing Shift.

Undo takes back the last write, copy, cut or paste operations. There is a limited number of Undo's. Redo can take back the previous Undo.

The Zoom control can be used to scale up or down the size of the characters in the text. This will have no impact on the text as saved.

The Font selection allows candidates to select between two different fonts (Sans serif and Serif). This selection applies to the whole text. It is not possible to change the font for parts of the text.

The Colour control allows candidates to choose between black characters on a white background or white characters on a black background.

The Change Keyboard button starts a tool for changing the keyboard layout. This tool is also started before logging on to the editor.

The Log Out button closes the editor and viewer but leaves them in the current state which is restored after subsequent login.
Lower Toolbar

The lower toolbar comprises buttons for modifying the text format:
- Bold (Ctrl+B)
- Italic (Ctrl+I)
- Underlined (Ctrl+U)
- Strike through
- Superscript
- Subscript
- Numbered list
- Bullet list
- Indent
- Outdent

Furthermore there are controls for:
- Insert symbols
- Search

Bold, Italic, Underlined and Strike through change the format of the selected characters. Superscript and Subscript allow addition of superscripts and subscripts as long as the buttons are activated. These are all toggle buttons which remain active until they are clicked again.

The buttons for a numbered list and a bullet list are also toggle buttons. Using the enter key twice also ends the list mode.

Indent and Outdent can be used to apply indentation of the text. Clicking the enter key twice at the end of an indented line also performs an outdent.

The Symbol button opens an array of symbol characters that can be inserted at the current cursor position by clicking on the symbol. The symbol array can be closed by clicking the symbol button again.

The Search button displays or removes the search bar at the bottom of the editor window.

Text Area

The fifth area is the text area for writing the answer. The text can be formatted using the functions provided in the toolbar. The formatting will have no influence on the awarded marks. At the closing signal it will not be possible to enter any further text or to modify the text already entered.
Search Bar
The Search Bar is the sixth area in the editor window. It is shown and removed by clicking on the Search button.
The Search bar comprises the field for the text to be searched, the buttons Previous and Next to search upwards or downwards in the text, the check boxes Wrap for continuing the search at the beginning when the last match has been found, and Match Case to find text with matching character case only.
PDF Viewer

The PDF viewer displays the examination paper for reading, searching and for copying parts of the text. There is no possibility to highlight text.

Language selection

The top-most viewer area provides the selection of the language version in German, English or French.

Browsing through the text

The text can be browsed with mouse (slide bars) or keyboard controls. The button bar of the viewer provides a button for toggling a side pane with icon representations of the pages. A click on the page positions the viewer to the selected page. The up and down arrow buttons in the button bar position the document to the top of the previous or next page whereas the button up and down keys move the page up or down to the text below or above the currently displayed text. The – and + buttons in the middle of the button bar reduce or magnify the text. In the area right to the + button the zoom factor can be selected in pre-defined steps.

Search

The PDF Viewer allows the possibility to search for terms. The search bar (shown in the screen shot) opens when clicking on the button with the magnifying glass in the button bar. The left-most field in the search bar is the search term. The next match will be highlighted while typing. Due to the formatting of the PDF the highlighted area may appear beside the actual match. The left and right button in the search bar jump to the previous or next match. Enabling the checkbox “Highlight all” means all search term matches are highlighted. Enabling the checkbox “Match case” finds matches with the same lower case and upper case characters as the search term. Enabling the checkbox “Whole words” finds matches of the search term when they are whole words, i.e. separated by white space. The right-most field of the search bar shows the number of found matches in the text.

Copy

To copy text passages use the mouse or use the cursor keys while pressing Shift to mark/select text. Press CTRL+C to copy the selected passages. Press CTRL+V to paste into the editor (click into the editor window then press CTRL+V).
When copying passages in a PDF, the cursor may sometimes jump erratically, leaving some text unmarked or marking more text than intended. It is recommended to select more text than necessary and to delete the unwanted text after pasting into the editor. Pasted text must be reformatted manually.

**Screen Colours**

Screen colours in the PDF Viewer are set as specified in the editor (black characters on a white background or white characters on a black background).