The VCE VET Multimedia examination is a computer-based examination. This CD-ROM includes the fully functional examination in electronic format. The examination folder on this CD-ROM contains both the examination interface and all assets required to complete the practical tasks.

Two different electronic formats are provided on this CD-ROM: Mac OSX and PC format. The WindowsExam or relevant MacExam folder must be copied from this CD-ROM to the C:drive or your Macintosh hard disk, it will not be fully functional from either the CD-ROM drive or network.

To read and use the examination the following procedures must be followed:

- Open the CD-ROM drive. Double click on the ‘Exams07’ folder.
- Depending on your computer operating system, select either the WindowsExam or relevant MacExam folder and copy it to the C:drive or your Macintosh hard disk.
- Find the WindowsExam or MacExam folder on the hard drive of the computer, open and double click the examination icon.
- Enter START to commence the examination.
- The examination is in read-only mode for 15 minutes. During this period, you can read and navigate through the examination using the mouse, but cannot enter information. (Reading time can be skipped by pressing the keys ‘q, x and p’ simultaneously, and then entering the word SKIP into the dialogue box.)
- At the end of reading time, a new dialogue box will open on the screen requesting entry of a student ID number. Enter any 8-digit number followed by a letter of the alphabet. This will generate a shortcut on your computer desktop. This is where the assets are located AND also where all practical work must be saved.
- The next screen asks for verification of this student ID.
- To close examination select EXIT.

Technical requirements and instructions related to delivery of the VCE Multimedia Examination 2007 are also provided below.

Supported operating systems, software applications and versions of these applications are reviewed every year.

Documentation is updated every year and circulated to host schools and examination centres. More detailed documentation is provided for Supervisors and Technical Support Personnel and is circulated prior to the examination.

Examination Centres: Technical Requirements
Examination Set-up Instructions
Student Reference Book
GENERAL INSTRUCTIONS

It is the responsibility of the Examination Centre to ensure:

- all computers are in excellent working order.
- every student has access to a computer which can operate as a stand alone ie. independent of a network, for the duration of the examination.
- there are a suitable number of standby computers for use, in case of failures. (1-3 depending on the number of students)
- a **web browser** and software applications (depending on the specific multimedia program completed by students) from the following list are available on each computer:

<table>
<thead>
<tr>
<th>Function</th>
<th>Software</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic interface</td>
<td>Photoshop 6.0 or Fireworks 3 or Corel Photo-Paint 10</td>
</tr>
<tr>
<td>Animation</td>
<td>Director 8.0 or Flash MX</td>
</tr>
<tr>
<td>Creating web pages</td>
<td>FrontPage 2000 or Dreamweaver 3.0</td>
</tr>
<tr>
<td>Creating content and/or copy</td>
<td>Notepad, Simple text editor</td>
</tr>
</tbody>
</table>

Later versions of each software application listed above are also acceptable.

- sufficient memory is allocated to run all examination programs and software applications.
- all applications have been tested and are operational on each computer when disconnected from the network.
- linkages to the Internet are not available to students.
- screensavers have been disabled
- the screen resolution has been set at 1024 x 768
- examination materials can be loaded onto the computer desktop
- the desktop must be accessible to students
- other folders not relevant to the examination have been removed from the desktop. Any folders or files from previous VCE VET Multimedia examinations that may be located on the desktop, c:drive and/or hard drive must also be removed.

**NOTE:** audio headphones **ARE** required for the 2007 examination.

All these requirements should be checked prior to the examination period.

The loading of Examination materials (contained on the examination CD-ROM) can only take place from 1:00pm on Friday 9 November 2007 unless PRIOR WRITTEN APPROVAL has been received from the VCAA.

The Windows and Mac OSX versions of the examination software are provided on the same examination CD-ROM.
EXAMINATION SET-UP INSTRUCTIONS
2007 VCE VET Multimedia
Computer-based Examination

STARTUP PROCEDURES

All computers used for the examination and spare computers used as back-ups must be able to function as ‘stand alone’. The installation procedure can be either:

- **Installation 1:** Installed off a CD-ROM onto each stand alone computer
- **Installation 2:** Installed off a CD-ROM from a server and loaded onto each computer.

You will be provided with a CD-ROM with the examination materials. (Spare copies have also been provided).

The Examination CD-ROM will present:

- the **Windows** version of the examination application when loaded on a Windows computer. The **Examination Folder** is named: MM_Exam_2007.
- the **Mac OSX** version of the examination application when loaded on a Mac OSX computer. The **Examination Folder** is named: MM_Exam_2007_MacOSX.

**INSTALLATION 1:** Installed from a CD–ROM onto each stand alone computer

**Step 1:** Switch on the computer used for the examination.

**Step 2:** Check that any previously installed Examination Folders and files have been removed from the computer hard drives and desktops.

**Step 3:** Ensure that screen resolution for each computer is 1024 x 768. **Otherwise, the shortcut to the practical work folder on the desktop may not be accessible.**

**Step 4:** Open the CD-ROM drive and copy or drag the relevant **Examination Folder** onto c: drive (Windows) or hard drive (Macintosh) of each computer to make a copy.

**Step 5:** Remove the CD-ROM disk from the drive.

**Step 6:** Open the c:drive (Windows) or hard drive (Macintosh), locate and open the relevant **Examination Folder**.

**Step 7:** Double-click the “Exam” icon to run the application.

**Step 8:** When the examination has loaded, the screen should read: “Please enter the start code to begin the examination, then press ‘OK’.”

**DO NOT START THE EXAMINATION.**

This is for the student to do when they begin the examination.

There is no need to start the examination on standby computers, as reading time can be overridden if required.
Step 9: Show the examination so that it is ready for the student to key in the start code.

Step 10: Check that there is no connection to the Internet.

Step 11: Check that the screensaver has been disabled.

Step 12: Ensure that shortcuts/aliases can be created on the desktop.

INSTALLATION 2: Installed from a CD-ROM from a server and loaded onto each computer

Step 1: Open the CD-ROM and copy the appropriate Examination Folder to the server. (MM_Exam 2007 for Windows, MM_Exam_2007_MacOSX for Macintosh)

Step 2: Switch on computers to be used by students for examination.

Step 3: Ensure that screen resolution is 1024 x 768 on each student computer. (Otherwise the shortcut to the practical work folder on the desktop will not be accessible).

Step 4: Copy the Examination Folder onto each computer hard drive.

Step 5: Open the hard drive, locate and open the Examination Folder.

Step 6: Double-click the “Exam” icon to run the application.

Step 7: When the examination has loaded, the screen should read: “Please enter the start code to begin the examination, then press ‘OK’.”

DO NOT START THE EXAMINATION.
This is for the student to do when they begin the examination. There is no need to start the examination on standby computers, as reading time can be overridden if required.

Step 8: Show the examination so that it is ready for the student to key in the start code.

Step 9: Ensure that the network is disabled AND that the internet cannot be accessed from any of the computers.

Step 10: Ensure that the screensaver has been disabled.

Step 11: Ensure that shortcuts/aliases can be created on the desktop.
1. On arrival, all examination software and materials will be loaded on the computer.

2. When instructed to do so by the Supervisor, you will commence the examination by typing “Start” in the text box on the screen.

3. You will have 15 minutes of reading time to familiarise yourself with the examination. During this time, you will not be able to enter answers using the keyboard. You can use the mouse to move through the examination.

4. Read ALL questions during the allocated reading time.

5. You must not begin to make any notes or open and use any other software applications until working time commences.

6. After 15 minutes, you will be required to enter your VCAA student ID number. Once you have done this, you will be able to use the keyboard to respond to questions.

7. Your answers to Sections A & B of the examination are stored automatically on the computer hard drive.

8. Practical work in Section C will not be saved automatically. You MUST save continuously to the correct location, as you do your practical tasks.

9. Your practical work in Section C of the examination MUST be saved to your practical work folder.

   A shortcut to this folder will appear on the desktop after you have inserted your VCAA student ID number at the end of reading time.

   The folder is named “Shortcut to Student ID_P” (or on MacOSX: StudentID_P).

   Note: the Student ID in the folder name is your VCAA student ID number

10. All the assets required to complete Section C are also available in your practical work folder

    DO NOT OVERWRITE THESE SOURCE FILES.

11. Follow ALL instructions as they appear on the screen.

12. Space for working has been provided on the pages following these instructions.

13. You may exit the examination early by selecting EXIT on the right hand corner of the page. However, if you do so, you CANNOT go back to the examination.

14. Do NOT turn off the computer.

15. You may only leave when instructed to do so by the Supervisor.