

How to Prepare for Your Off-Campus clickUP Exams

1

Prepare Your Device:



Install [Google Chrome](#)



Install [Microsoft Office 365](#)

Please note: to sign in to Microsoft and download the software, and to sign in to Office 365 after it has been installed, please ensure that you use your UP-portal credentials. Add "@up.ac.za" instead of "@tuks.co.za" to enter the username.



Install [Adobe Acrobat PDF Reader](#)

For assistance, visit your nearest Computing Facility. More information and directions available here: <https://drive.google.com/file/d/1-nb9Tbn4vueKNaROUTcaChy1ytdr1N6C/view>

2

Ensure That You Can Access clickUP:



Test that your username and password is correct and that all your required modules are available.



For clickUP Help: <https://eduvation.up.ac.za/student.html>



For Password Assistance make use of the "Lost or Forgotten Password" option on the UP login page.

For assistance, visit your nearest Computing Facility. More information and directions available here: <https://drive.google.com/file/d/1-nb9Tbn4vueKNaROUTcaChy1ytdr1N6C/view>

3

Tips for Exam Day:



Ensure that your device is fully charged before you start your exam.



Review the loadshedding schedules for your area. Arrangements regarding loadshedding are available [here](#).



Ensure that you use your most stable internet connection. Residence students who have LAN connections in their rooms are advised to make use of these connections instead of Wi-Fi.



Use Google Chrome to access clickUP for your exam.



Remember to test your clickUP access 2 days before your exam (Refer to step 1 and 2).



Log in a few minutes before the start of the exam and read the exam instructions carefully.



Log in directly to clickUP at: <https://clickUP.up.ac.za/>



Should you experience a problem with clickUP during your exam, close your browser and attempt to access the exam again. Contact your Lecturer if there is a problem with the exam.



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