

E-Exams Guide

A guide on e-Exams for LSE students
for the 2026/27 academic year

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Introduction

Welcome to the e-Exams guide for LSE students for the 2026/27 academic year!

This guide explains everything you need to know before sitting an e-Exam, including device requirements, downloading and using Digixam, and what to expect in the exam room.

Throughout this guide, look out for the symbols below, which highlight important information, common issues and useful tips.

- ★ The green star icon indicates good practice in e-Exams, these points may help you with your e-Exams journey.
- ⚠ The red caution icon indicates something recognised as a common problem or misconception with the e-Exams journey.

Check whether any of your courses use e-Exams on the [e-Exams webpage](#).



How Do e-Exams Work

- **You will type your answers in the Digiexam app, which acts as your digital answer booklet.** Exam questions will still be provided as a printed question paper in the exam room, and you must indicate in Digiexam which questions you are answering.
- **Before your exam, download and install Digiexam on your device and familiarise yourself with the login process.** The following sections explain how to do this.
- **Please arrive at the exam room 30 minutes before the start of your exam** to allow enough time to access and set up Digiexam.
- **Your work is automatically saved every 10 seconds** both locally on your device and to the Digiexam server. If your device freezes or crashes, your exam can normally be restored without losing your work.
- **Digiexam can operate offline during an exam.** If there is a temporary network interruption, you can continue working without disruption.
- **You may choose to handwrite your exam instead of using Digiexam.** If you wish to do so, ask for a paper answer booklet before or during the exam. You do not need to notify your department or the Student Services Centre in advance.
- **Dedicated e-Exam Support Assistants (ESAs) are available in the exam room** to help with issues such as logging in, accessing your exam or submitting your answers.
- **Your submission remains anonymous when marked.** Answer files are automatically saved against your LSE candidate number, and no identifying information is included in the file name or document properties.



Students must read the [Exam Procedures for Candidates](#) and follow the instructions provided. **Section 8** of the procedure for candidates document is all about e-Exams.

Device Requirements

- It is your responsibility to bring a fully functional device with sufficient battery life to last the entire exam, including setup and submission time (typically 2-3 hours).
- ★ **Important:** Test your device's battery life before your exam by running Digixam for at least 2-3 hours without connecting to a charger.
- You may bring a portable charger (power bank) and charging cable(s) into the exam room.
- ⚠ **Important:** Wall charging points are not available in exam rooms. A limited number of power banks may be available for technical difficulties, but availability cannot be guaranteed. You will need to bring your own wall charger to plug into these power packs, not a USB-C to USB-C charging cable, as USB-C to USB-C connections will drain your laptop faster than it can be charged.
- Your device must be either a laptop or a tablet with an [integrated keyboard](#). Devices without an integrated keyboard are not permitted.
- ⚠ **Important:** Other technology-related items are not permitted, including external mice, keyboards and laptop stands. If you require additional equipment because of a documented medical, physical or mental health condition, or a specific learning difficulty, please contact the [Disability and Mental Health Service](#) to apply for or update your Central Exam Adjustments (CEAs).
- Your device must have a USB or USB-C port. In the unlikely event of Wi-Fi issues, e-Exam Support Assistants may use a USB device to help you submit your work.
- Ensure Eduroam is saved and working on your device before entering the exam room.
- Check that your device meets the [Digixam system requirements](#). Digixam is supported on Windows laptops, MacBooks and iPads. Chromebooks are not supported.
- Download and install Digixam before arriving at your exam. You will not be given additional time to install or configure the software in the exam room.

★ If you are experiencing issues sourcing a suitable device, please contact your department as they may be able to assist you with sourcing a suitable device on a short-term basis.

Getting Started with Digiexam

INSTALLATION STEPS

1 Sign In

Access **MyApps** and select LSE Digiexam.



LSE Digiexam Tile

2 Download App

From the Digiexam webpage, open the download page.



3 Install & Setup

Install client for Windows, Mac, or iPad.



Before Exam Day Requirements

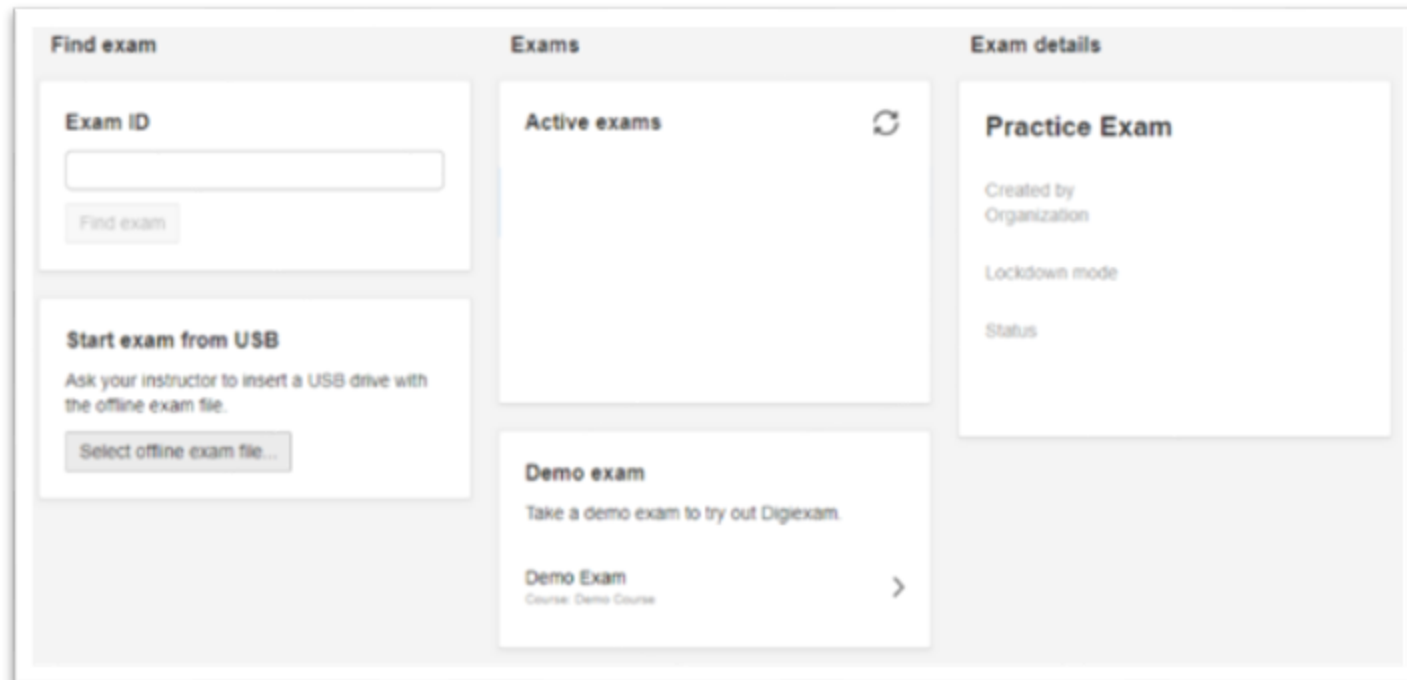
-  **Install early:** Essential prior to exam day. No extra time or setup support is provided in the exam room.
-  **Access method:** Always access via **MyApps** rather than launching desktop shortcuts directly.

-  **Permissions:** Enable all recommended permissions during installation to ensure the platform can run as intended.
-  **Mac users:** Ensure the downloaded app is saved in your **Applications** folder to allow auto updates.

Accessing Digiexam

1. Go to [MyApps](#) and click on the LSE Digiexam icon. The Digiexam webpage will open.
2. Click the Open Digiexam app PC/Mac button.
3. The Digiexam app will open and automatically sign you into your account with your SSO details

Open Digiexam app PC/Mac



The screenshot displays the Digiexam web interface, which is organized into three main sections: 'Find exam', 'Exams', and 'Exam details'.

- Find exam:** This section contains an 'Exam ID' input field with a 'Find exam' button below it. Below this is a 'Start exam from USB' section with instructions to ask an instructor for a USB drive and a 'Select offline exam file...' button.
- Exams:** This section is divided into two parts. The top part, 'Active exams', features a refresh icon. The bottom part, 'Demo exam', includes the text 'Take a demo exam to try out Digiexam.' and a 'Demo Exam' entry with the subtitle 'Course: Demo Course' and a right-pointing arrow.
- Exam details:** This section is titled 'Practice Exam' and lists fields for 'Created by', 'Organization', 'Lockdown mode', and 'Status'.

Last updated October 2026

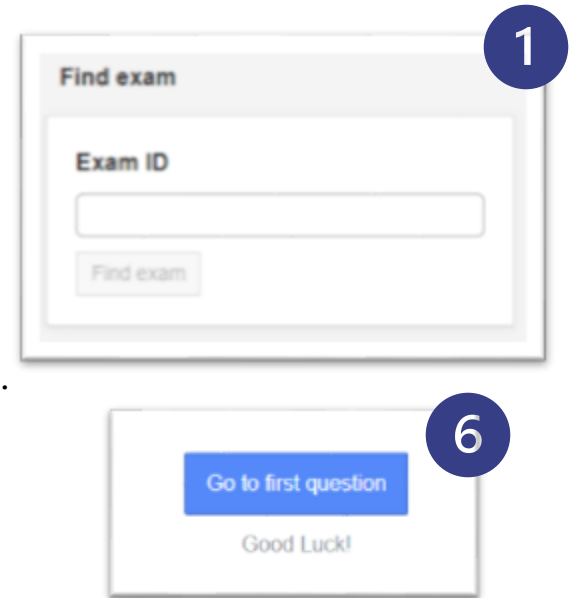


What Will My Exam Look Like?

- ★ We strongly recommend that you familiarise yourself with how exams in Digiexam work ahead of sitting any centrally scheduled exams.
- ★ **Please contact the Professional Services Team of the department(s) you are taking e-Exams in to get practise test details!** These tests are not linked to any course, nor to your formative or summative assessments. They are your space to practise with the functions and features of Digiexam in your own time.
- ⚠ Before starting Digiexam, save your work and close all applications, documents and webpages. Digiexam will automatically close open applications and lock down your device during the exam.

Entering an Exam

- 1 When you have accessed Digiexam, you will enter the Exam ID, a 10-digit code provided to you in the exam room into the **Exam ID** textbox.
- 2 Click **Find exam**.
- 3 Check this is the correct Course Code, Title and Exam period.
- 4 Click **Start exam** on the right side of the app screen. Also, click **Start exam** on the dialog box that appears.
- 5 A dialog box stating '**Close Applications and Continue**' may appear. If it does, select '**Close Applications and Continue**'
- 6 You will come to a screen with a box saying, '**Go to first question**'. In an exam, you will access this screen before the scheduled start time. **STOP and WAIT** with your screen on this page until invigilation staff indicate you can start typing.



What Will My Exam Look Like?

Digiexam Interface

Before your exam, we recommend familiarising yourself with the Digiexam interface by:

- Practising typing in Digiexam, for example by working through a past paper.
- Practising common keyboard shortcuts, such as copy and paste. **Do not use cut and paste**, as this may increase the risk of accidentally removing text. If you need to move content, copy it, paste it into the new location, and then delete the original text.
- Switching in and out of full-screen mode.
- Testing the **Undo** and **Redo** functions. We recommend using the on-screen buttons rather than keyboard shortcuts.



Spellcheck

Spellcheck can be turned on or off by:

- Hover over the grey circle icon in the bottom-right corner and select the power button
- When spellcheck is enabled:
 - The circle icon will turn **green**.
 - Misspelled words will be underlined in the text.
 - If spelling suggestions are available, the circle icon may appear **red** to indicate that spelling issues have been detected.



Important: Before your exam, check that the spellcheck language is set to **British English**



All your answers go in **one text box**. You should clearly indicate which question you are answering at the beginning of your answer, as you would in a paper answer booklet.



If you have a bathroom/rest break during your exam. Click on the '**Exam Information**' button to go back to the initial screen.
Do not shut, close or lock your device.



Please be aware that the Digiexam demos available on the Digiexam application vary from how the software is used at LSE. The tests your department provides have a realistic view of e-Exams at LSE.

What Will My Exam Look Like?

Handing in an Exam

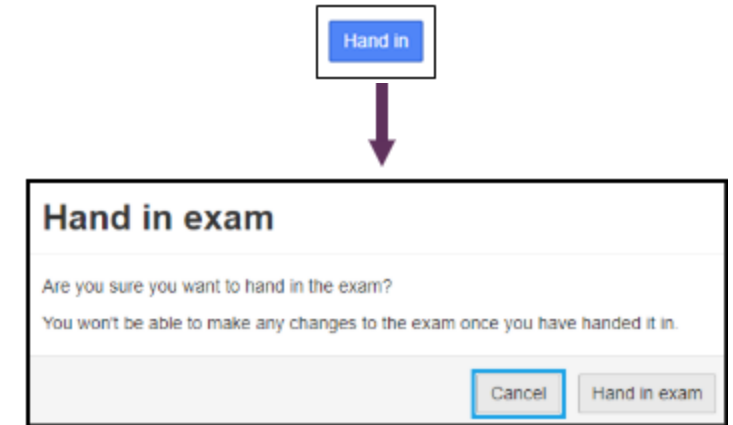
When you have finished practising, submit your work. Select the **Hand in** button in the top right-hand corner. You will not be able to make any changes to the exam once you have handed in. In an exam, you will be told to stop writing/typing by invigilation staff. You should **not** be accessing notes/other applications on your device when at your desk at the end of the exam.

⚠ Once you hand in an exam, you will not be able to re-access it – just like in real exams.

Confirming your Hand in

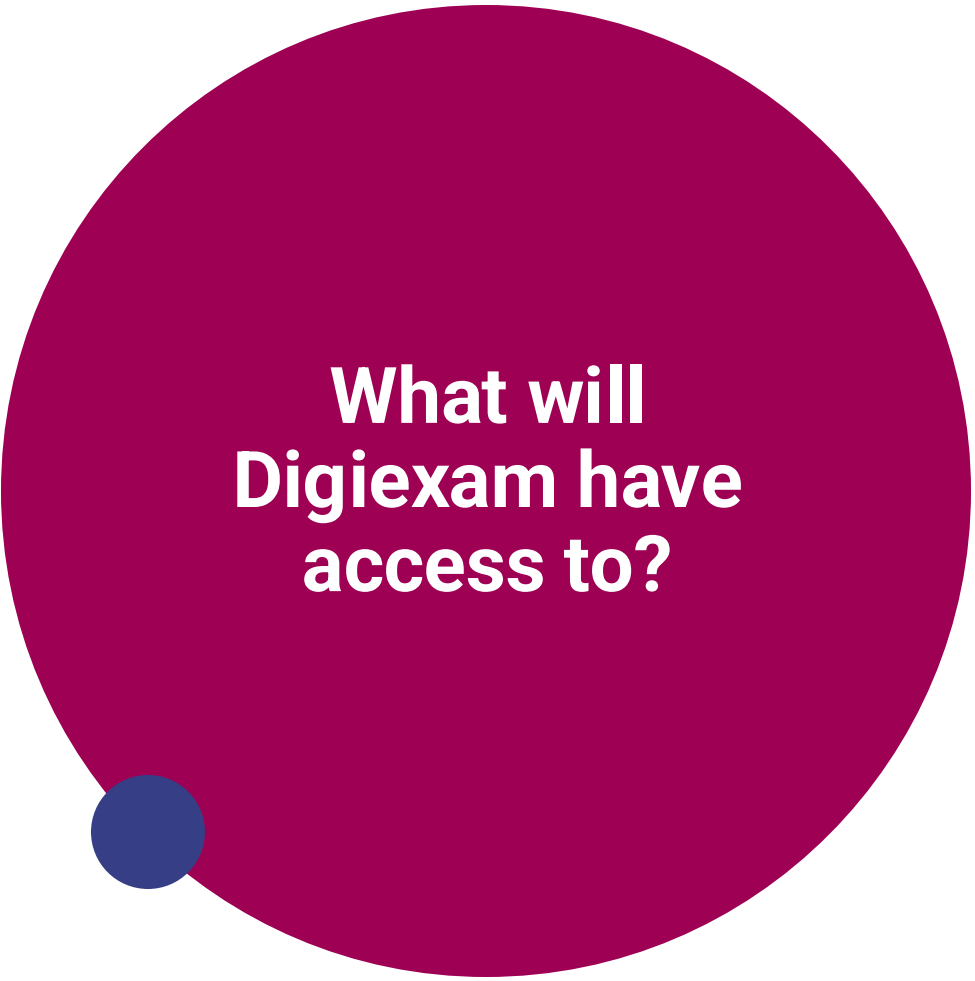
There are two ways of confirming your exam has been handed in:

1. You will receive an automatic email (to your LSE email address) from Digiexam stating that your work has been handed in.
2. You can check your profile on the Digiexam webpage (not app). Your exam will be logged under the “Handed in” list. You may need to click on the drop-down menu in the top-left corner to select the relevant department.



On the Day of Your Exam

- At your desk, you will receive a printed exam question paper, an e-Exam guidance sheet and any supplementary materials required for the exam.
- You will be given your 10-digit Exam ID in the exam room.
- Bring your device, any permitted calculator, a portable charger (if using one), charging cable(s), and pens or pencils if you may wish to handwrite.
- Keep your mobile phone switched off and placed under your desk. If your device prompts for Multi-Factor Authentication (MFA), raise your hand and an invigilator will supervise you while you use your phone.
- If your exam permits the use of a calculator, you must bring a calculator from the permitted range, as calculators on personal devices cannot be used during the exam. (see section 4.5 of the [Exam Procedures for Candidates](#))
- If you would prefer to handwrite your answers or require earplugs, raise your hand at any time. There is no need to request these in advance.
- Digiexam does not display the exam start or finish time. Invigilators will notify you when to start and stop typing.
- If you experience any technical issues, raise your hand immediately and a member of staff will assist you.



What will Digiexam have access to?

- Digiexam requires permission to save data on your device so that your answers can be stored locally and protected in the event of a Wi-Fi interruption.
- LSE will not use Digiexam to access any other parts of your device such as your microphone or camera.
- Please see this link for more information:
<https://www.digiexam.com/privacy-policy>



When installing Digiexam, you must enable all recommended permissions and access requests. Failure to do so may prevent Digiexam from functioning correctly during your exam.

Further Information and CEAs



LSE e-Exams Webpage

Visit the [e-Exams webpage](#) for detailed guidance, procedures, and frequently asked questions.



Exam Procedures Rules

Section 8 of [Exam Procedures for Candidates](#) contains full regulatory details on e-Exams.



Exams sat [overseas](#) use traditional paper formats rather than Digixam software.



LSE e-Exams Webpage

- Please contact DTS at tech.support@lse.ac.uk for any technical issues such as accessing and installing Digixam.
- Please contact the [Student Services Centre](#) for any other queries.



Central Exam Adjustments (CEAs)

- ✓ Approved adjustments (e.g. extra writing time, rest breaks) continue to apply in e-Exams.
- ✓ **Use of a PC:** Takes place in a PC room. You do not need to inform LSE in advance and may choose:
 - Digixam on your own device; or
 - Microsoft Word on an LSE PC that is not connected to the network.
 - To handwrite your exam.You do not need to inform LSE of your choice in advance.
- ✓ **Letter of Notification (LoN):** Your department will be informed as normal.



Need to review or update your CEAs?

Please contact the [Disability and Mental Health Service](#).

Glossary of Key Terms

e-Exam These are exams that take place in-person and under invigilated exam conditions, the same way that they are for handwritten exams. Instead of completing your answers on a paper script, you use your own personal laptop to type your answers and submit electronically.

Please note that e-Exams differ from **online assessments**: e-Exams are taken in-person and under exam conditions; online assessments are taken at home.

e-Exam enabled courses Please see a list of e-Exam enabled courses on the e-Exams webpage. Any courses not listed there are **not** e-Exam enabled.

Digiexam Digiexam is an online exam platform used in over 50 educational institutions in countries around the world. Digiexam works by locking down your personal device to create a secure exam environment where you write your answers. You cannot exit the software until the exam is submitted.

MyApps [MyApps](#) is the apps dashboard where you access the Digiexam webpage.

Digiexam webpage The Digiexam webpage is where you access the Digiexam app. On the Digiexam webpage you can see details of exams you have submitted.

Digiexam app The Digiexam [app](#) is where you type the answers in your exam. Think of it as a digital answer booklet. You must download the app before attempting to sit any exams. You can access the app through single sign-in via MyApps and the Digiexam webpage.

Exam ID The Exam ID is the 10-digit code that you enter into Digiexam to access your exam. This is provided to you **on the day of the exam in the exam room**, you are not told the Exam ID in advance of entering the exam room. **Exam IDs are different for each exam**, this includes centrally-scheduled exams, mocks and practice sessions.

Lockdown After you enter a Digiexam on the app, your device will be locked down. This means that you can no longer access any other applications on your device.