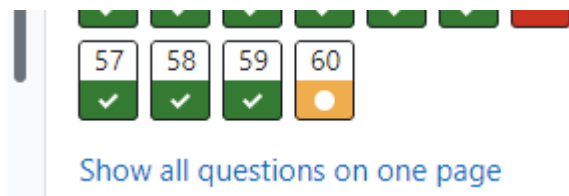
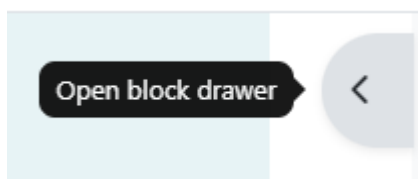


Exam Process:

1. The exams are invigilated (supervised) in person by the candidate's instructor. The instructor must have a current* (paid-up, medical, BFR) RAANZ instructor certificate. The candidate must be a current financial RAANZ member.
2. The instructor logs-in to Moodle with his own credentials, then navigates to the 'Resources for Instructors' course and the section 'Exams related'. There is a file with the current exam passwords. This is confidential, and access is restricted to instructors. The instructor logs out from Moodle.
3. The instructor arranges a suitable examination environment and computer, preferably a PC with a single, large, non-touch monitor, and reliable Wi-Fi access. Moodle will not work with poor connectivity, and the exams will not work on a Mac.
4. The candidate then logs-in to Moodle and goes to the desired topic and exam. The instructor ensures that the candidate is the person logged-in, and that no unauthorised material is available or used until the exam's submit button has been pressed. Mobile phones and other computing devices should not be in the examination room.
(If you want to confirm who is logged in, click on the question mark at the bottom right of the screen and it will tell you.)
5. The instructor supplies the password for the exam to be completed. The candidate starts the exam, and the timer counts down.
6. Navigating the exam ... (to be completed).
7. After the candidate is happy to submit the exam. It is automatically graded. Fully or partially wrong answers are highlighted. The instructor and candidate now need to go through them and discuss the deficiencies even if the candidate has received a passing grade.
8. **IMPORTANT:** The review needs to be done immediately, within 2 minutes, after the submit button was pressed. Ensure that the full review, all questions are shown on one page. The LAW exam review defaults to "Show one page at a time" and must be changed to "Show all questions on one page". This option is available at the bottom of the quiz navigation:



9. If you can't see the quiz navigation on the right-hand side of the screen, go to the top right and open the block drawer.



10. Once you have all questions on one page, you can scroll through them without any time limit. Don't use the quiz navigation. If you navigate away from the page after 2 minutes, the review will be closed, and you can't get it back. If the system kicked you out, and you are desperate to look at the exam again, contact the course teacher/Moodle administrator who can arrange access.
11. After the review the instructor must confirm to RAANZ that the candidate has completed the exam as required by RAANZ rules. For that the instructor logs-in to Moodle, goes again to the 'Resources for Instructors' course and the section 'Exams related', fills in the questionnaire 'Instructor's confirmation of an exam', and submits it. This should be done immediately after the exam was completed. The course teacher is automatically notified, a completion badge is issued, and the pass grade will be entered in the candidates RAANZ profile. Without this step the exam is invalid and will not count towards a certificate.

*as defined in CAR Part 1