

Exam Process – tick the boxes:

1. ☐ **In person:** 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 otherwise they cannot access Moodle. Make sure this is not the first time you access the training and exam system!
2. ☐ **Get password:** The instructor logs-in to Moodle with his own credentials, then navigates to the 'Resources for Instructors' course and the section 'Exams related'. The 'Quiz passwords – CONFIDENTIAL' topic shows the current exam passwords. These are confidential, and access is restricted to instructors. The instructor logs out from Moodle.
3. ☐ **Computer (PC):** 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 computer.
4. ☐ **No cheating, no phones, etc.:** The candidate 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. Note: 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. ☐ **Conduct exam:** The instructor supplies the password for the exam to be completed. The candidate starts the exam, and the timer counts down. When the candidate is ready to submit the exam, (s)he pushes the submit button. The exam is then automatically graded. Fully or partially wrong answers are highlighted.
6. ☐ **Review within 2 MINUTES !:** The instructor and candidate now must go through them and discuss the deficiencies even if the candidate has received a passing grade. The review needs to be started immediately, within 2 minutes, after the submit button was pressed.
7. ☐ **LAW REVIEW – IMPORTANT – Please Read This !!!!!:** 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 you must change it to "Show all questions on one page". This option is available at the bottom of the quiz navigation (see left picture).



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 (see right picture). Once you have all questions on one page, you can scroll through them without any time limit. If you navigate away from the page after 2 minutes, the review will be closed, and you can't get it back.

8. ☐ **Help/Support:** If the system kicked you out, and you need to look at the exam again, or you have other problems, contact the course teacher/ Moodle administrator who can sort out things.
9. ☐ **Certification:** After the knowledge deficiency review 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. The instructor must confirm to RAANZ that the candidate has completed the exam as required by RAANZ's rules, that is:
 - ☐ they supervised this exam in person,
 - ☐ they checked/confirmed that the candidate is the person logged-in to the system,
 - ☐ they reviewed deficiencies/mistakes immediately after the exam,
 - ☐ the candidate did not cheat, used unauthorized tools, got help, etc.

This should be done immediately after the exam. The course teacher is then automatically notified. After review, a completion badge is issued, and a pass grade is entered in the candidate's profile.

Without this certification the exam is invalid and will not count towards a certificate.