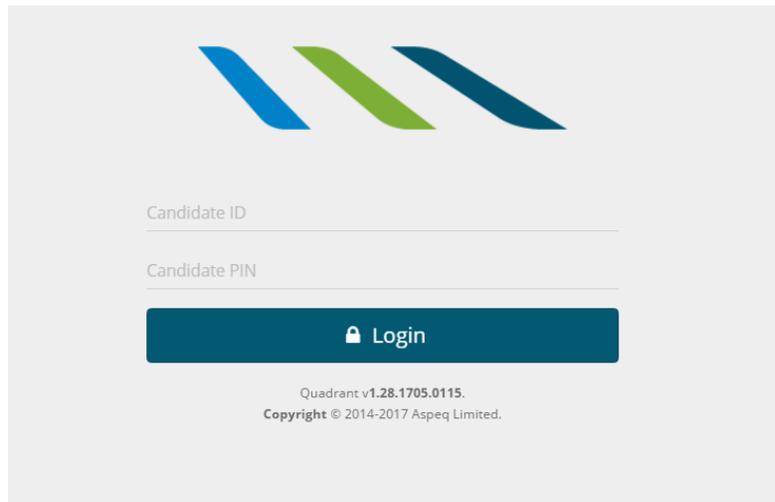


Candidate information for computerised examination delivery and question format.

Candidate Sign-On Screen

1. On your computer, you will see the following screen:



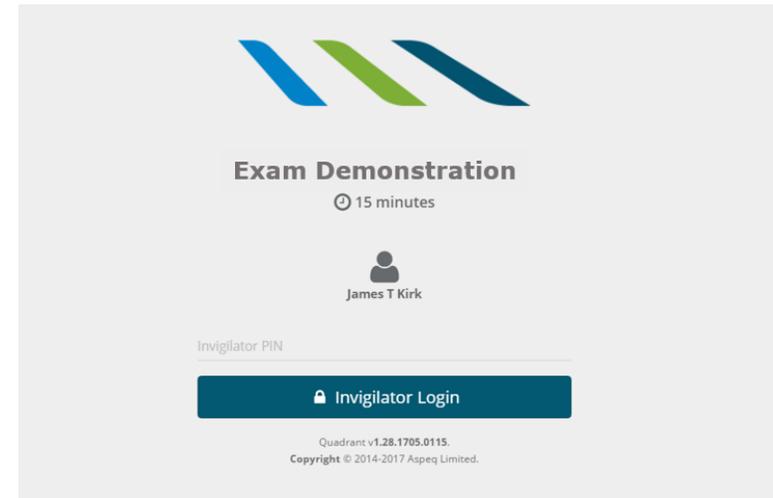
The Candidate Sign-On Screen features the Aspeq logo at the top. Below it are two input fields: 'Candidate ID' and 'Candidate PIN'. A dark blue 'Login' button with a lock icon is positioned below the fields. At the bottom, the text reads 'Quadrant v1.28.1705.0115. Copyright © 2014-2017 Aspeq Limited.'

Using the Candidate Login Form given by the invigilator, do the following:

- Enter the Candidate ID
- Enter the Candidate PIN
- Click Login

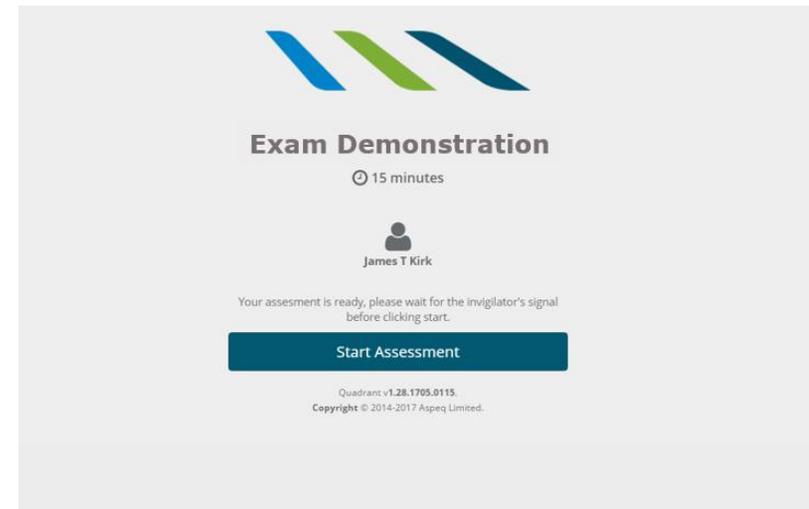
Invigilator Login Page

2. Some examinations will require invigilator login.
3. The invigilator login page (as shown) will display.



The Invigilator Login Page displays the Aspeq logo at the top. Below the logo, the text reads 'Exam Demonstration' followed by a clock icon and '15 minutes'. A user icon and the name 'James T Kirk' are shown. Below this is an 'Invigilator PIN' input field. A dark blue 'Invigilator Login' button with a lock icon is centered below the field. At the bottom, the text reads 'Quadrant v1.28.1705.0115. Copyright © 2014-2017 Aspeq Limited.'

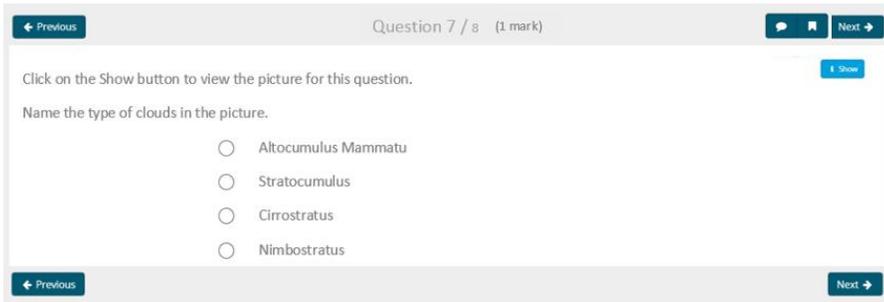
Examination Start Screen



The Examination Start Screen features the Aspeq logo at the top. Below it, the text reads 'Exam Demonstration' followed by a clock icon and '15 minutes'. A user icon and the name 'James T Kirk' are shown. Below this is a message: 'Your assesment is ready, please wait for the invigilator's signal before clicking start.' A dark blue 'Start Assessment' button is centered below the message. At the bottom, the text reads 'Quadrant v1.28.1705.0115. Copyright © 2014-2017 Aspeq Limited.'

4. Once the invigilator has logged in, you will see the exam start screen (as shown). The screen will have the following info:
 - Examination title
 - Duration of exam
 - Candidate name
5. **Please do not click "Start Assessment" until advised by the invigilator to do so.**

Answering the Questions

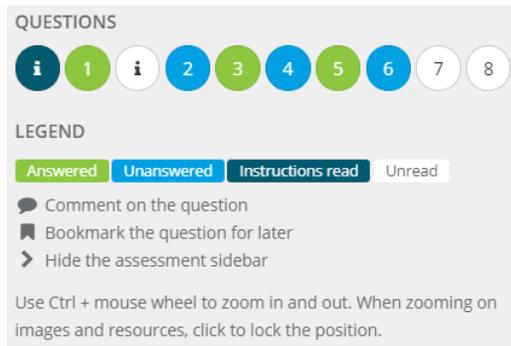


- To answer a question, simply click anywhere on the option(s) that you chose or follow the instruction to answer the questions presented in an alternative format.
- If a question has a diagram, click on “Show” to open up another window which contains the diagram.

Navigating Through Questions



- Each question has this information displayed above it. It shows:
 - Question number (Question 3).
 - Total number of questions (8).
 - Marks allocated for the question (1 mark).
 - Use “Previous” or “Next” to move between questions.
- The navigation information shown below is displayed on the right-hand side of each question.



- Question can also be selected by clicking on its number.
- Question display will change colour once the question has been answered and the next one selected (refer to *LEGEND* for further information).

Commenting on Questions



- Click  to make comments on the question.
- Click  to mark a question for attention.
- You will also be given 5 minutes at the end of your examination to comment on questions. You can only make comments during this period but cannot change your answers as the examination is now locked. **Note:** You can only make comments at the end of the examination if your time runs out and not if you clicked “Finish Assessment”.

Time Remaining and Finish Exam

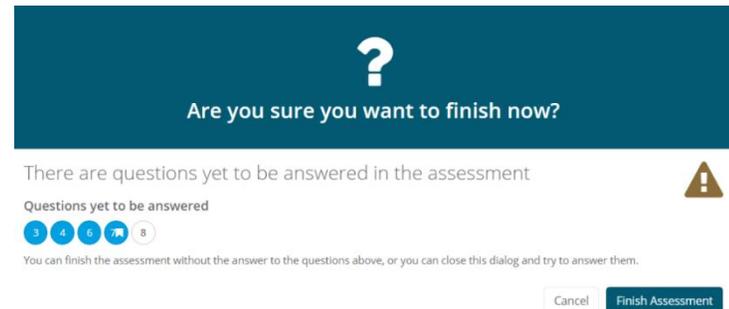
- The countdown pane at the bottom of the screen will turn orange in the last 10 minutes of the exam.



- This will turn red when there is only 1 minute left.



- If you are ready to finish your exam, click “Finish Assessment” to submit your exam. You will be prompted to confirm that you are ready to finish the exam or cancel to return to your exam.



Results

- Your exam will be automatically marked at the completion of your exam. However, your result notice and feedback cannot be processed until all those sitting with you have completed their exam.
- To view and print your result, you need to log into your e-Exams account.