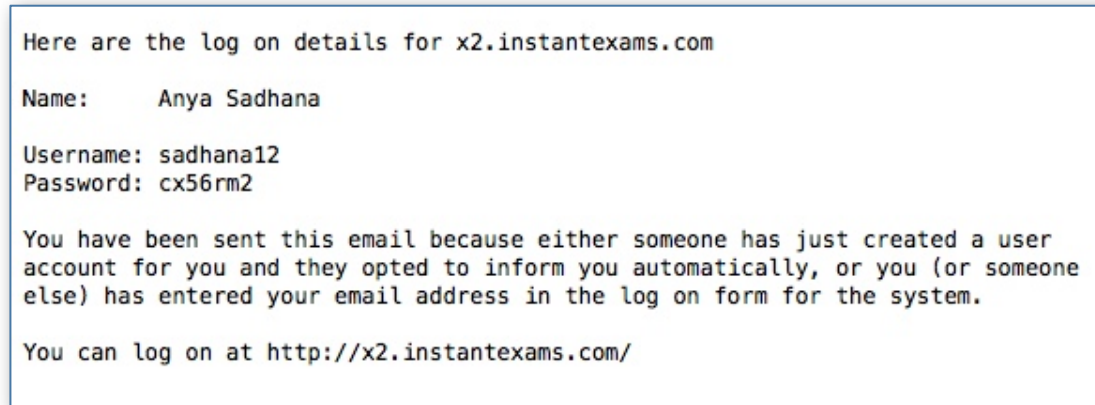


Quick guide to taking exams for candidates

Logging in

You will receive an email giving you details of your user id.

The email will look like this (note that the log on details shown here are for demonstration purposes only – you will receive your own specific user id via an email).



Here are the log on details for x2.instantexams.com

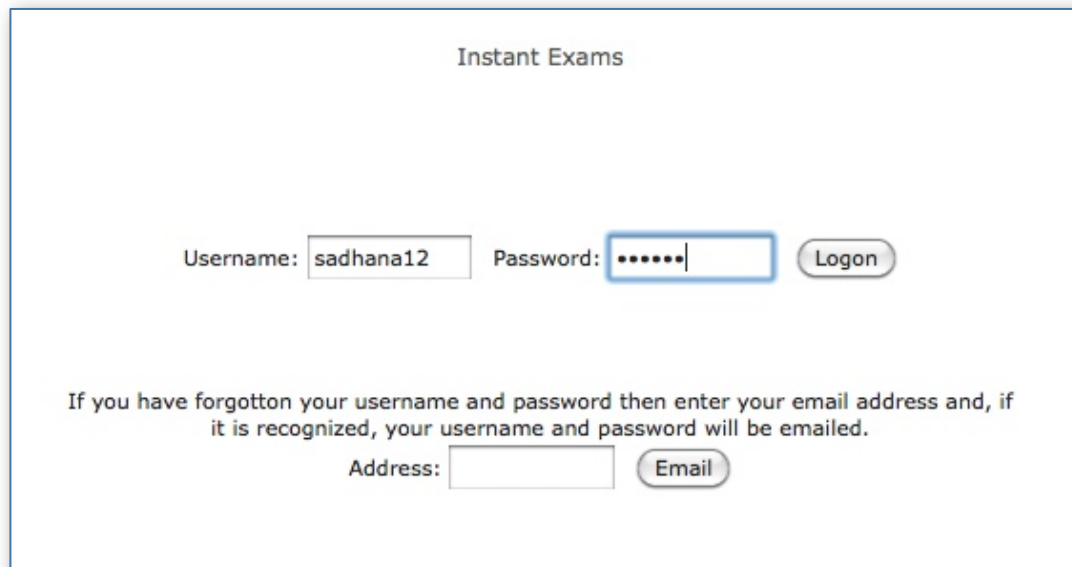
Name: Anya Sadhana

Username: sadhana12
Password: cx56rm2

You have been sent this email because either someone has just created a user account for you and they opted to inform you automatically, or you (or someone else) has entered your email address in the log on form for the system.

You can log on at <http://x2.instantexams.com/>

You can click on the link, or copy and paste the site address into your web browser. You will see this webpage and you need to enter the user id from your email into the fields:



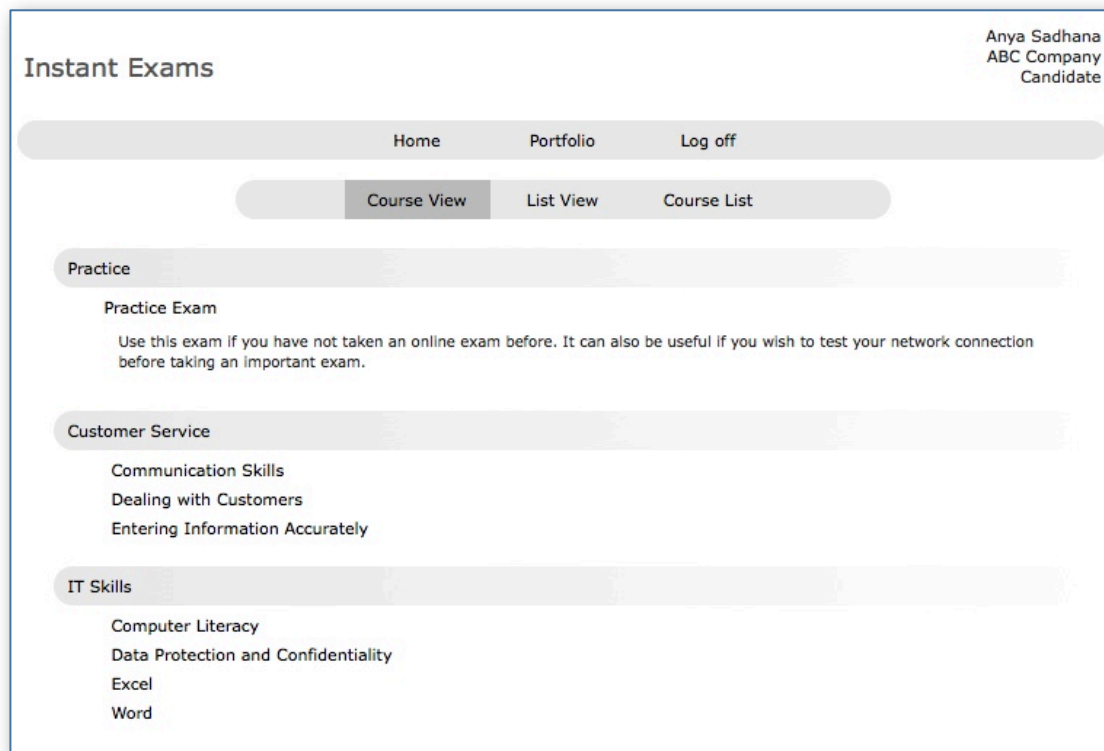
Instant Exams

Username: Password:

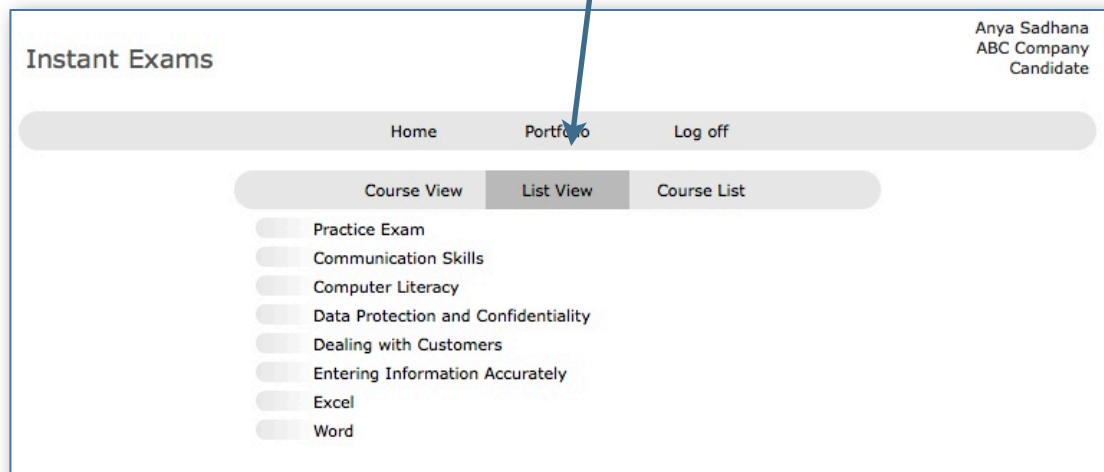
If you have forgotton your username and password then enter your email address and, if it is recognized, your username and password will be emailed.

Address:

Once you have logged on, you will see a screen very similar to this:



You can select three different views of the list of tests that are available for you to take. The view above is the Course View. The List View is shown below – it shows the tests in alphabetical order.



There is also the Course List, which shows you tests separated out in courses and also whether or not you have already taken them. In the example screen below, you can see that Anya has taken three of the tests in her portfolio and has a further five that she is yet to tackle.

Instant Exams Anya Sadhana
ABC Company
Candidate

Home Portfolio Log off

Course View List View Course List

Not Taken

Customer Service

- Communication Skills
- Dealing with Customers

IT Skills

- Data Protection and Confidentiality
- Excel
- Word

Taken

Practice

Practice Exam (Pass, 2:45 pm, 15 January, 2013)

Customer Service

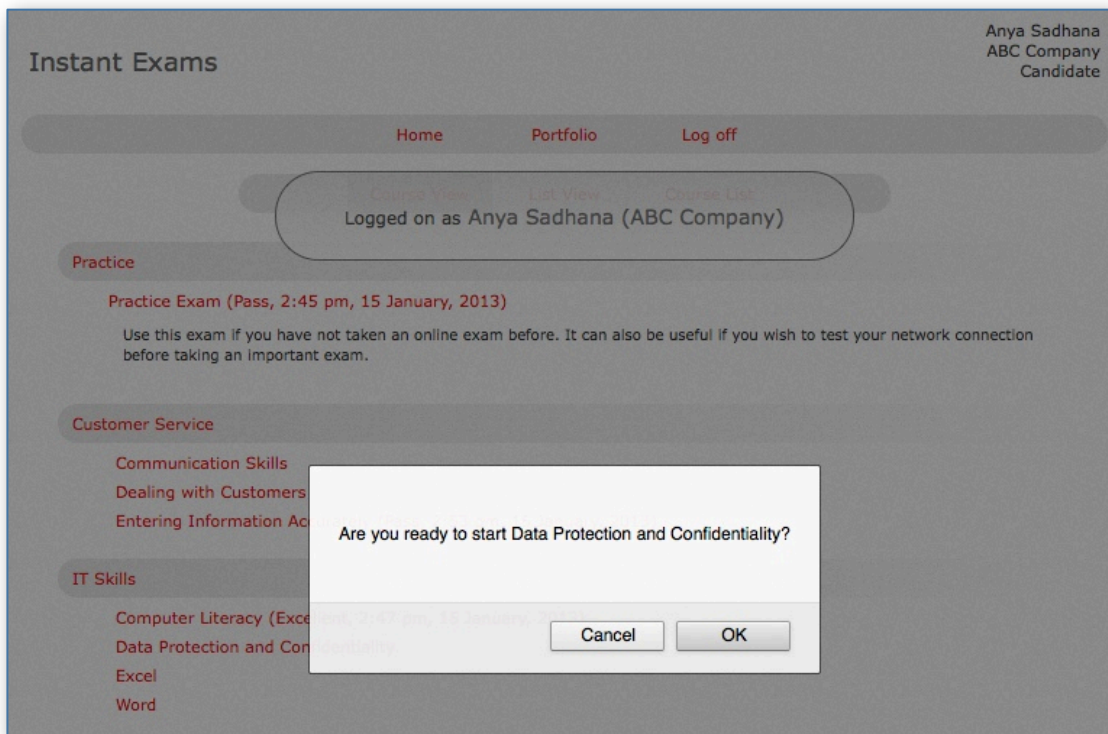
Entering Information Accurately (Pass, 2:53 pm, 15 January, 2013)

IT Skills

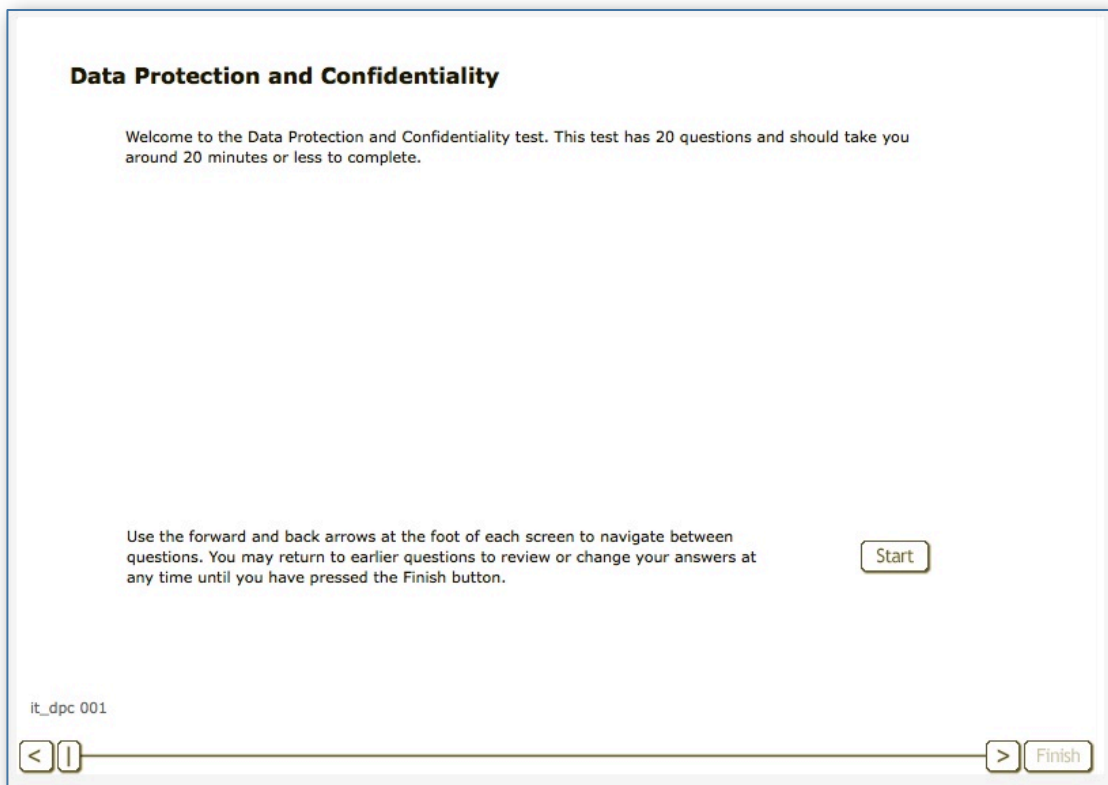
Computer Literacy (Excellent, 2:47 pm, 15 January, 2013)

Starting a test

To take a test, you simply need to click on it. The system will check that you definitely want to start it.



If you select OK, you will be shown the pre-test screen that tells you about the exam.



You can still close the browser window at this point and the system will not record any attempt on this test. However, once you press the Start button, the system will present you with the first question in the test and will record all results.

Navigating in a test

You navigate within the test by using the slider at the foot of the screen. You can either grab the slider and drag, or use the forward and back arrows to move one screen at a time.



You can finish the test at any time by pressing the finish button. But once you have done this, you cannot return to the test – the system logs the finish time and records a result for this test. However, if you press Finish the system always checks that you are sure you want to stop by presenting a screen that shows a list of any question screens that do not have an answer.

Finished. Are you sure?

If you have not used the slider at the bottom of the screen to check all of your answers then click **No. Not finished** and check your answers on all of the screens. Only click **Yes. Finished** if you have answered all of the questions and you wish to finish now.

There is no answer to any of the questions for the following screens:

Screen 9 Screen 10 Screen 11 Screen 12 Screen 13 Screen 14 Screen 15 Screen 16
Screen 17 Screen 18 Screen 19 Screen 20

Some tests are timed, and you will see a clock counting down next to the Finish button so you know how long you have got to complete the test.

Once you have finished a test, you will be shown a results screen telling you your score and whether or not you have passed the test. It will also show you your scores in particular categories within the test which may be helpful when making knowledge development plans.

Data Protection and Confidentiality

Anya Sadhana

Pass

82.30 %

Score: **27.16** out of **33.00** (with 0.00 as the minimum)

Category: **Definitions.** Score: **4.50** out of 7.00 (with 0.00 as the minimum).
Percent: **64.28 %**

Category: **Basics.** Score: **13.00** out of 13.00 (with 0.00 as the minimum).
Percent: **100.00 %**

Category: **Breaches.** Score: **3.66** out of 6.00 (with 0.00 as the minimum).
Percent: **61.00 %**

Category: **Operation of the Act.** Score: **6.00** out of 7.00 (with 0.00 as the minimum).
Percent: **85.71 %**

What to do if something goes wrong while taking a test

The browser freezes	Close the browser down. Restart it and log back into the tests – you will find yourself back in the test where you left it and the system will have saved all your answers up to that point
You lose your connection to the Internet	Log back into the test as soon as you regain a connection – all your results up to the moment you lost connection will have been saved.
Your PC crashes and you can't re-start it	Move to a different PC and log back in – you will find yourself back in the test where you left it and the system will have saved all your answers up to the moment the PC crashed
You inadvertently press Finish when you are only partway through a test	Select 'No, Not finished' when the system checks with you that you really wanted to stop the test
You need to attend to an urgent work priority while taking the test	You can ask the system administrator to Pause your test while you deal with something else
An emergency (like a fire alarm or illness) causes you to fail a test	You can ask your manager to Cancel the result – the fail result will remain on record but will show as cancelled and your manager will be able to leave a note on the system explaining why the fail should not stand.

Reviewing your results

Once you have taken one or more tests, you can review your results by visiting your portfolio page when logged on to the system. This page shows your user id details as well as all your results.

Instant Exams

Anya Sadhana
ABC Company
Candidate

HomePortfolioLog off

Anya Sadhana (sadhana12)

Display All Results

Practice

Practice Exam

83.67 %

View Exam

Pass

02:45 pm, Tuesday, 15 January, 2013

Customer Service

Communication Skills

-- %

View Exam

Dealing with Customers

51.35 %

View Exam

Fail

11:15 am, Monday, 21 January, 2013

Entering Information Accurately

78.26 %

View Exam

Pass

02:53 pm, Tuesday, 15 January, 2013

IT Skills

Computer Literacy

100.00 %

View Exam

Excellent

02:47 pm, Tuesday, 15 January, 2013

Data Protection and Confidentiality

82.30 %

View Exam

Pass

11:09 am, Monday, 21 January, 2013

If you click on your name, the screen will expand to show you your user id details and you can change your password or email address details here.

Instant Exams Anya Sadhana
ABC Company
Candidate

Home Portfolio Log off

Anya Sadhana (sadhana12)

First Name Anya	Middle Name	Last Name Sadhana	Type Candidate	Status Active
User Groups Customer Service IT Skills	ID Number	Username sadhana12	Password *****	Email anya.sadahana@abc.co

Change

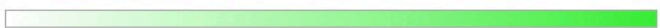
Display All Results

Practice

Practice Exam
83.67 %  View Exam
Pass 02:45 pm, Tuesday, 15 January, 2013

If you click on any of the tests for which you have results, the entry will expand out to show you more detail about your result.

IT Skills

Computer Literacy
100.00 %  View Exam
Excellent 02:47 pm, Tuesday, 15 January, 2013

Data Protection and Confidentiality
82.30 %  View Exam
Pass 11:09 am, Monday, 21 January, 2013

Marks
Score: 27.16
Maximum: 33.00
Minimum: 0.00

Dates
Started: 11:09 am, Monday, 21 January, 2013
Ended: 11:13 am, Monday, 21 January, 2013
Duration: 0 hours, 4 minutes, 11 seconds
Version: 1

Categories

Category:	Definitions
Score:	4.50 out of 7.00
64.28 %	
Category:	Basics
Score:	13.00 out of 13.00
100.00 %	
Category:	Breaches
Score:	3.66 out of 6.00
61.00 %	
Category:	Operation of the Act
Score:	6.00 out of 7.00
85.71 %	

If you select View Exam you will see your results screen for this test