



ONLINE EXAMINATION GUIDELINES

These are the guidelines and conditions under which this ASMIRT certification will be run.

If the candidate commences the examination, they are ruled to be fit. Special consideration will not apply, and results will be upheld. If the candidate is unwell or unlikely to perform at their best, they should contact ASMIRT prior to the exam date to re-negotiate a time suitable for the supervisor and candidate. If the candidate is unwell on the day of the examination, they should not sit the examination.

Please ensure that candidates are advised of the following time checks. 2 hours to go, half an hour to go, five minutes to go.

1. Please ensure that there are no other windows or applications open on the device being used for the exam. (ie close all applications). No reading material is permitted in the examination room.
2. The candidate's mobile phone is to be put on silent and placed with the supervisor for safe keeping until the exam concludes. There will be no need for a calculator as there are no questions in the exam that require complicated mathematics.
3. Candidates can be given a clean note pad; however, they will not be able to take this with them. Please destroy any notes that the candidate has made on this note pad.
4. Candidate to call up the url, enter in their personalised username and password to open up the examination at the nominated time.
5. The examination that the candidate is sitting will appear on their dashboard.
6. The certification exams are allocated 3 hours in length. Once the examination has been started, the on-screen timer will commence and continue until the allotted three hours have concluded. This timer will count down and cannot be paused. The examination **MUST** be submitted prior to the timer ceasing.
7. Questions are randomised. The randomisation process of the examination means that no one candidate will receive the same questions and answer selection. Each question is selected from the question bank, but each answer selection is further randomised, so the selection of a or b or c or d may be different to those of their colleagues, even if the question is the same.



8. Candidates will be able to move forwards and backwards through the examination questions and make corrections to answers. Questions can also be flagged to be checked at the conclusion of the examination.
9. At the conclusion of the examination, please ensure that the candidate has logged out of the examination platform.
10. The results will not be available immediately at the end of the examination. They will be released via individual email.

TROUBLE SHOOTING

- In the event of a catastrophic event which may occur before or during the examination, such as power outage, internet connectivity issues, candidate illness etc, the examination will be ceased immediately.
- The supervisor should contact Min Ku or Carly Hardidge at ASMIRT in the first instance of the catastrophic event.
- An alternative time and day which is suitable for all parties, will be arranged between the candidate and supervisor and a new examination authorised by ASMIRT.

SUPPORT DETAILS

- ASMIRT contacts:
 - Min Ku M: 0413 545 683 E: min.ku@asmirt.org
 - Carly Hardidge M: 0439 880 264 E: carly.hardidge@asmirt.org

**Centres hosting two or more candidates sitting the exam simultaneously in the same examination room, will be required to implement staggered examination start times.