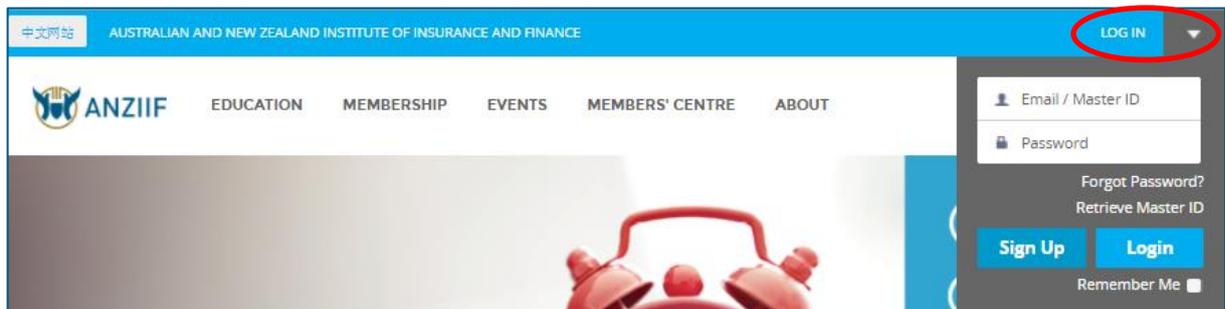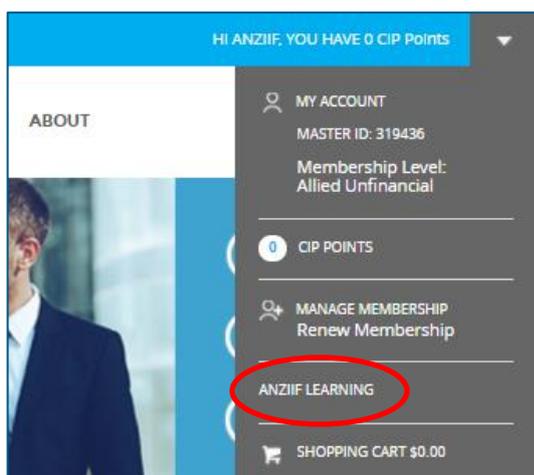# ACCESSING YOUR ONLINE EXAM
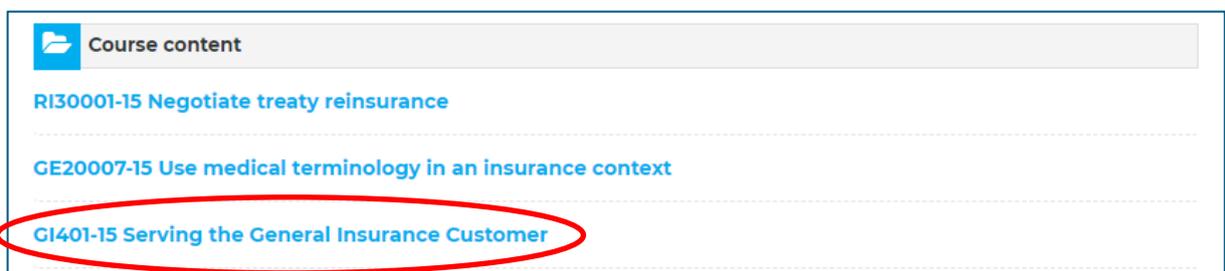
1. Log in to the ANZIIF website by selecting the drop-down arrow and filling in your details and selecting the '**Login**' button.

2. Once logged in, select the drop-down arrow again and then select '**ANZIIF Learning**' from the list.

3. From the list of course content, select the appropriate module.

Note: You may see a slightly different screen. In this case, select the 'Open in ANZIIF Learning' button to access the appropriate module.
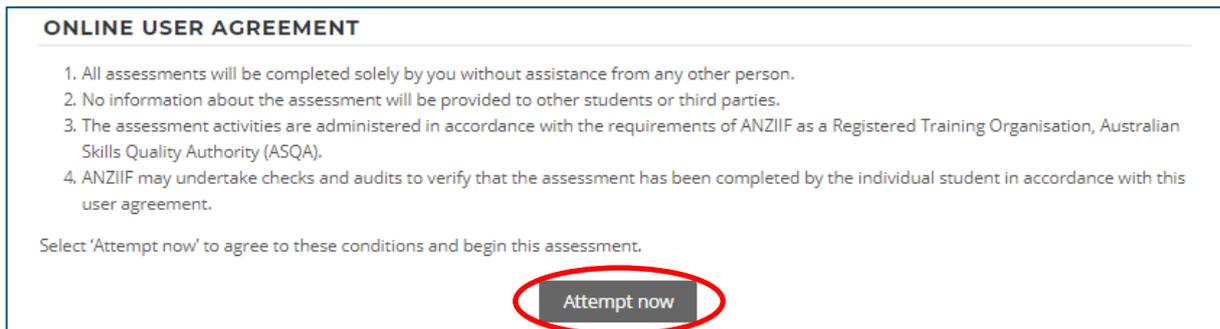
4. Under 'Assessment', towards the bottom of the page, select the '**Exam**' link to access the exam.
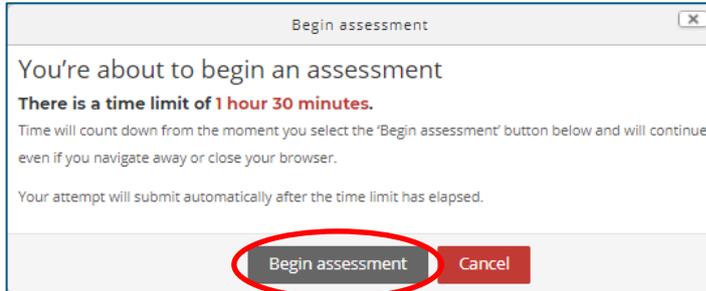
Exam

🖺 Exam

5. This link will take you to a page that explains the structure of the exam. When you are ready to commence the exam, please select the '**Attempt now**' button to accept the online user agreement.

ONLINE USER AGREEMENT

1. All assessments will be completed solely by you without assistance from any other person.
2. No information about the assessment will be provided to other students or third parties.
3. The assessment activities are administered in accordance with the requirements of ANZIIF as a Registered Training Organisation, Australian Skills Quality Authority (ASQA).
4. ANZIIF may undertake checks and audits to verify that the assessment has been completed by the individual student in accordance with this user agreement.

Select 'Attempt now' to agree to these conditions and begin this assessment.
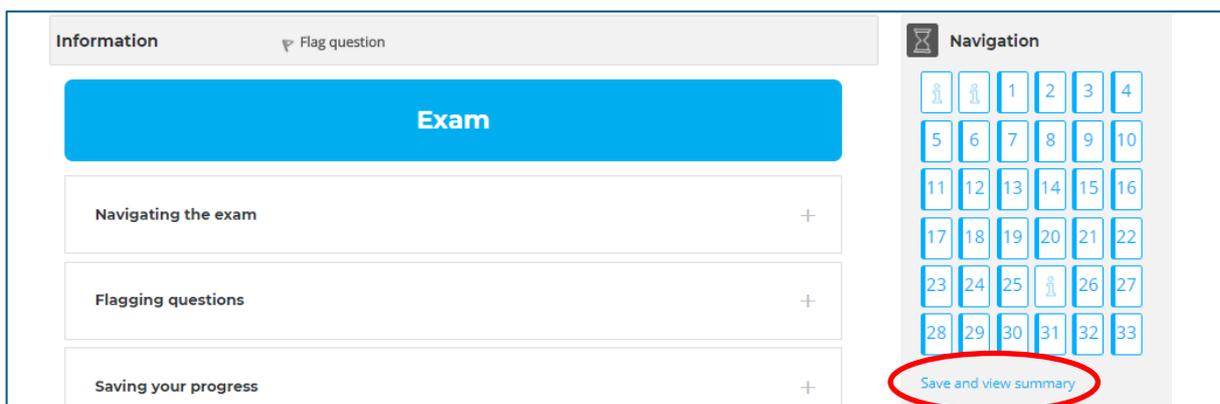
Attempt now

6. Before starting your exam, you will be shown a pop-up with the time limit. Note that different modules have different exam time allocations and different pass mark requirements.
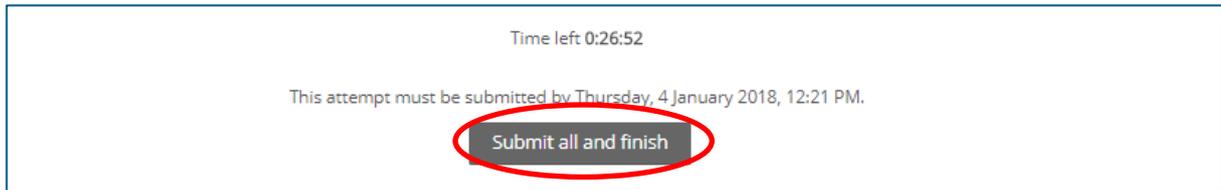
Once you select '**Begin assessment**', the exam will be displayed and a timer will count down. Once you begin your exam, you cannot pause the timer.

Begin assessment   ✖

You're about to begin an assessment
There is a time limit of 1 hour 30 minutes.
Time will count down from the moment you select the 'Begin assessment' button below and will continue even if you navigate away or close your browser.

Your attempt will submit automatically after the time limit has elapsed.

Begin assessment   Cancel

7. The exam has an auto-save functionality that runs every few minutes. When you are finished, select '**Save and view summary**', which will either be in the navigation block on the right, or as a button at the bottom of the page. Viewing the summary page will save your progress, and show any unanswered questions.

Information	⚑ Flag question		Navigation

Exam

Navigating the exam   +

Flagging questions   +

Saving your progress   +

Navigation: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33

Save and view summary

8. At the bottom of the 'Save and view summary' page, select the '**Submit all and finish**' button when you are ready to complete your assessment.

Time left 0:26:52

This attempt must be submitted by Thursday, 4 January 2018, 12:21 PM.

Submit all and finish

9. A pop up will be displayed, asking you to confirm submission. This 'Submit all and finish' button will submit your assignment for marking. Do not select it until you are ready to submit.

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish   Cancel