

# Online Exam Instructions

## Exam Format

PTC award: 90 minutes, 60 Multiple Choice Questions.

ITS award: 130 minutes, 40 Multiple Choice Questions and two Reflective Coherence Questions.

### Contact

Email: [distance@moore.edu.au](mailto:distance@moore.edu.au)  
Telephone: +61 2 9577 9911  
Office Hours: 9am-5pm, Monday-Friday ([Sydney time](#))  
Please include your student number in all communications.

## Exam Rules

- ✓ This is an open book exam, so Bibles and study notes are permitted.
- ✓ Students must be enrolled in a unit before they can sit the exam. No exam feedback will be given for non-enrolled units. Students should only attempt to view exams for enrolled units. Check enrolment status through [my.moore.edu.au](http://my.moore.edu.au) if unsure.
- ✓ Only students who selected the 'online exam' option on enrolment can attempt the online exam.
- ✓ Moore Access subscribers need to enrol if they wish to sit an exam.
- ✓ Only **one attempt** per enrolment can be made. Please do not start the exam until you are ready to sit the exam or you will use up your one attempt and need to pay a re-enrolment fee.
- ✓ A **3-digit exam password (e.g. '123')** is found on the **Exam Password Details** page (in the **Revision** section of each unit). When ready to start the exam, check your 3- digit password, go to the exam section of the OLE, find your unit, click **Attempt Quiz** now and enter your 3-digit password. Once you enter the password the timer will start.
- ✓ At end of the exam time limit, all attempted questions are automatically submitted and the exam will be locked.
- ✓ Term dates are available here [mooreonlinestudy.com/about-the-ptc/](http://mooreonlinestudy.com/about-the-ptc/). Online exam/s can be completed at any time within the term you selected when you enrolled, until midnight ([Sydney time](#)) of the last day.
- ✓ Other windows and applications must be closed. A minimum **screen resolution** of 1024x768 is recommended. Tablets and mobile phones are *not* recommended.
- ✓ The exam questions should **not be recorded** in any way.
- ✓ **Problems or questions?** See end sections of this document.

**Instructions** for each step available below.

## Weeks prior to exam

Decide when and where you will attempt the online exam during the exam period ([Sydney time](#)).

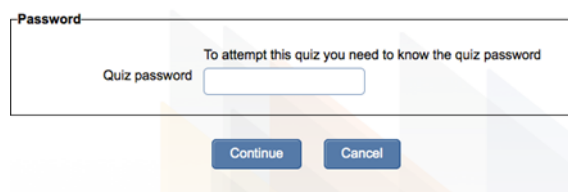
- Check the computer you will use for the exam. We recommend a system with a **minimum resolution** of 1024x768. Avoid using a tablet or mobile phone. If available, we suggest you use a wired broadband connection. If using a WiFi or 3G connection, check you have good reception.
- ITS students: Try the sample Reflective Coherence Question™ (RCQ) under ITS Resources, as well as a few quizzes, with the same system and connection that you will use for the exam.

## Before starting

- Remind others in the household of your exam, to minimise the risk of **disruptions** (e.g. large downloads which might slow down the connection, restarting the modem, etc.).
- Check your computer is plugged to a power source.
- Check the system and connection are OK.
- Close all other applications.
- Have your **Bible** ready.
- Check the **Problems** section below if you need to.

## Start of exam

- Log into the OLE with normal MooreID and password.
- Maximise the browser window, so that it covers your whole monitor.
- Open the **Revision** section of your unit and **Exam Password Details** (grey coloured) link to find your **three-digit password**.
- Click the link to open the exam section of the OLE.
- (The exam section can also be found below the list of units in **My Home**. Choose **ITS Exams** or **PTC Exams**, according to your enrolment).
- Click on the section heading for your unit.
- Click on the exam you are attempting. You will be shown the instructions.
- Click the **Attempt quiz now** button, and then **Start attempt** to confirm. You will be shown a page with a password field. The exam timer has *not* yet started.
- Enter the three digit password: \_\_\_
- Once you enter the **exam password**, you can start selecting answers. The timer has now started, and it is shown on the top right.



Password

To attempt this quiz you need to know the quiz password

Quiz password

Continue Cancel

## During exam

- **Flag questions** you want to return to.
- **Do not close or leave the quiz window.** Do not click to any other page, even within the OLE, or the Back button. A warning message will display if you try to leave the page with unsaved selections. Your answers are only saved when you click **Next** or **Finish attempt...** If you navigate away from the page or close the window, you might lose answer selections made after clicking one of these.
- **Do not click Bible references**, as they can take you to another page (a warning is shown). Click the **more** link on the pop up if you wish to see the reference in context, as this will open in a new window.

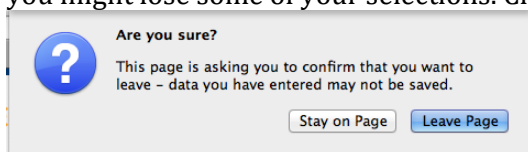
Ephesians 2:1–10 (NIV)

2 As for you, you were dead in your transgressions and sins, 2 in which you used to live when you followed the ways of this world and of the ruler of the kingdom of the air, the spirit who is now at work in those who are disobedient. 3 All of us also lived ...

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[more »](#)

- If you see a dialog like the one below, you have clicked a link that will take you away from the page and you might lose some of your selections. Click **Stay on Page**.



**Problems?** See [last page](#).

# Exam complete

The exam will submit automatically at the end of the time limit. Alternatively, the student can click the **Finish attempt...** link on the top right, below the timer.

## Student:

- If ready to submit, click **Finish attempt...** below the timer to show the **summary of attempt** page. Then click **Submit all and finish**.  
Warning: **you cannot return** to your attempt once you submit it.
- If you reach the time limit, the exam will submit automatically.
- **Wait until the submission is finished.** Do not press any key or close the window while the attempt is being submitted.

## Problems?

### The OLE is unavailable

Check for updates at [moore.edu.au/distance](http://moore.edu.au/distance)

### Can't access the exam

Exams are only available during the term.

### Window is closed or browser is quit accidentally

You can return to the exam anytime (the timer will have continued, so some time will be lost).

You may need to log in and re-enter the exam password. Some answers may be lost if they were not saved.

### I don't have the exam password

You must have the exam password to start your exam; you cannot start your attempt without it.

The password for all exams is found in the Revision section of each unit.

Note: The exam attempt and timer does *not* start until the password is correctly entered. You can return to the exam later with the correct password.

### Exam password doesn't work

Check that you have entered the password correctly.

The password for all exams has a three number format \_ \_ \_

Note: The exam attempt and timer does *not* start until the password is correctly entered. You can return to the exam later with the correct password.

### Unable to submit exam once attempt started

Email [distance.help@moore.edu.au](mailto:distance.help@moore.edu.au)

## Common Questions

### What if there is an emergency during the exam?

You can attempt the exam another time. Email [distance@moore.edu.au](mailto:distance@moore.edu.au)

### What if there are technical problems?

If technical problems prevent you from even starting the exam, email [distance.help@moore.edu.au](mailto:distance.help@moore.edu.au)

### Can the time of the exam be changed?

Yes. The online exam can be done at any time *within the term*. There is no need to notify college of the time.

### Can the timer be paused (e.g. because of an emergency or disruption)?

No. Once the exam attempt is started, the timer cannot be stopped.

### What if the exam is missed?

The exam is only available during the term. It is important that you plan accordingly. If you are unable to attempt the exam because of serious technical or personal problems, the office should be notified as soon as practical via email.

### When will I receive feedback?

Feedback will be emailed after the exam period is ended.