

ASSA Exams: Semester 1 2020 – Preparation Instructions

Before Exam day

1. Access the **Pre Exam Moodle Learning Platform course** for your exam. (access link will be emailed around 10-7 days before the exam)
 - Test your Moodle log-in and bookmark your Learning Platform url so you can access the system quickly without having to search for the link.
 - Familiarise yourself with the exam system environment
 - Practice uploading files (if required for your exam) and scanning (A211 & A213a) – scanning guidelines will be provided via email and in the practice exams.
 - Familiarize yourself with the Moodle text editor functions and tips – see [Appendix A](#)
2. Create your **ProctorU profile** (the invigilation service that will run integrated to the Learning Platform)
 - **NB!** You MUST use the same email address that is on your ASSA member profile.
 - Follow the instructions in [Appendix B](#) to install the web extension and create a profile. Only Chrome and Firefox are supported.
 - Remember your ProctorU username and password - ASSA will not have access to this details.
 - **Test your technology** - use the ProctorU Test Equipment link and ensure you have enough data and a strong internet connection. PC and Phone must be charged! (refer to [ASSA Online Exam Requirements document](#) for equipment and other exam specifications)
3. Get the following **information** ready and have it handy on exam day: *(you will NOT be able to access email and other applications on your PC)*
 - First Name and Last Name
 - Email Address
 - Timezone (GMT +2 - Johannesburg)
 - Address where you are writing the exam
 - Phone number
 - Recent face photo (ID type photo)
 - Identification document / card: Drivers license / ID document / Passport (information is kept for 7 days)
 - Candidate number
 - ProctorU username & password
 - Moodle Learning Platform username & password
 - Clean sheets as rough / scrap paper (allowed for all subjects) – ready to show the invigilator if asked. Pens / pencils
 - Approved calculator
 - A211 and A213a only – Enough A4 exam pad / paper to write exam answers on – single side writing only. Smartphone with scanning APP – off during exam.



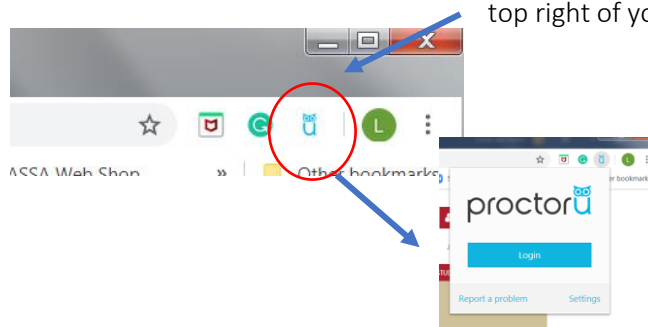
On Exam day

2 hours before exam

- Test equipment and set up exam space.
- Get all information ready and put away all notes and equipment that are NOT allowed during exams, including extra clocks / papers with writing on / tablets, etc.


1 hour before exam

- Go to the bathroom and settle in for exam.
- Log-in to your ProctorU account: open your internet browser and click on the **blue owl icon** at the top right of your browser menu:

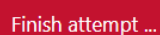


- Open a **new web browser tab** and go to the Moodle Learning Platform : <https://assaed.actuarialsociety.org.za/> (Use the bookmarked link you created)
- You will now be able to read and agree to the Exam declaration as well as read through the Exam instructions. The exam will only open at the pre-set exam time.
- You will need to keep an eye on your PC clock to manage your own time. **No countdown or time announcement will be made.**

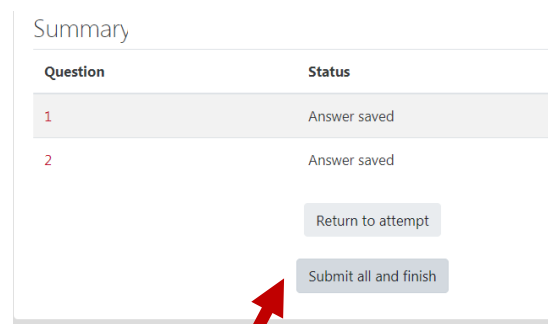
Exam begins... and submitting your answers

- The exam –  (Green clipboard icon) - will become available at the exam start time.
- You can click on **“Attempt exam now”** to open and display the exam questions.
- Follow the instructions provided and answer your exam questions.
- **Submit your answers – NB!** – once you are done with your exam you will have to :

1. Finish attempt



- #### 2. Review
- the summary (Status = “Answer saved” also indicates that a document has been uploaded if that was a requirement) and if you need to go back and make changes click on **“Return to attempt”** (you will then click on **“Finish attempt”** again after you’ve made changes.)



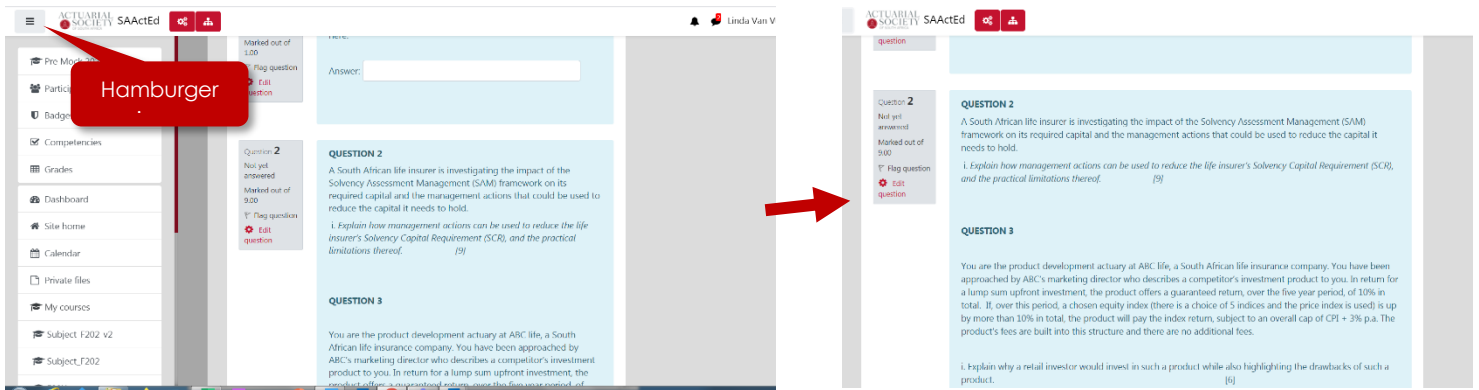
3. Submit all and Finish – YOU HAVE TO CLICK ON THIS BUTTON TO SUBMIT YOUR ANSWERS.

After this submission you will not be able to make any changes. Submit BEFORE the exam time is up!

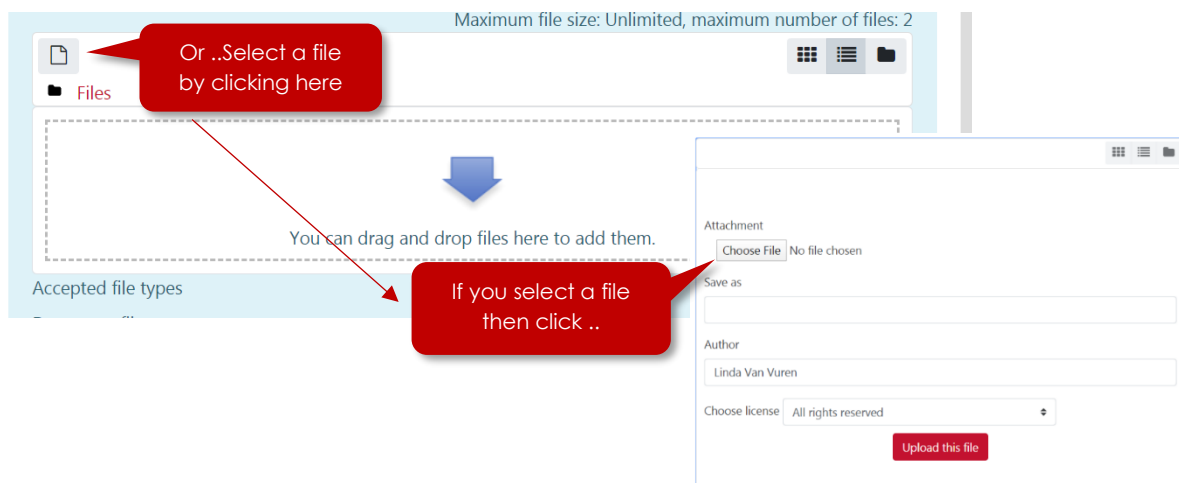
Appendix A - Tips for answering in Moodle

1. Increase / Toggle screen size:

Click on the hamburger icon  next to the ASSA logo.

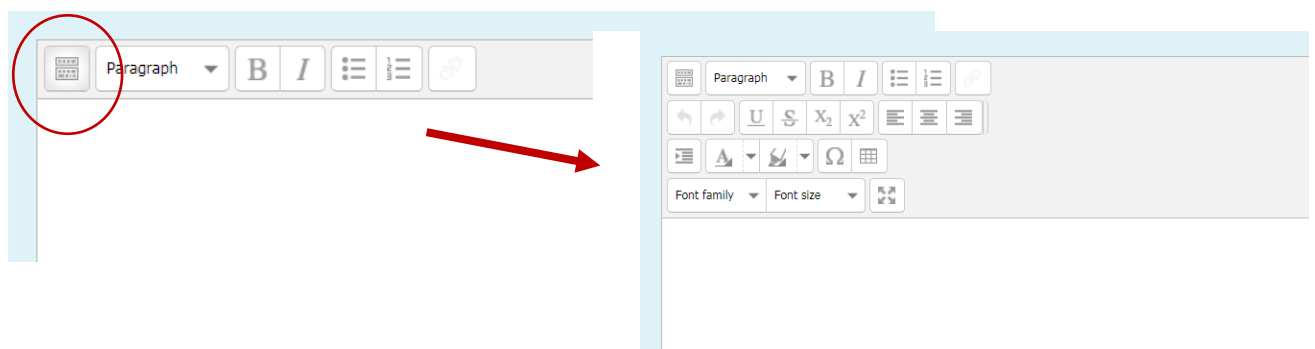


2. Upload a file by dragging it into the box or..: (if uploads are applicable to your exam)



3. Expand the Moodle text editor

To view and use more text editing formatting options,  expand the editor's toolbar.



Appendix B - Create your ProctorU profile

NB! Ensure you use the SAME EMAIL address that is on your ASSA member profile!

Do this around 7-5 days BEFORE your exam:

ProctorU is the online proctoring service ASSA is using that allows you to take your exam from the comfort of your home. All students that wish to take part in the ASSA Online Exams for Semester 1 need to create a ProctorU account. Creating a ProctorU account is simple. You can do so by clicking [here](#). (Take note of your username and password as you will need these on exam day again!)

In order to use ProctorU, you will need a high-speed internet connection, a webcam (internal or external), a Windows or Apple operating system, and a government issued photo ID – an ID Book / Passport or Driver's license.

ProctorU recommends that you visit <https://go.proctoru.com> after creating your account to test out your equipment prior to your exam. Simply click on the **"Test My Equipment"** button located at the top of the screen. Please make sure that you are using the current version of your browser and have downloaded the ProctorU extension available:

for Chrome click [here](#)

for Firefox click [here](#)

No other browsers are supported – please ensure you have a recent version of Chrome or Firefox installed.

Additionally, please visit and review the test-taker resource centre [here](#). Please feel free to direct any questions relating to setting up a ProctorU account to the test taker support team via the live chat within your account.