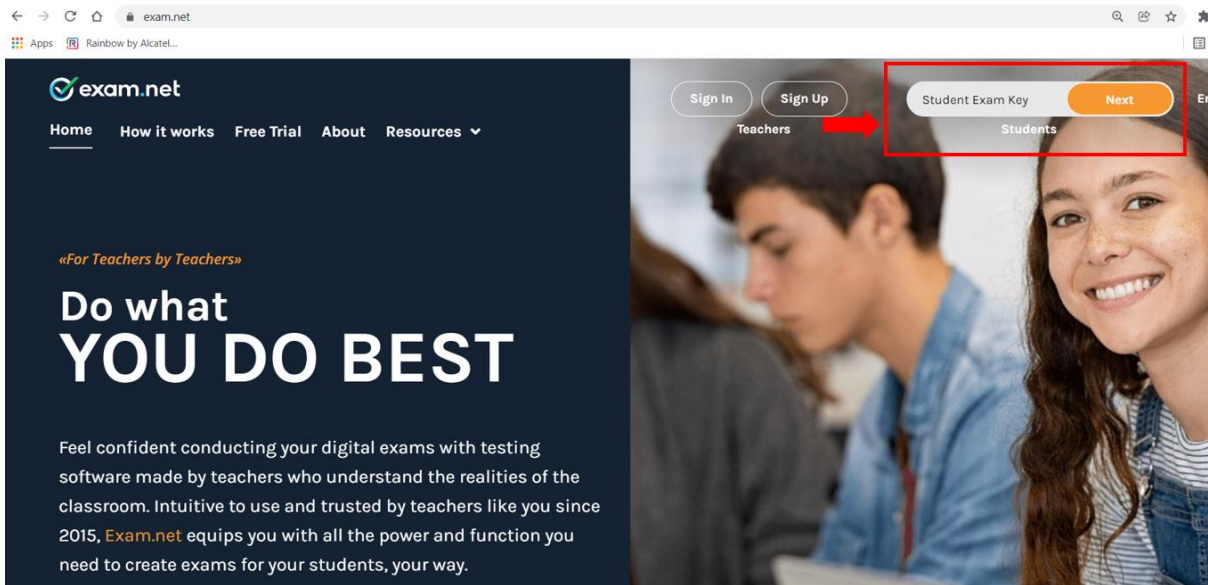


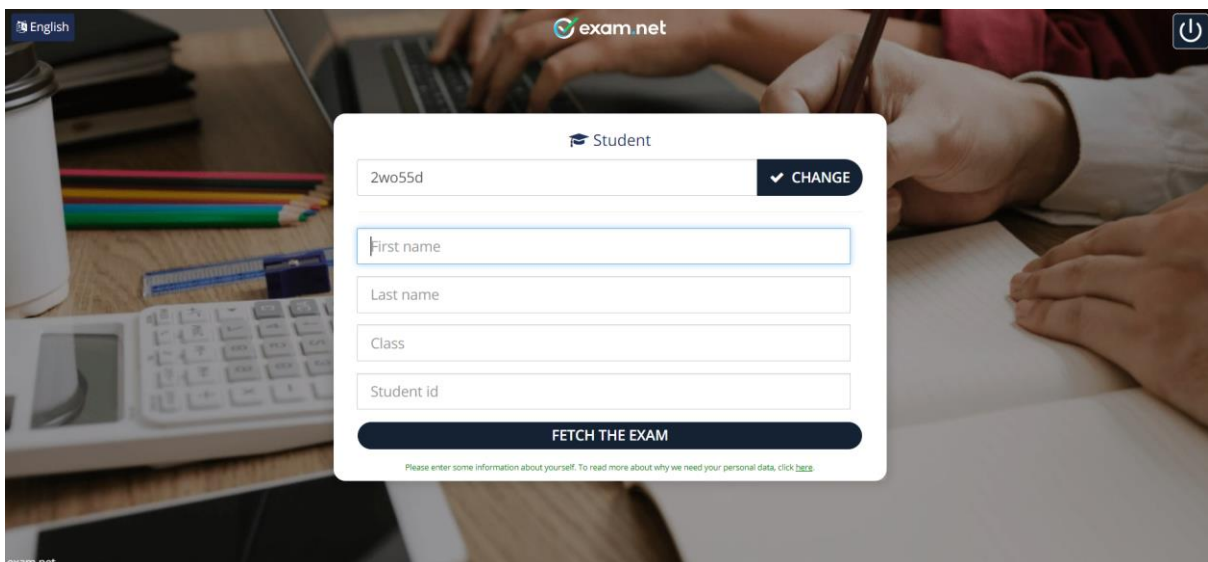


## ONLINE ASSESSMENT – GUIDELINES FOR TRAINEES

1. Open the link, [Exam.net](https://exam.net), where you will see a screen like the below. Enter the exam key which you have received from the trainer (in the space marked in red – see below).

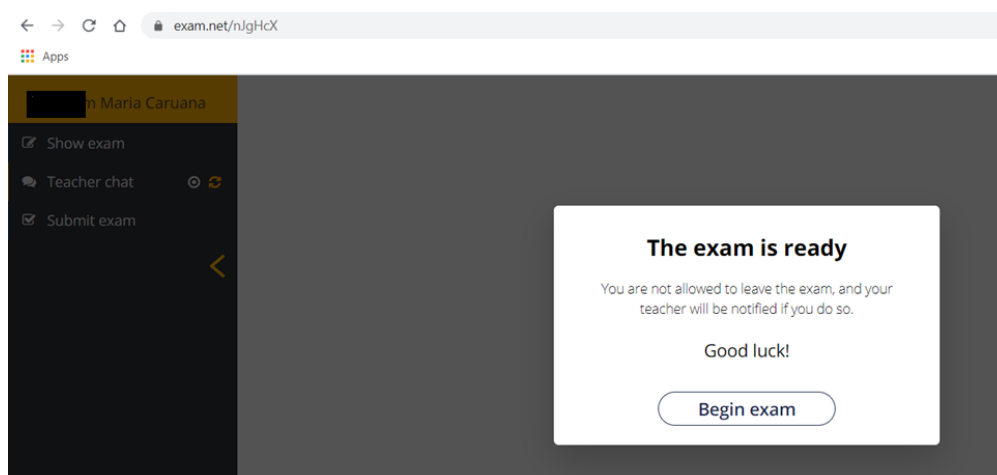


2. Once this is done you will be directed to the next screen.

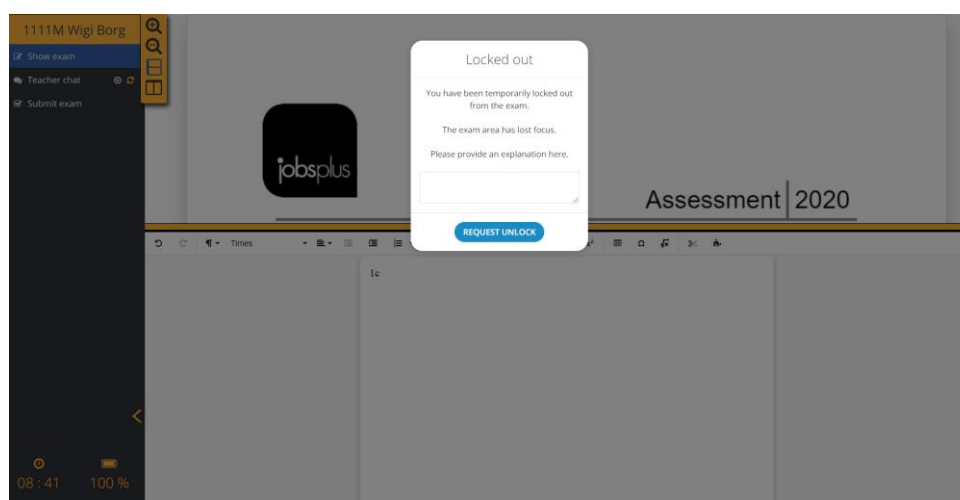


3. Here you will need to insert your details accordingly.
  - a. Name
  - b. Surname
  - c. Class – Course code and course name which will be sent to you by email & Date of assessment.
  - d. Student ID – your ID Card number

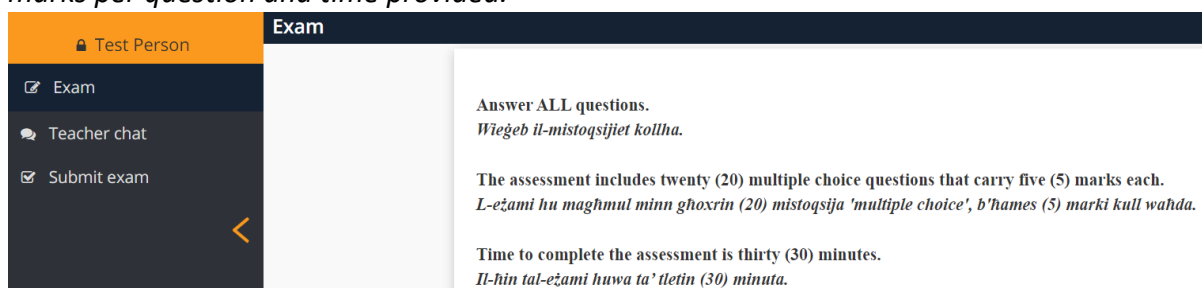
4. You will proceed to the next screen. Click on 'Begin Exam'



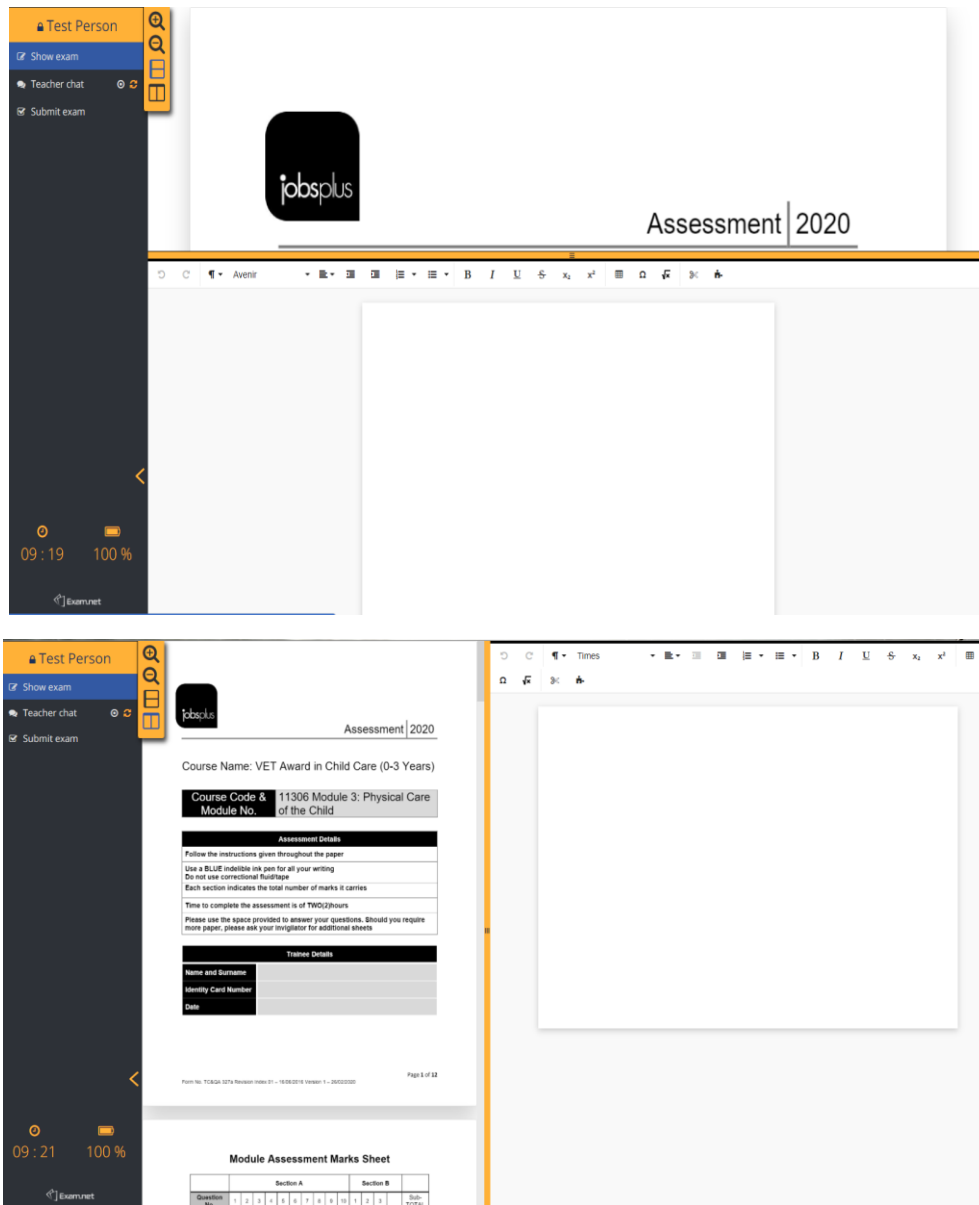
5. You will be directed to the exam immediately. If you try to leave the assessment by pressing the escape key from your keyboard, you will be asked to provide a reason as to why you are doing so. Once the reason is given, you will be allowed back to the assessment.



6. For the assessments that are completely multiple-choice questions, a similar page to the below will show whereby the student can mark the correct answer. *The below screenshot is just an example. Different assessments may vary in number of questions, marks per question and time provided.*



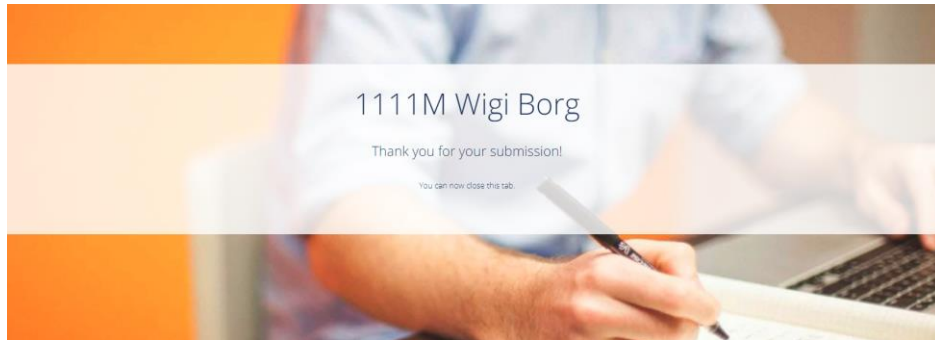
7. For assessments that are not completely multiple-choice questions, the upper part of the screen is the assessment paper (this cannot be edited) and below is a word pad where you need to write your answers. On the left you can zoom in or out of the assessment paper, and you also have the option to view the assessment paper on the left side of the screen (see below two options).



**Important Notes:**

- a. You can chat with the Trainer, but not with other trainees.
- b. You will **not** be allowed to leave this page since it will be in full screen mode. Should you try to leave the assessment (by pressing escape) you will be forced to provide a reason, and the Trainer will receive a notification informing him/her that you have lost connection, for how long you have lost connection and what was the reason.

8. Once finished you need to press “submit the exam” from the left side of the screen. Please make sure that you have answered all your questions before submitting the assessment paper. **You cannot access your assessment paper again once you have submitted your assessment.**
9. Once you press submit the exam, the below screen should appear (with your name of course).



10. You can now close the tab since you are ready from the assessment.
11. The following link provides the above-mentioned guidelines in a video format, for those who prefer a more visual approach.  
<https://www.youtube.com/watch?v=HqwISXRnp6c>