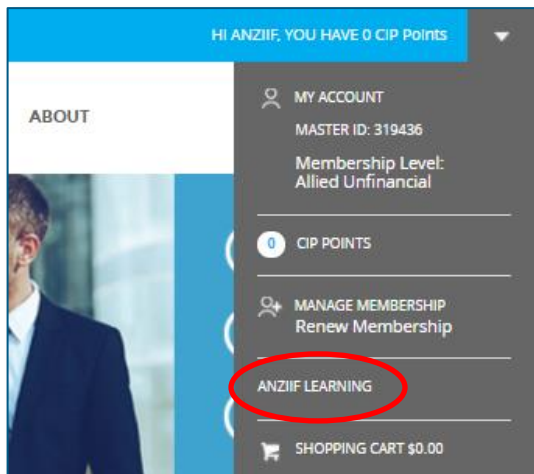


ACCESSING YOUR ONLINE EXAM

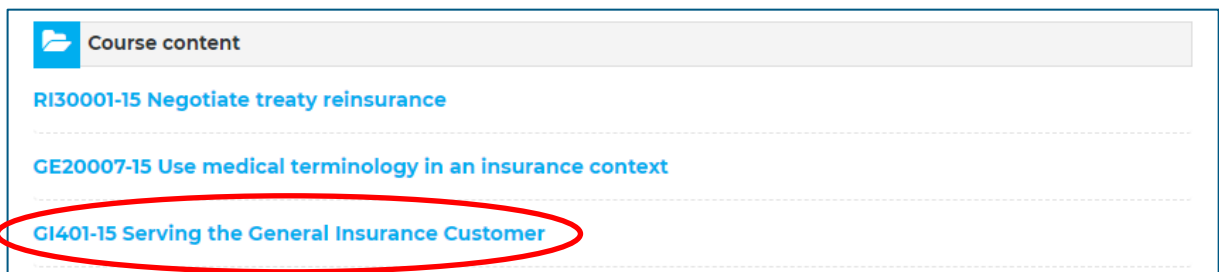
1. Log in to the ANZIIF website by selecting the drop-down arrow and filling in your details and selecting the 'Login' button.



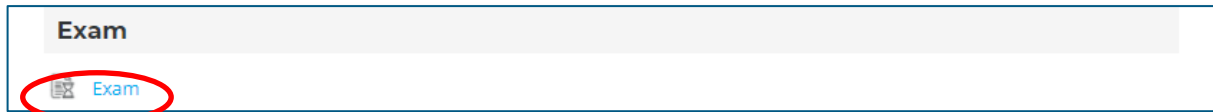
2. Once logged in, select the drop-down arrow again and then select 'ANZIIF Learning' from the list.



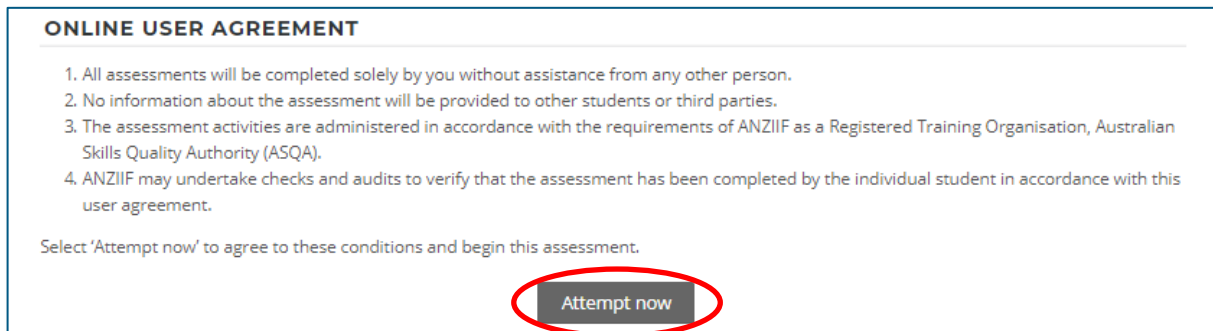
3. From the list of course content, select the appropriate module.



4. Under 'Assessment', towards the bottom of the page, select the '**Exam**' link to access the exam.

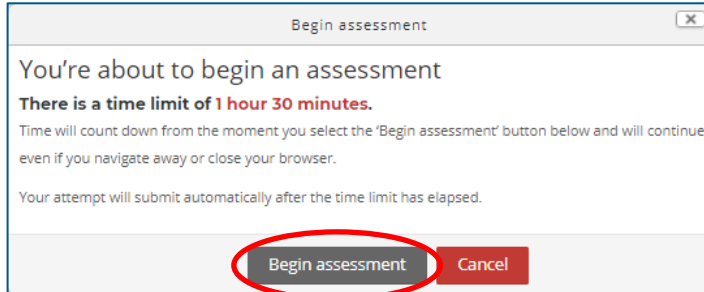


5. This link will take you to a page that explains the structure of the exam. When you are ready to commence the exam, please select the '**Attempt now**' button to accept the online user agreement.

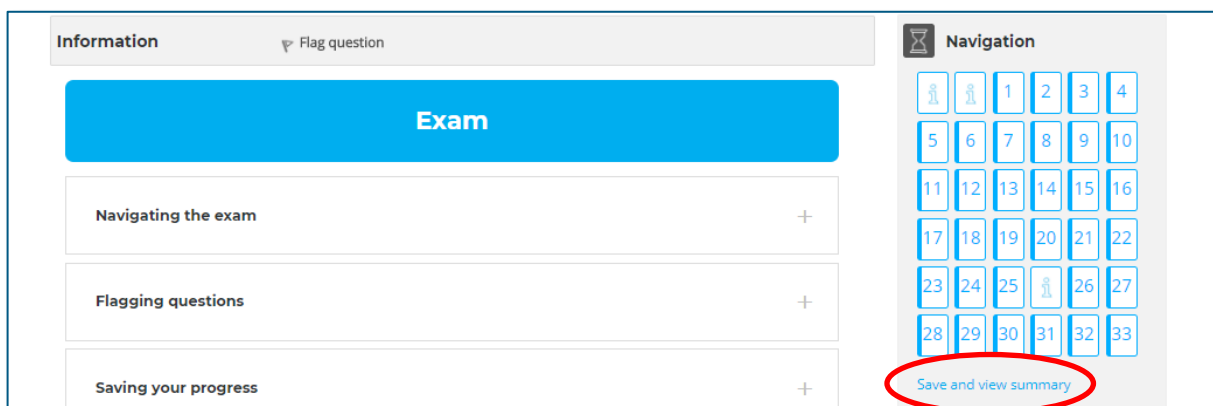


6. Before starting your exam, you will be shown a pop-up with the time limit. Note that different modules have different exam time allocations and different pass mark requirements.

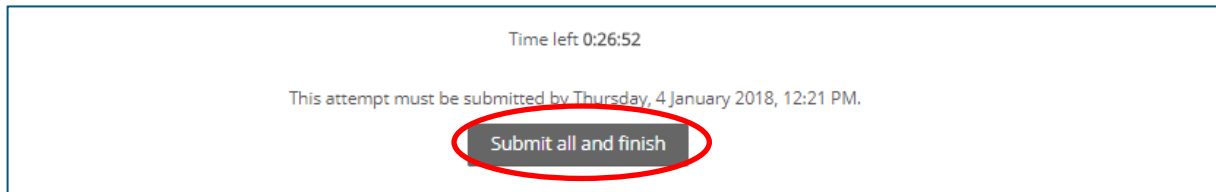
Once you select '**Begin assessment**', the exam will be displayed and a timer will count down. Once you begin your exam, you cannot pause the timer.



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.



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.



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.

