

# Exam Procedures and Declaration of Agreement

Version 2.1 1-12-04

The exams you are about to attempt are open book exams.

This means you may access online content or content from your CD ROM to find answers within the allotted time of this exam. You may use your own notes or your online notes or you may use any technical standards referenced in this course such as AS/ACIF S008 and S009 or others as you require them.

The exams you are about to attempt are live timed exams.

This means before you start an exam the time allotted to an exam is in the title of the exam along with the number of questions and the required pass mark. As an example the Basic Telephony Exam reads a "Basic Telephony 10Q 70% 30min. This tells you that there are 10 questions, the required pass mark is 70% and that you will have 30 minutes to complete the Exam. The time remaining in an exam is displayed in the bottom left of your browser window. You will receive a 10 minute warning before an exam is due to expire. If you wish to finish earlier than the allotted time press the FINISHED button. Once your time is finished the exam will be stopped and your exam will be marked irrespective of whether you have answered all questions.

The results of your exam will be displayed immediately you are finished.

You will get an immediate result of your PASS or FAIL result. Any questions you answered incorrectly will also be displayed with an explanation of why your answer was wrong and why the correct answer was needed. If you require further explanation contact the tutor. If you PASS you may continue to the next exam. If you FAIL you may not continue to the next exam. You are permitted to attempt the exam a second time. The second attempt at an exam will be a different exam. If you FAIL a second time you must contact the tutor to discuss your progress and understanding of the subject material.

If you have a recognised learning disability you must notify the tutor prior to attempting any exam.

## Exam Agreement and Declaration

Here are the terms upon which you will be legally accepting this exam.

***By accepting this exam electronically I agree that the exam is confidential and the property of Conquest Communications and T. Conquest Pty Ltd. I agree that I will not make copies of this exam nor will I keep a copy for my own personal use. I agree that I will maintain the confidentiality of this exam. Thus I agree not to discuss the content of any Exam with any other person at any time for a period of 18 months.***

***I agree to adhere to the time limits placed on this exam. I agree I will not exceed the time limits of this exam. I agree to complete this exam alone with no help from any other person in any possible way including but not limited to either verbal, electronic or written communication.***

***I accept and understand that failure to comply with this agreement may lead to a decision by Conquest Communications to fail my exam results and eject me from the training course without refund of fees.***

***I understand that failure to comply with this agreement will force Conquest Communications to inform the ACA of any breach of this agreement and this may force the ACA to cancel my Cabler Registration.***

***I agree to the terms of this exam as described on this page. My signature appears below in confirmation of my having read and understood and agreed to the terms of this agreement.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print your Name \_\_\_\_\_

Telephone \_\_\_\_\_

Signature of a Witness \_\_\_\_\_

Date \_\_\_\_\_

Witness please print your Name \_\_\_\_\_

Witness Telephone Number \_\_\_\_\_

Witness Address \_\_\_\_\_

Witness relationship to Student \_\_\_\_\_

A witness may be a person not directly related to you, i.e. a work mate is fine but not your spouse.

Print this document, both parties sign it, complete all details then Post it back to CCC PO BOX 1972 Bundaberg. 4670.