



## Candidates Instructions for On-line Examination Application/Registration Process

Candidates must contact one of our registered invigilators (examination supervisor refer our website [www.amcom.amc.edu.au](http://www.amcom.amc.edu.au), Invigilator Search) to arrange a time date and place for the examination to be conducted. The invigilator and candidate must have access to a computer with internet connection.

When the date and time of the examination has been decided, the candidate should then print and fill out the appropriate Application form (refer Application forms) and give to the invigilator. The invigilator will dispatch an Exam Lodgement form, candidates Application form, payment and photo to the Office of Maritime Communications (OMC). This should be done **at least 4 days prior** to the examination as the student's user name and password to the system is allocated overnight. Applications for an on-line examination should not be made any longer than three weeks prior to the examination.

**User names and passwords will not be issued with out a completed Application and payment.**

Applications are accepted via email, fax or through the post, photos can be emailed as a JPEG file from the invigilator or a hard copy through the post.

Your user name and password will be dispatched to the invigilator, please contact your invigilator.

The on-line examinations system offers a pre examination sample test paper and a database of revision questions. Early registration for the on-line examination allows more time to access the revision questions and the sample test paper. It is preferable that candidates have familiarised themselves with the on-line examination system prior to sitting the examination.

When you have received you user name and password from your invigilator proceed to login to the OMC website, [www.amcom.amc.edu.au](http://www.amcom.amc.edu.au). Refer page three of this document for procedure.

The on-line exam is strictly timed for half an hour for MROVCP and MCSSE, and 1 hour for MROCP. On completion you may 'View Attempt' this will show your score (not %) out of 104 or 100 (70% and higher is a pass) and a result for each question. Unanswered questions as are automatically incorrect. Should you wish to confirm your result with your invigilator you will need to indicate to your invigilator that you have finished and that your result is displayed on the computer.

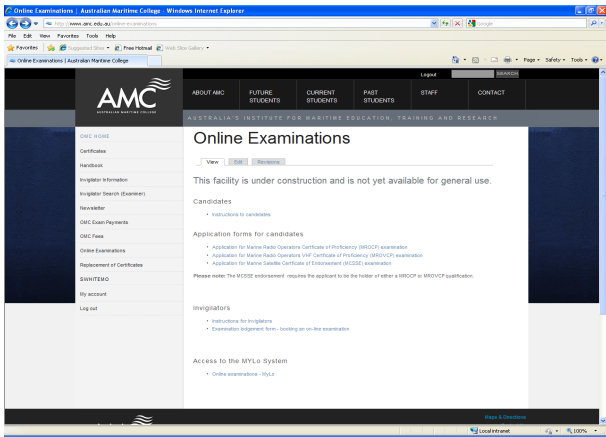
Under our Deed of Agreement the OMC has 15 working days to issue your certificate or notification of failure.

**Australian Maritime College**  
An institute of the University of Tasmania  
**Office of Maritime Communications (OMC)**  
**Locked Bag 1394, Launceston, Tasmania. 7250**  
**Telephone 1300 365 262,**  
**Facsimile 03 6324 9885**  
**Email [amcom@amc.edu.au](mailto:amcom@amc.edu.au)**  
  
**[www.amcom.amc.edu.au](http://www.amcom.amc.edu.au)**

# Logging into the Examination System (MYLO)

**WWW.amcom.amc.edu.au**

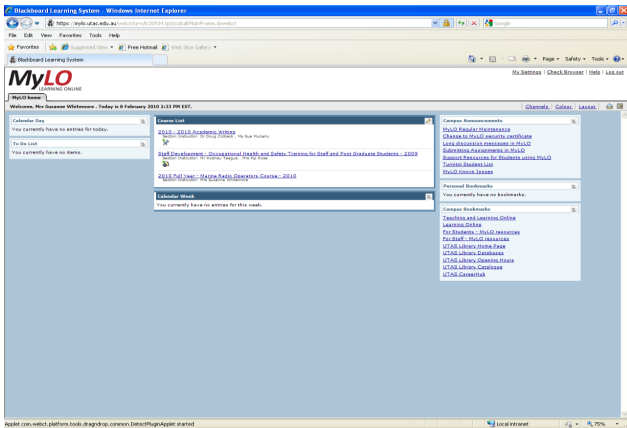
At the left hand side click on On-line Examinations.



Enter User name and password  
Provided by your invigilator.

Login then answer **yes** to the security warning.

## My Learning Online Login



**201X Full Year Course -  
Marine Radio Operators Course 201X**  
Click Marine Radio Operators Course 201X  
and then proceed to the Revision questions and Revision Examination.

In the revision examination take time to read the instructions and troubleshooting. Revision may be utilized as many times as required.

Your invigilator will instruct you when to access the assessable examinations and will issue another password to validate access to begin the assessment.

