



Invigilator 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, 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 OMC008a (request for on-line username and password), 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 are allocated overnight. Applications for an on-line examination should not be made any longer than three weeks prior to the examination. Invigilators please note the booking of the time of the examination is **Tasmanian Time , be careful of daylight savings** , the following web address gives the equivalent times in capital city's and the day light savings dates <http://www.outback-australia-travel-secrets.com/australia-time-zones.html>.

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.

Candidate's user name and password will be dispatched to the invigilator, the candidate should contact the invigilator after a couple of days.

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. It is suggested that candidates come at least 20 to 30 minutes early, on exam day.

OMC staff will contact the invigilator prior to the exam to issue a pass word to allow access to the assessable on-line examination. Invigilators should ask the candidates to access the MYLO system well before exam day, during office hours so if there are any problems we have time to work through them.

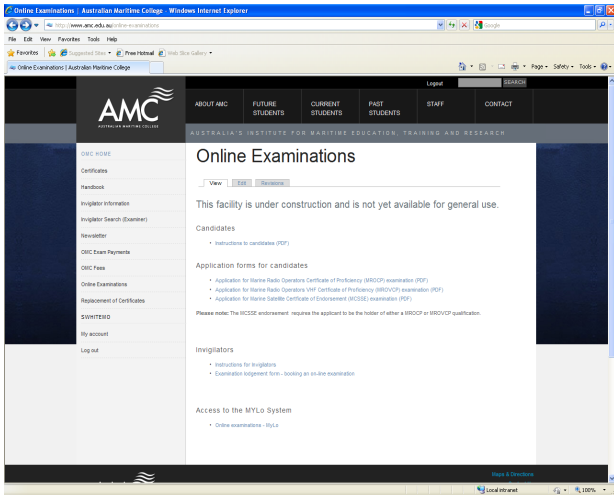
Login procedure to the on-line examination system MYLO is available on the following pages.

When the candidate has finished the examination they may 'View Attempt' to obtain their result thi is a score not a % result and review their assessment. At this point if the candidate wishes the invigilator to know the result (score - not % result) the candidate should indicate to the invigilator that he/she has finished and the result is available. The candidate may then leave the room at the discretion of the invigilator. The MYLO system will automatically send an email to OMC, invigilator letters, certificates or notifications will be dispatched within 15 working days.

Please contact the office should there be any queries.

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

Logging into the Examination System (MYLO)

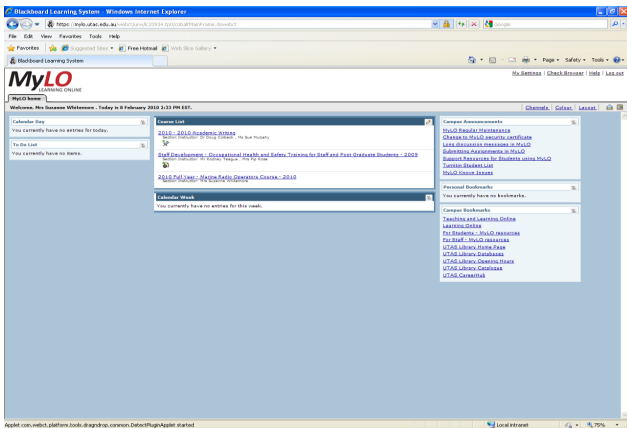


WWW.amcom.amc.edu.au

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

My Learning Online Login
Enter User name and password
Provided by your invigilator.

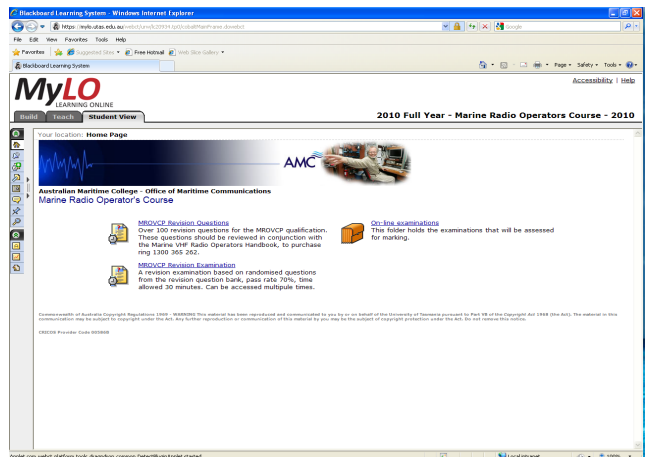
Login then answer **yes** to the security warning.



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.

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

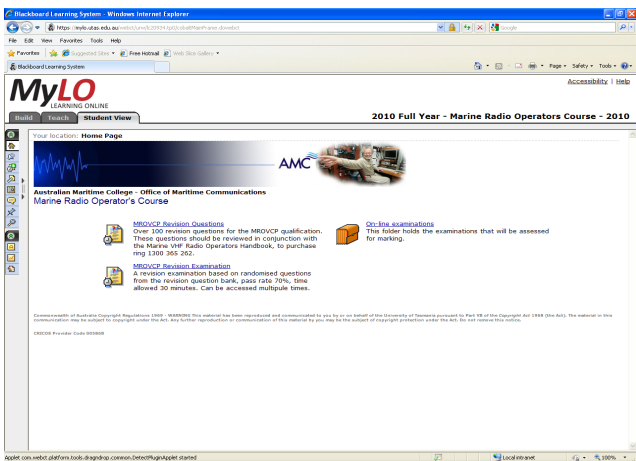


Suggested Instructions by Invigilators to Candidates

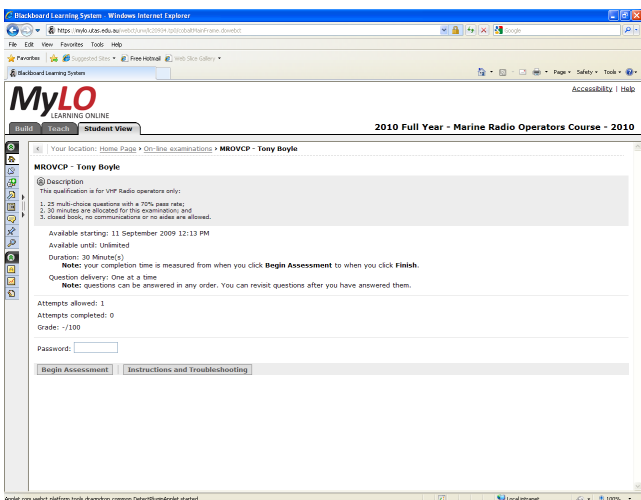
After checking that candidates have accessed the MYLO system and have familiarised themselves with the examination process, prior to making known the password to the assessable examination it is suggested the invigilator inform the candidate of the following:

1. Closed book, no communications other than with invigilator or no aides are allowed;
2. The examination duration is 60 minute MROCP (30 Minutes MROVCP and MSCCE) of 50 (25 and 25) multi choice questions, a clock showing the time is located in the top right hand corner of the screen;
3. There is only one correct answer, take your time read the question and consider the four options for the 'best fit'. The system will allow you to revisit a question, should you change your mind. Click on the number of the question at the right hand side;
4. Attempt all the questions as any question not answered will be marked as incorrect;
5. To pass, you must obtain 70%, or higher; and
6. No candidate may leave the room for the duration of the examination.

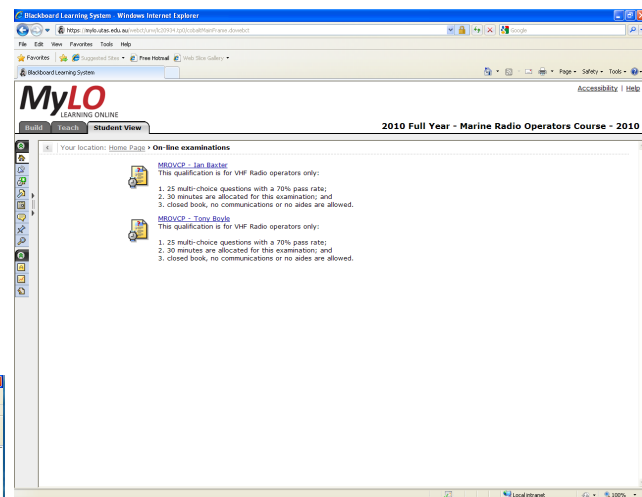
When the candidates are ready the invigilator may tell the candidates the password to the assessable examination.



Candidates may then click on the required examination folder.



Candidates may click on the folder for On-Line Examinations.



Type in the password the invigilator has just given the candidate and then click on Begin Assessment.

If an invigilator is running both an MROVCP and MROCP at the same time there will be two different passwords. MROVCP password and MROCP password.