

Preparing for a statutory examination

Have you booked an examination session through the Mines Statutory Positions Portal and are curious as to what happens now?

This MSPP video guides you through the examination process so that you can prepare for the day of your examination and familiarize yourself with how sitting the exam works using the portal.

So what do you need to bring to your exam?

You'll need to bring a photo identification, such as your driver's license or passport, so that your legal name can be verified. This is a requirement for sitting the exam. You'll also need to have your login credentials available. This is the email and password you use to access the portal.

Copies of the Act, Regulations and relevant codes of practice will be available for your use. However, you may wish to bring your own marked-up versions.

Electronic devices, pens, notes and cheat sheets are not permitted during the examination.

On the day of your exam be sure to arrive at least 30 minutes before the start time to allow for identity verification.

It's a good idea to confirm the location and any travel and parking arrangements required well ahead of time to ensure that you do not arrive late.

Check in and ID verification closes 15 minutes before the exam starts. If you are not checked in and verified by this time, you will not be able to sit the examination.

Once your legal name and date of birth have been verified, you can take a seat and get ready to start the exam.

On the monitor in front of you the login page will be displayed. Log in to your portal account using your credentials.

On the homepage under my current applications, select the learning path in which you have enrolled. Next, find the exam icon and click on it.

You'll be presented with a screen showing three exam attempts that you are allowed each year. If this is your first attempt, click on the open padlock at the bottom right of attempt one.

If it is your second or third attempt, the padlocks for the previous attempts will be locked and you'll need to click on the next available padlock.

The exam invigilator will provide you with your own personal access code. When instructed to do so, enter your access code and then click unlock.

Once your examination is unlocked, you'll be taken to the exams information page. Please read the information carefully. This page indicates the time you have to complete the examination, which has 55 questions in total.

There are three sections with a pass mark assigned to each.

Section one contains mandatory questions.

Section two contains general pool questions.

Section three contains role specific questions.

To give yourself the best opportunity to complete the exam, allocate your time evenly across the questions and try not to spend too much time on a single question.

If you get stuck, you could always come back to it if you have time remaining.

When the invigilator gives the instruction to begin, click start examination.

Your remaining time will show on screen.

Your exam overview screen will look like this.

To answer a question, click on the question to read it and answer it using the fields below. Please read each question carefully, some questions may have multiple answers that you'll need to select.

There are also some useful functions that will help you to navigate the exam and manage your time.

If you get stuck with a question, you can click on the flag button to mark the question as one to come back to later. You can flag as many questions as you need to.

If you want to gauge your progress through the exam, you can click the overview button. This will give you an overarching view of the whole exam. Questions you have already answered are marked with grey squares, questions you have flagged are marked with red squares, the questions marked with yellow squares are those that you have not answered yet, the question you were looking at previously is shaded. Clicking on a question in the overview panel will take you directly to that question.

Once you have answered all the questions in each section to your satisfaction or when you are instructed to do so by the invigilator because time is running out, click submit examination. Do not click leave examination. You will then need to confirm the action to complete the submission process.

If you submit your completed exam before time is up, you can review how you went for each question by clicking show detailed results.

If you took all the allocated time to complete the exam, this function won't be available.

In this panel, you can click on each individual question to see whether or not your answer was correct.

Once you are finished checking your answers, click close Evaluation to complete the session.

Please make sure to sign out of your session once you have submitted your exam.

Your examination is now completed.

If you require further assistance, please get in touch with our contact centre by calling 1300 307 877 during business hours.

Thank you for watching this video.