



## WHS MSPP guide for candidates

### Preparing for the examination process

On the day of your examination, please arrive at least 30 minutes early for registration as you will need to present your photo ID for checking. Confirm the location and travel arrangements (including parking if required) well ahead of time so you are not late.

Registration will close 15 minutes before the examination session starts.

Ensure you have your login credentials available.

Copies of the Act, regulations and relevant code of practice will be available for your use, but you may wish to bring your own marked-up version. However, electronic devices, pens and cheat sheets or notes are not permitted during the examination.

To start, log into your account.



[Welcome](#) [Register](#) [Login](#) [Info](#)

#### Login

Email address

Password

[Login](#)

[Forgot your password?](#)

[You can register here.](#)

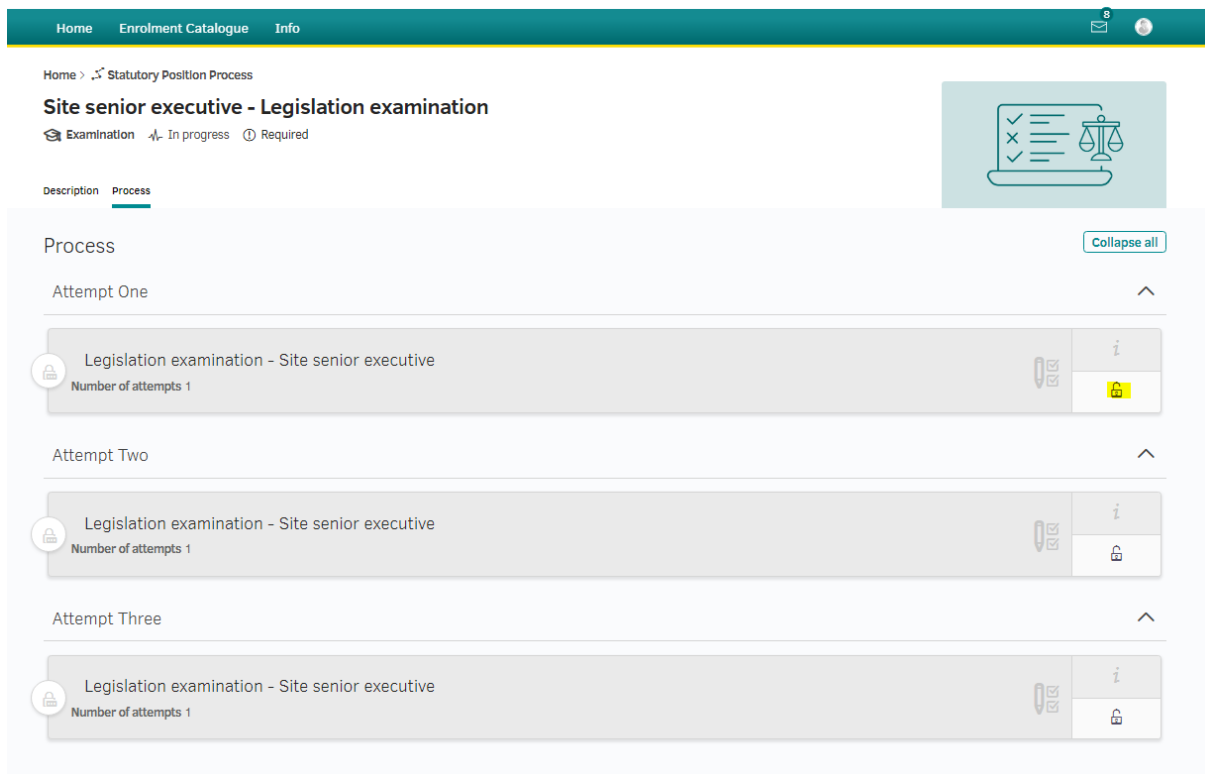
On the homepage, click on your chosen learning path under *My current applications*.

The screenshot shows the homepage of the WHS Mines statutory positions portal. At the top left is the Government of Western Australia logo and text: "Government of Western Australia Department of Mines, Industry Regulation and Safety". At the top right is the WorkSafe Western Australia Mines Safety logo. Below the logos is a navigation bar with "Home", "Enrolment Catalogue", and "Info" links. A large banner with a colorful Aboriginal-style pattern contains the text "Welcome to the WHS Mines statutory positions portal". Below the banner is a section titled "My current applications" with the subtext "Continue your progress in the Statutory Position/Certificate process." There are two application cards: "Exploration Manager" and "Site Senior Executive". Each card shows an icon, the title, "Statutory position process", "English (GB)", "Enrolled", and "Statutory position" with a dropdown arrow.

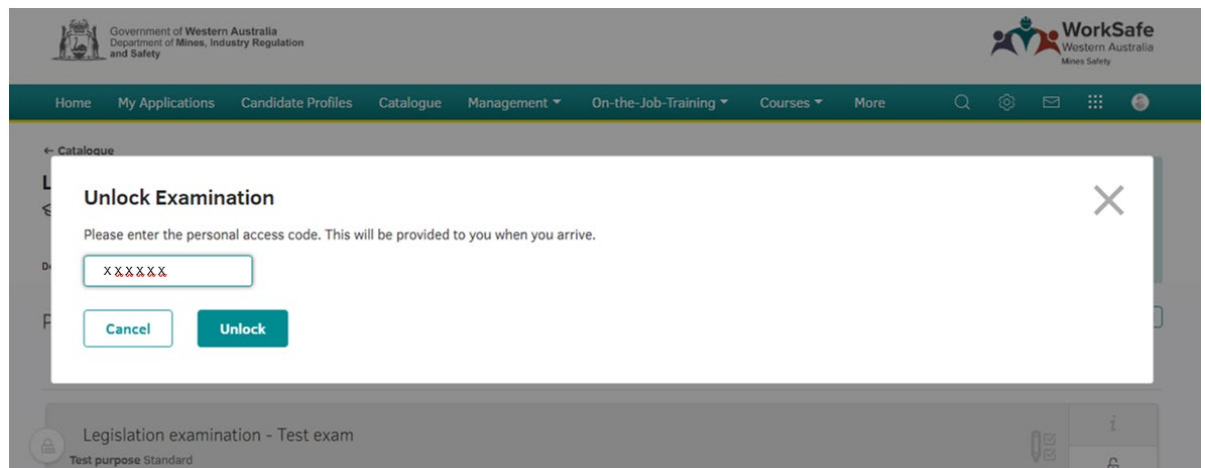
Click on the icon for the examination you are sitting in this session.

The screenshot shows the "Site Senior Executive" page. At the top left is a "Home" link. Below it is the title "Site Senior Executive" and "Learning Path" with "Enrolled" status. On the right is a large icon of a person with a bar chart. Below the title are tabs for "Description" and "Process". A "Conditions 0/1" dropdown is visible. There are two buttons: "Collapse all" and "Hide completed elements". The main content is divided into two sections: "1. Available examination sessions" and "2. Legislation exam". Section 1 includes instructions to enrol into a preferred examination date and time at "Cliftons Perth" and lists three booking options: "December 2022 Bookings", "January 2023 Bookings" (which is selected with a green checkmark), and "February 2023 Bookings". Section 2 is titled "2. Legislation exam" and is circled in red. It contains the text "Your Statutory Position examination will be available on the day of your examination." Below this is a card for "Site senior executive - Legislation examination" with a yellow arrow pointing to it. The card shows an icon of a laptop with a checkmark and a scale of justice, and text: "English (GB)", "Required", "In progress", and "examination".

Click on the padlock icon shown at the bottom right of the examination attempt you are taking. You are allowed 3 attempts per calendar year.



Enter the personal access code that will be provided to you by the invigilator then click **Unlock**.



You will then be directed to the examination information page. Read through all the information carefully.

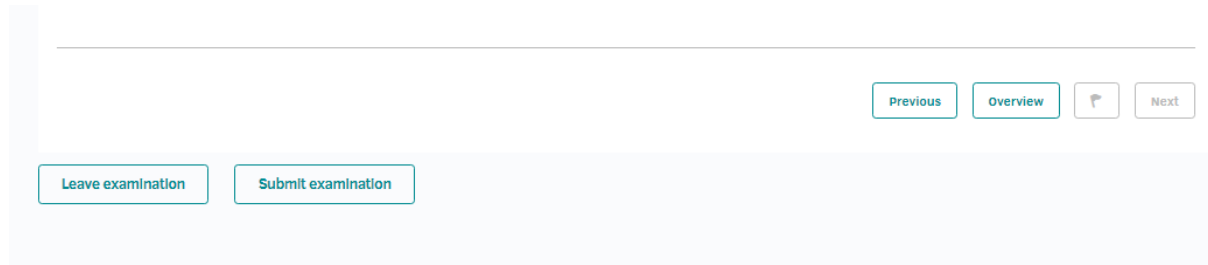
The examination is divided into three sections, there are 55 questions in total to be answered;

- Mandatory questions
- General pool questions
- Role-specific question

Hint: Try to allocate your time evenly across the questions and so not spend too long on one question.

When the exam invigilator gives the instruction to begin, click *Start examination*. Your time will now begin. Your remaining time will be shown on screen.

You may find the following functions useful.

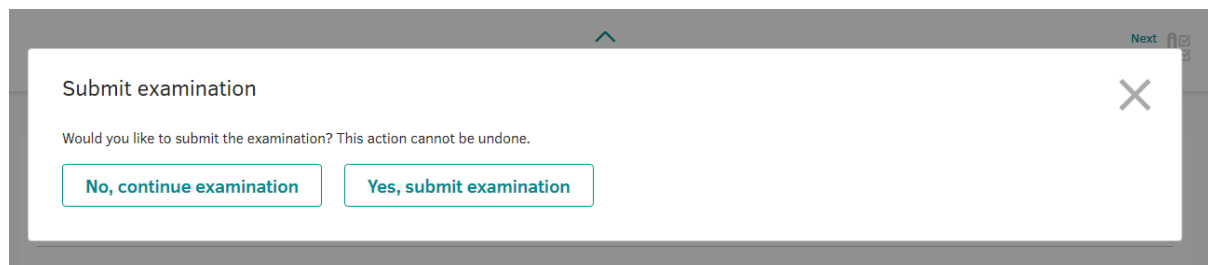


*Flag* – Click on the flag to mark a question to come back to later.

*Overview* – Clicking *Overview* provides a view of your examination progress and allows you to select a specific question you wish to answer:

- Questions in grey have been answered
- Questions in red are flagged questions
- Questions in yellow are yet to be answered.

When you have answered all questions in each section to your satisfaction, or when instructed to do so by the exam invigilator, click *Submit examination*. You then need to confirm the action to complete the submission process.



Once the examination has been submitted, your results will be displayed on the screen.

If you submit your completed examination before the time limit is up, you can also review how you went by clicking *Show detailed results*.

Underground supervisor (with qualifications) - Legislation examination

Legislation examination - Underground supervisor (with qualifications)

**Congratulations, you have passed the examination.**

Congratulations, you have passed the examination. To review your examination results in further detail, please click the "Show detailed results" button below. When you have clicked out of this section, it will no longer be accessible to view.

55      1/1      03:01:00  
Questions      Attempts      Time limit

Show detailed results

✔ Question 6	1.00 / 1.00
✔ Question 7	1.00 / 1.00
✔ Question 8	1.00 / 1.00
✔ Question 9	1.00 / 1.00
✔ Question 10	1.00 / 1.00
✔ Question 11	1.00 / 1.00
✔ Question 12	1.00 / 1.00
✔ Question 13	1.00 / 1.00
✔ Question 14	1.00 / 1.00
✔ Question 15	1.00 / 1.00
✔ Question 16	1.00 / 1.00
✔ Question 17	1.00 / 1.00
✔ Question 18	1.00 / 1.00
✔ Question 19	1.00 / 1.00
✔ Question 20	1.00 / 1.00

**Passed**

Examination result

Previous

Overview

Next

Close evaluation

This function will display your overall result. You can click on each question to view details about how the question was marked.

Note that this function is only available within the examination session time.

Once you have finished checking your answers, click *Close evaluation* and log out of your account.