GUIDANCE FOR STUDENTS SITTING IN GOOD REFERENCING TEST

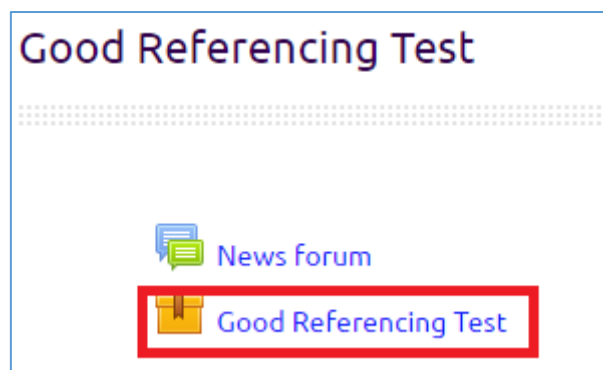Give the following instructions to students:

- The test will only be accessible during specific test period
- The test has 20 questions
- You have 25 minutes to complete the test.
- You may have up to 3 attempts within the 25 minutes
- Your test result will be displayed immediately on the screen at the end of the test
- You must achieve at least 80 out of 100 to pass this test

1. Login in AIS Moodle with your personal ESS account via https://moodle.ais.ac.nz

2. Click on **My courses**

    You have been pre-enrolled by the Test Administrator into the correct test
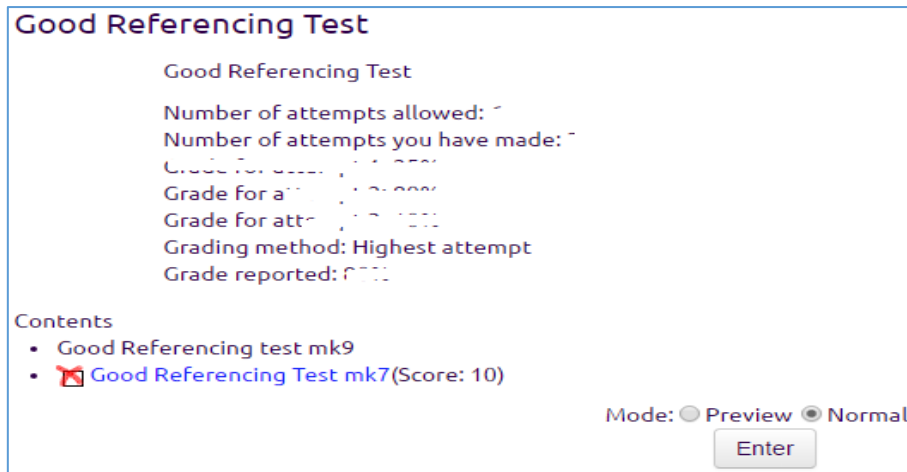
    - Good Referencing Test – first time users
    - Good Referencing Test (Re-test) – if you are taking the test again

    The page will display like this:

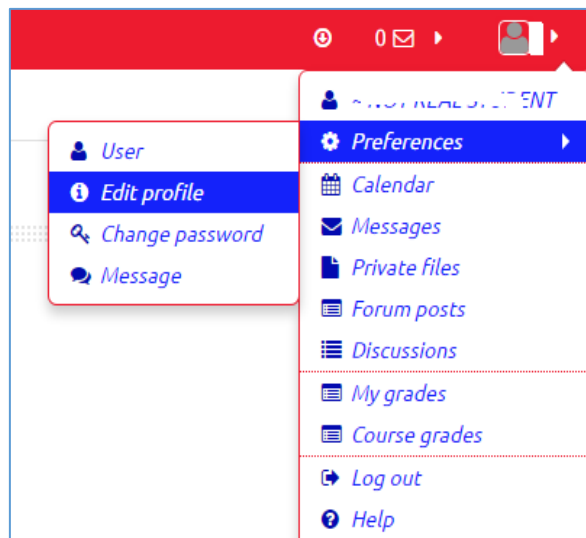   **If you can't see your test, tell the Test Administrator.**

3. Click the **Good Referencing Test** item; the screen will display:

Good Referencing Test

Good Referencing Test

Number of attempts allowed: ˉ
Number of attempts you have made: ˉ
Grade for ...
Grade for a˙˙ ˙ ˙ ˙˙˙˙
Grade for att˙ ˙ ˙ ˙˙˙˙
Grading method: Highest attempt
Grade reported: ˙˙˙˙

Contents
- Good Referencing test mk9
- Good Referencing Test mk7(Score: 10)
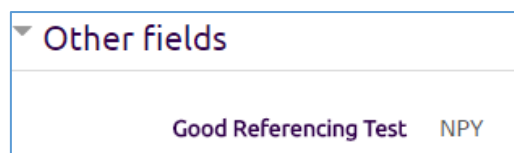
Mode: ○ Preview ● Normal

Enter

4. Choose the **Normal** mode and then click the **Enter** button, the test will start immediately.

When you login to AIS Moodle you can check your test status:

- Click on the top right hand corner of the AIS Moodle page
- Click on **Edit profile**

- Scroll down to the end of the page
- Expand the Other fields to display your test status

Note:

- The Good Referencing Test has four possible values: **N/A (Not Appropriate), NPY (Not Passed Yet), Pass, or Fail**.

- Your profile will be updated overnight after the test so please check your status the day after the test.
- You cannot submit Turnitin assignments via AIS Moodle until you pass this test.