Digital Mocks Service

Student guide for taking exams

We have created this user guide for you to understand how learners will take their mock exam in the RM Assessment Master system. You can share this guide with your learners so they have some familiarity with the delivery system and can ask any questions beforehand.

Contents

Quick reference overview

Taking a digital mocks exam in RM Assessment Master:

Step 1 – Navigate to the Cambridge International login page in recommended browser

Step 2 – Enter your username and password

Step 3 – Read the instructions on the screen and click **Next** to start the exam (timer starts counting down)

Step 4 – Answer all the questions in the exam

Step 5 – Check you have answered all the questions using the Questions Summary

Step 6 – Take the optional survey and submit the mock exam or just submit the mock exam

If you need help during your exam, please talk to your Invigilator in the first instance.
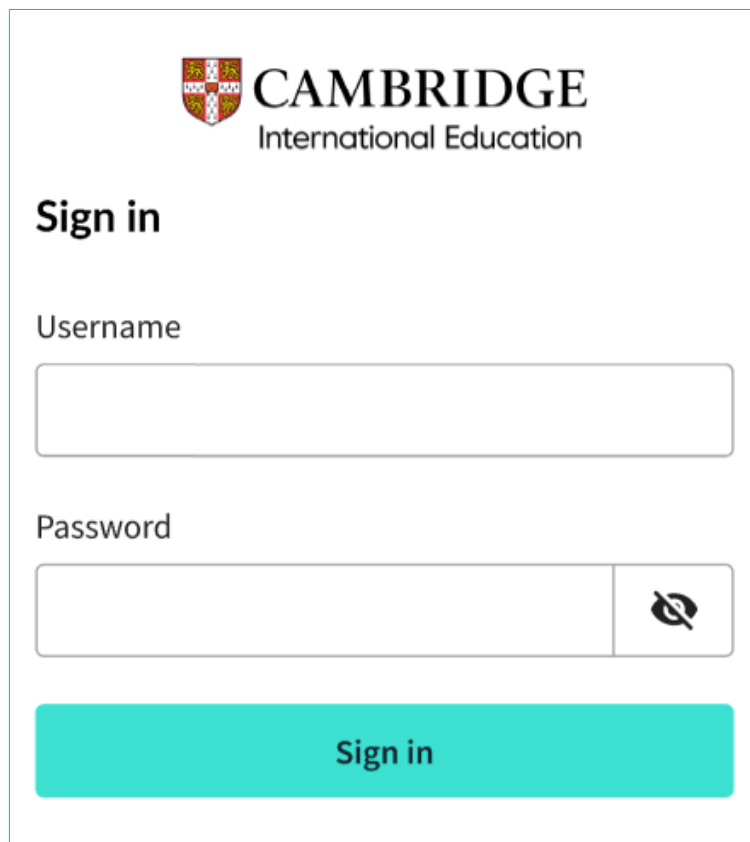
Logging in

Please note all images shown are examples

1. Using a recommended browser navigate to the website address for the Cambridge International login page. This will be given to you by the person running the exam but is also here:

   https://cupa-am.assessor.rm.com/engine/index.php/lms/login/path/ci-mocks

2. You will be taken to the login page. The invigilator will give you a username and a password. Enter the username and password then click **Sign in**. You can show the password to check that you have entered it correctly.

Starting the exam

When you login what you see will differ depending on whether you have one or more mock exams booked.
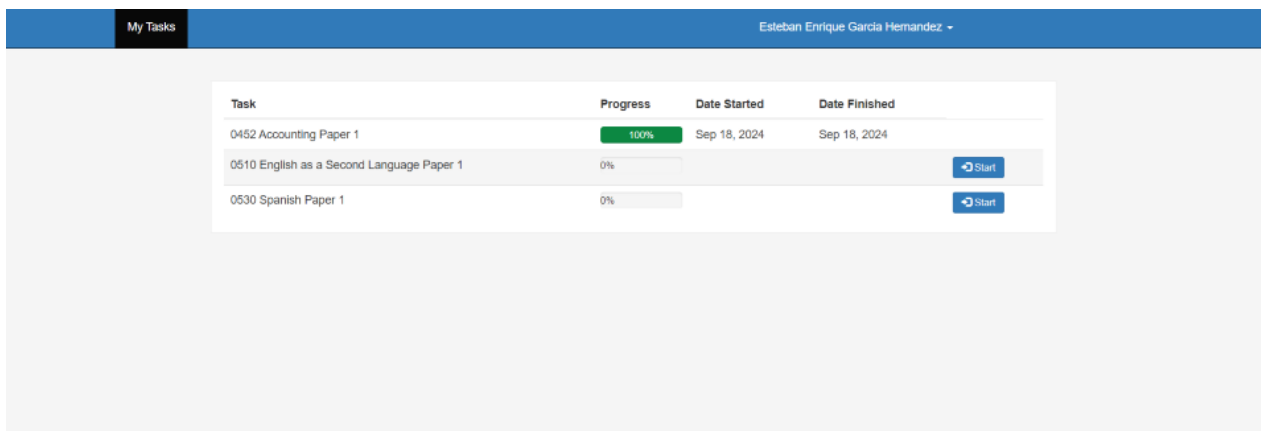
One Mock Exam

If you have only one mock exam booked, on login, you will be taken directly to the instructions page at the start of that mock exam. This page is not timed, so you have time to read and understand the instructions before clicking the Next button to start the mock exam.
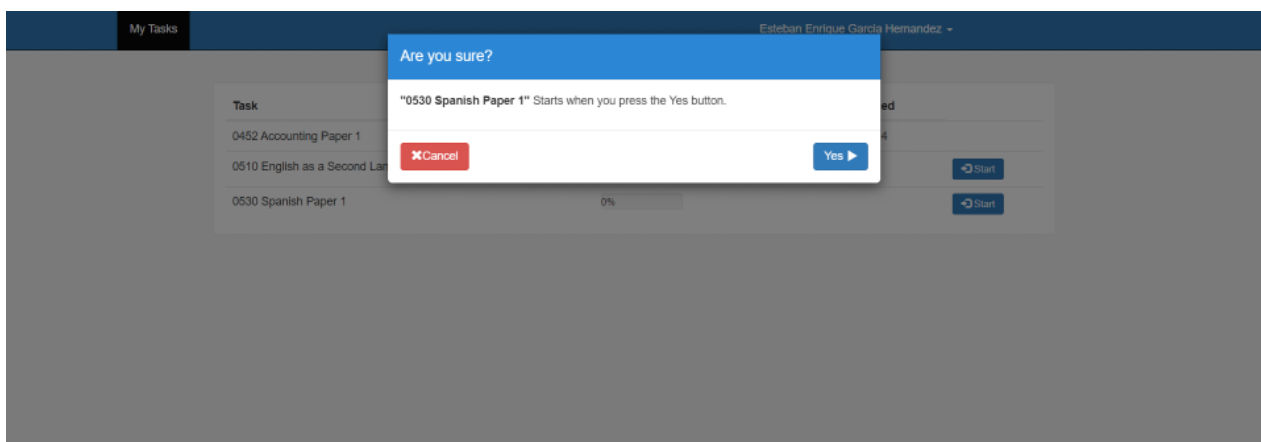
Multiple Mock Exams

If you are entered for more than one exam you will need to choose which exam you are taking and click the **Start** button. Please be careful to ensure you select the right exam and **Start** button, if you need help check with your Invigilator.

1. Click **Start** to select the appropriate exam.

Task	Progress	Date Started	Date Finished	
0452 Accounting Paper 1	100%	Sep 18, 2024	Sep 18, 2024	
0510 English as a Second Language Paper 1	0%			Start
0530 Spanish Paper 1	0%			Start

2. The Are you sure popup will display. Confirm you are sure by clicking **Yes.**

Student guide for taking exams (continued)

3. You will be taken to the instructions page at the start of that mock exam. This page is not timed, so you have time to read and understand the instructions before clicking the **Next** button to start the mock exam.

4. When you click the **Next** button, the mock exam will start and the clock in the top right corner will start to count down (default). You can choose whether the clock counts down, up or is hidden clicking on the arrow next to the clock. A warning will be displayed ten minutes from the end of the mock exam.

   The first page you will see is a repeat of the instructions page that you can return to at any point during the mock exam.

Navigating through the exam

You can navigate through the mock using the buttons in the bottom right corner. The [Next ›] moves you forward to the next question. The [‹ Previous] moves you to the previous question.

There is a slight delay as you navigate between questions, and you will see ••• on the screen.
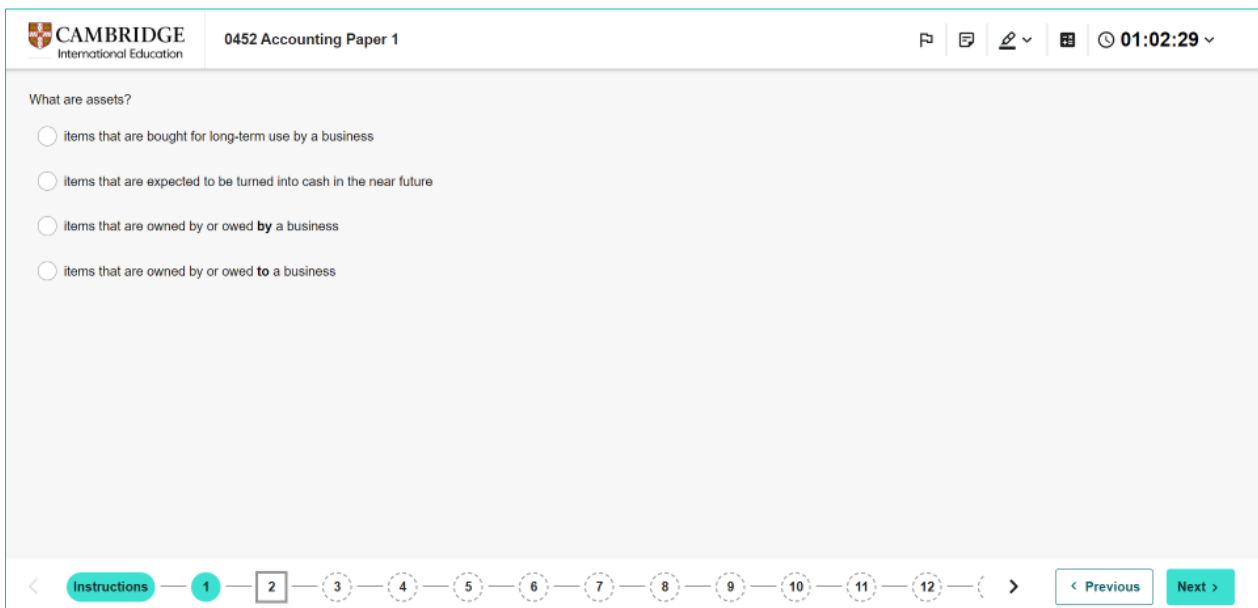
You can also navigate directly to any question by clicking the question numbers along the bottom of the page. The colour and appearance of these questions numbers shows the status of each as follows.

29 Solid green colour - you have answered the question

2 Half solid filled colour - you have partially answered the question. This may be where there are multiple answer spaces and not all have been completed. In a small number of cases, say where a trace table needs to be completed, not all the answer spaces will be used so the question will always show as partially answered.

31 Square outline - this is the question you are currently working on

30 Dotted circle – you haven't viewed the question yet

27 Solid circle – you have viewed but not answered the question

28 Flagged – if a question has been flagged as you may want to come back to it.

Student guide for taking exams (continued)

The Previous and Next buttons always appear in the bottom right corner. However, whether all the question numbers are visible will be determined by the size of your computer's screen and screen resolution.

If all question numbers are not visible, you can use the forward and backwards arrows to move to the next or previous set of question numbers respectively. The arrows will be greyed out if it is not possible to move any further in either direction.
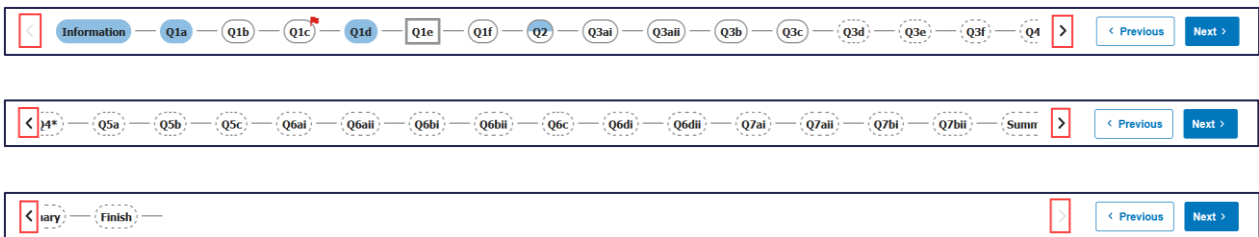
Some exams have more than one question on a page, so the question numbers are shown in groups at the bottom of the page:
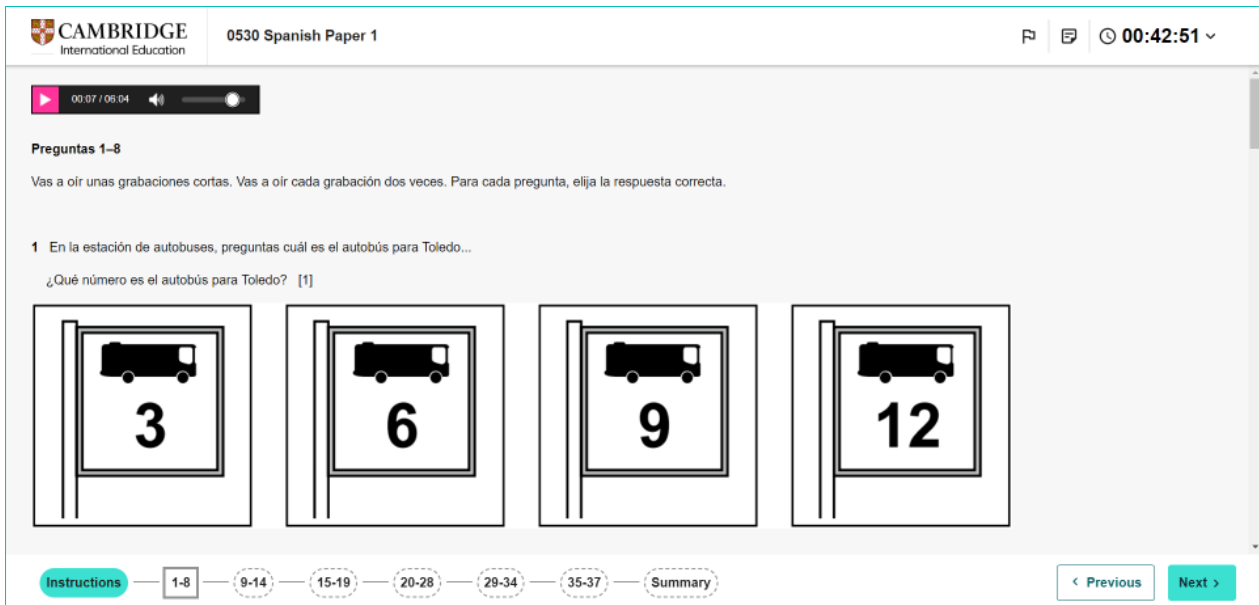
Answering questions

The mock exams use several different question types which require a different answer. The different question types used are covered here but may not feature in each mock exam.

Multiple Choice

Click the radio button next to your chosen answer which will become highlighted. If you wish to change your answer, click another radio button which will become highlighted.

This example requires two answers to be selected.

Drag and Drop

For drag and drop questions you may be asked to drag words or images into an answer space. Drag and drop your selected answer to the question space. There may be more available answers than questions. The remove a word or number simply drag it away from the answer space and it will be available again in the drag options. Alternatively, drag another word or number into the answer space to remove the original one.

Drop down list

For this question type you are required to choose the correct answer from a drop-down list. Click on the drop-down arrow to select your answer. If you wish to change your answer, click on the drop-down arrow and select your revised answer to the question.

Student guide for taking exams (continued)

Optional questions

In some mock exams you do not need to answer all questions but rather you can choose which ones to answer. Where this is the case clear information is provided to outline how many questions you must answer.

In the example below you have a choice of which question you wish to answer. Click the radio button next to the question you wish to answer on the right-hand side of the screen. You will then navigate to the selected question to add your response.
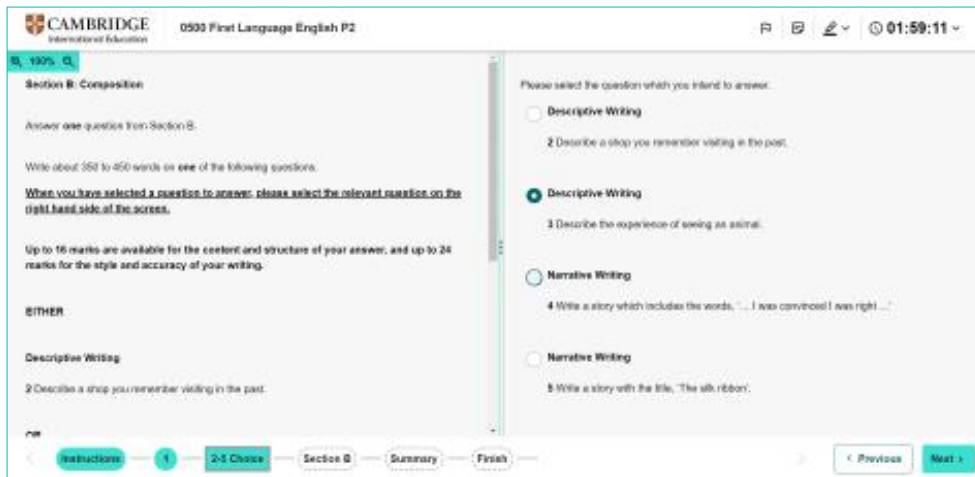
Audio

Some questions will include an audio soundtrack to listen to before giving your answers.

The audio will play as soon as you open each question. You cannot pause, rewind or fast forward the audio. In some exams, you may listen to the audio a second time by clicking the play button - the instructions for the exam will explain whether this is possible

In some cases, you will not be able to move to the next question until the audio has finished playing - time is allowed for this in the overall exam duration as this is part of the question

You can change the volume of the recording by clicking the volume icon

Student guide for taking exams (continued)

Text Stimulus

Some questions use a split page template. Typically, this is where information often text extracts must be referred to when answering question parts.

Where a split page template is used you will see a vertical divider that splits the page into two halves. You can increase or decrease the size of either half by dragging the divider from the three dots. After resizing you may also need to use the scroll bar to scroll through stimulus material and questions.

There may be more than one text available within a question. This can be selected by clicking on the different resources available in the column on the left. The selected text will become be highlighted as shown below.

Student guide for taking exams (continued)

Formatting tool bar

For some question types a standard formatting tool bar will be available. You can use this to apply formatting to the text in your answer, such as copy, paste, font size, bold, italic, underline, text positioning on the screen and bulleted and numbered lists. For questions that have guidance on a word limit, a word counter will also show at the end of the response area.

Resources

Some exams may contain reference material such as the Periodic Table shown below. This will normally be presented to you as part of the instructions at the start of the exam and can also be accessed by clicking through the questions until you reach the resource at the end of the exam.

Student guide for taking exams (continued)

Tools

Several tools are available to use when sitting your mock exam but not all tools are available in all mock exams.

Clock/Timer

If the exam is timed, the time remaining is shown (**Count down**) by default on the clock. You can choose the **Count up** option if you wish. The clock can be hidden by selecting the **Hide clock** option and unhidden by selecting **Count down** or **Count up**

Flag

You can choose to flag a question as a reminder if you need to revisit it later in your mock exam. To flag the current question, click on the **Flag** icon in the top right of the page whilst on the question you wish to flag. The flag will then change to red and the relevant question number at the bottom of the page will be flagged.

Student guide for taking exams (continued)
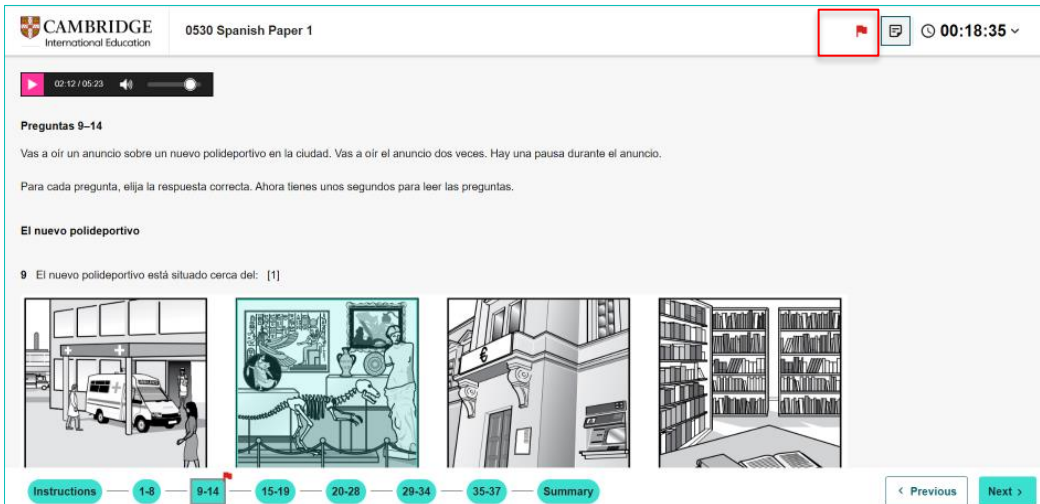
To remove the flag from a question, navigate to the question and click the red Flag icon in the top right corner.

Any questions that are flagged will show the red flag in the Summary page.

Highlighter and Sticky Note

You can highlight text and add sticky notes in any question during your mock exam. To open the highlighter, click the **Pencil** icon in the top right corner.

The Pencil icon will turn blue, and the options displayed. To highlight text, select either the blue or yellow colour, a tick will show in the colour selected, and drag your cursor over the text you want to highlight.

To delete any highlighting added by mistake select the X, next to the yellow colour and a tick will show it is selected. Then click the highlighting to be removed.

If you want to add a sticky note, hover over some highlighted text, and click the pencil icon that pops up.

Student guide for taking exams (continued)
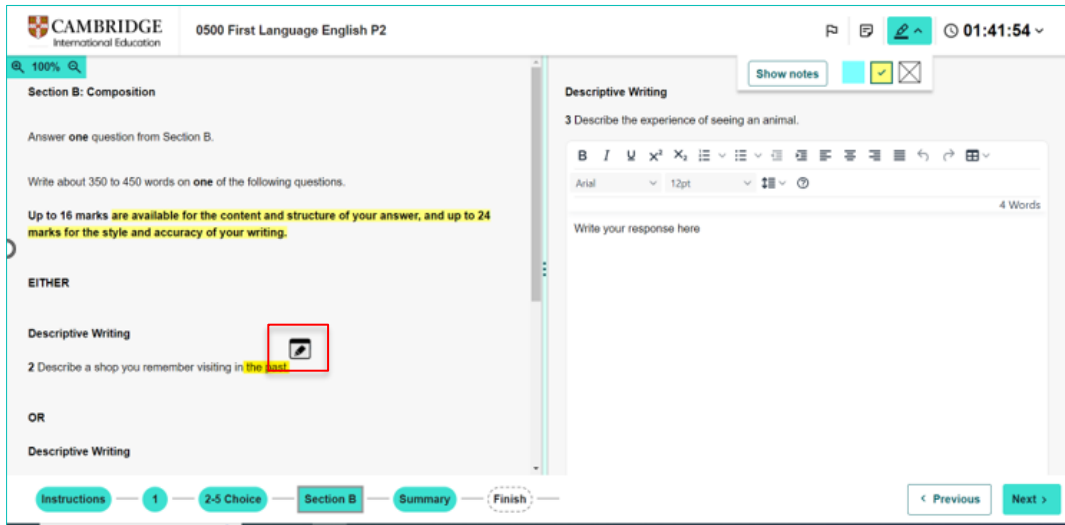
This adds a sticky note, of the same colour as the highlighted text, that you can type notes on.
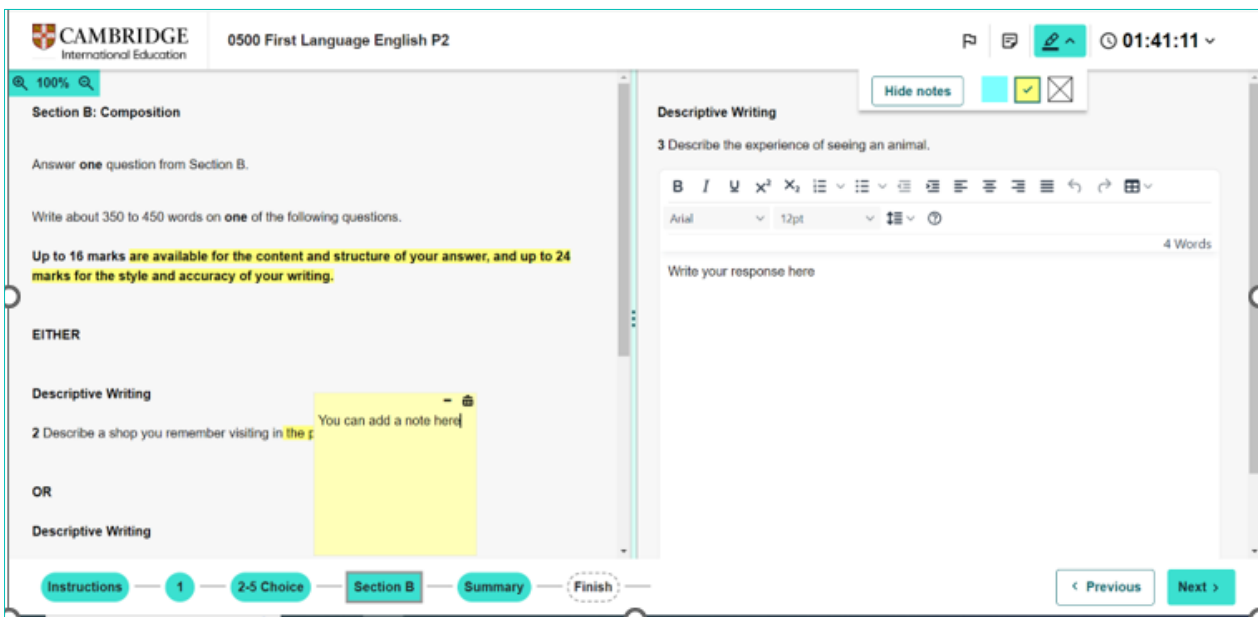
To hide any sticky notes added click the Hide notes button in the tool's options. The button changes to Show notes and can be used to show any sticky notes added.

To delete a sticky note, use the bin icon in the note itself or select the X in the tool's options and click on the note.

Calculator

A calculator is available in some mock exams. You can access the calculator by clicking on the calculator icon at the top right of the page. Click the x in the top right corner of the calculator to

hide it. The calculator can also be dragged around the screen, so it does not get in the way of anything you want to see.

Notepad

Most exams will have a notepad. You can use the notepad tool to record notes in any question during your mock exam. To open the notepad, click the **Notepad** icon in the top right corner.

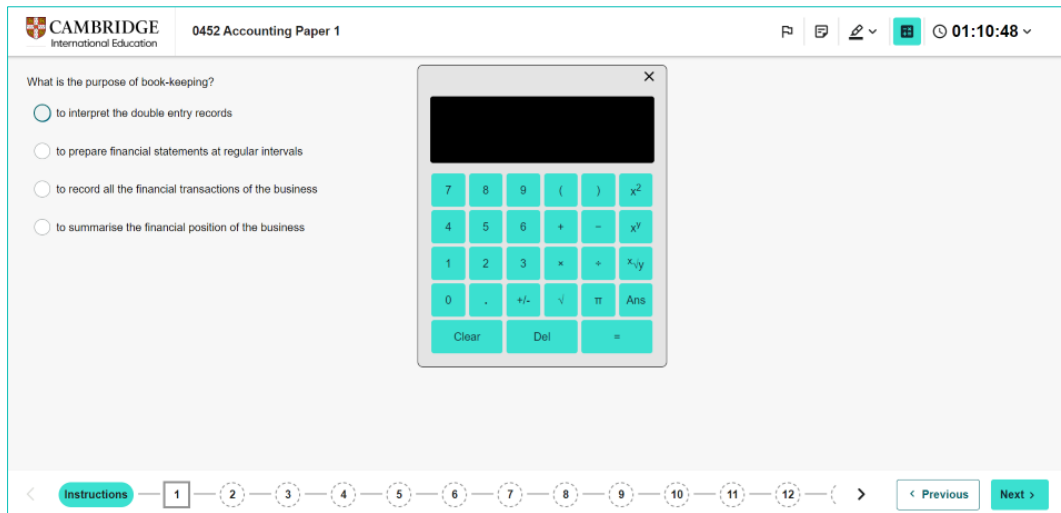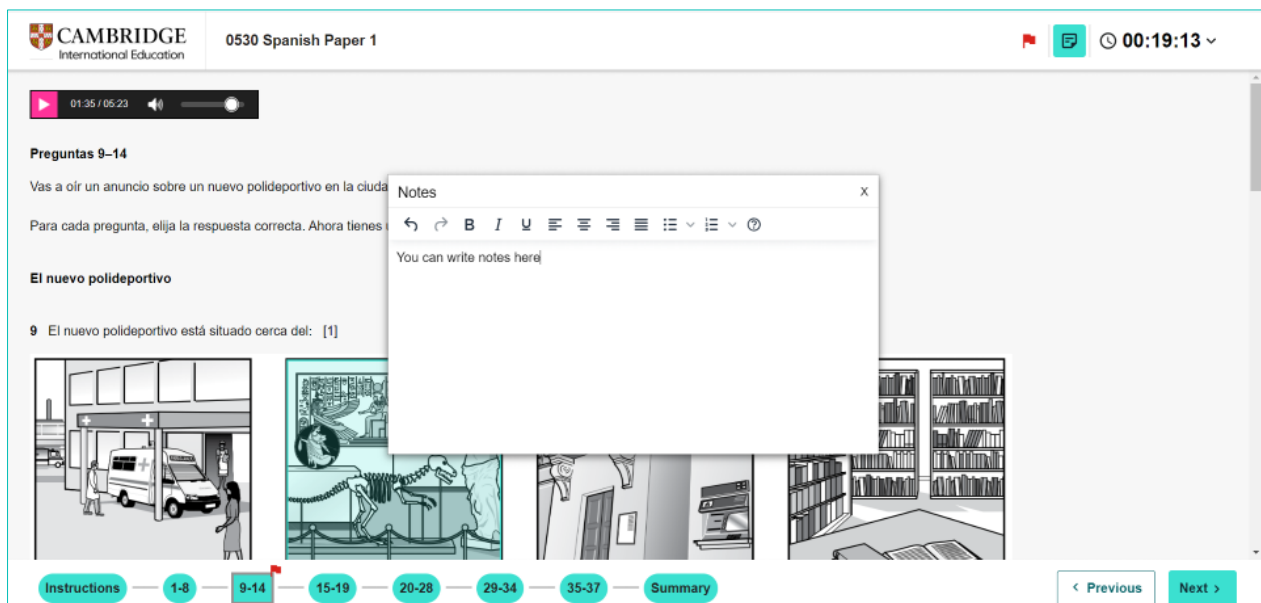The Notepad icon will turn blue, and the notepad will open in the middle of the question. You can enter your notes and use the formatting tools available as you choose. The notepad is for your personal use only and any notes recorded will not be marked.


You can drag the notepad around the screen, so it does not obscure the question you are working on.
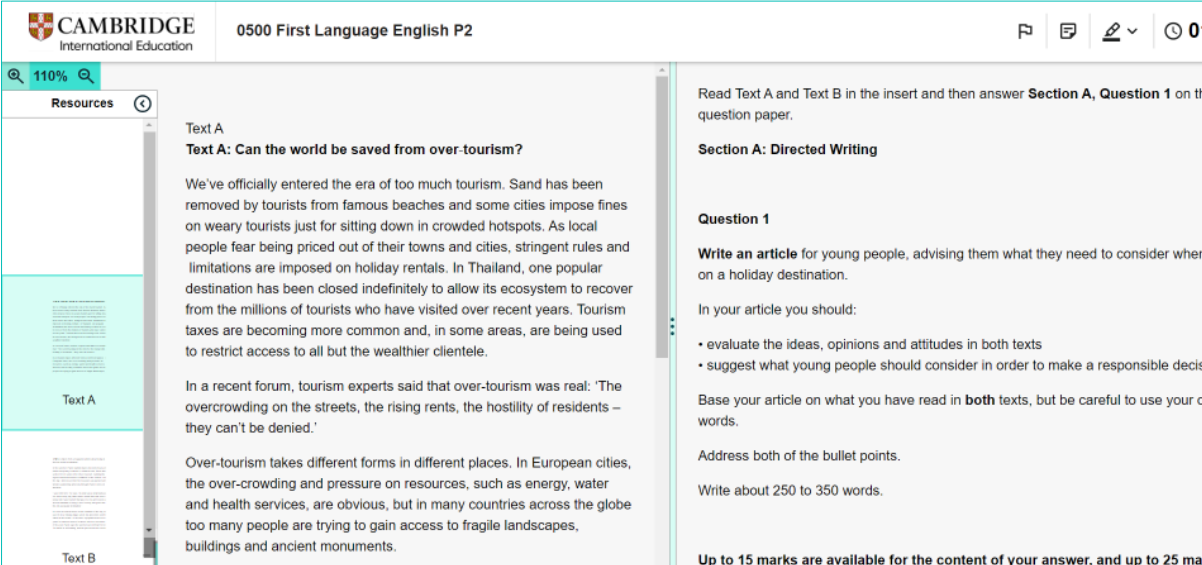
Student guide for taking exams (continued)

To close the notepad either click the blue Notepad icon in the top right corner or click the X in the top right corner of the notepad itself. Any notes added to the notepad persist between the questions in the mock exam.

Zoom

You can use the zoom tool to increase or decrease the magnification on any question during your mock exam. The zoom tool is in the top left corner below the Cambridge International logo. The default magnification is 100% and this is shown on the zoom tool. The maximum magnification you can use is 200%.

Click the ⊕ plus symbol to make the page bigger.

Click the ⊖ minus symbol to make the page smaller

As you increase the magnification the question content will get larger and may start to wrap. If the question uses the split page template, you may need to adjust the split between the two halves. You may also see scroll bars appear on the question and need to use these to see the question content that has moved off the visible screen area.

Summary page

After the last question in your mock exam, you will see the summary page. This shows the status of the questions in your mock exam and allows you to check you have answered each question before you submit. The statuses are the same as those shown on the question numbers when navigating your mock exam.

The summary page can be accessed at any time during the exam by selecting the summary button at the bottom of the page. You may need to navigate to the end of the questions to see this.

The summary page shows all the questions in the exam and their status including the number at that status for e.g. 1 question in the screen shown below is not answered.
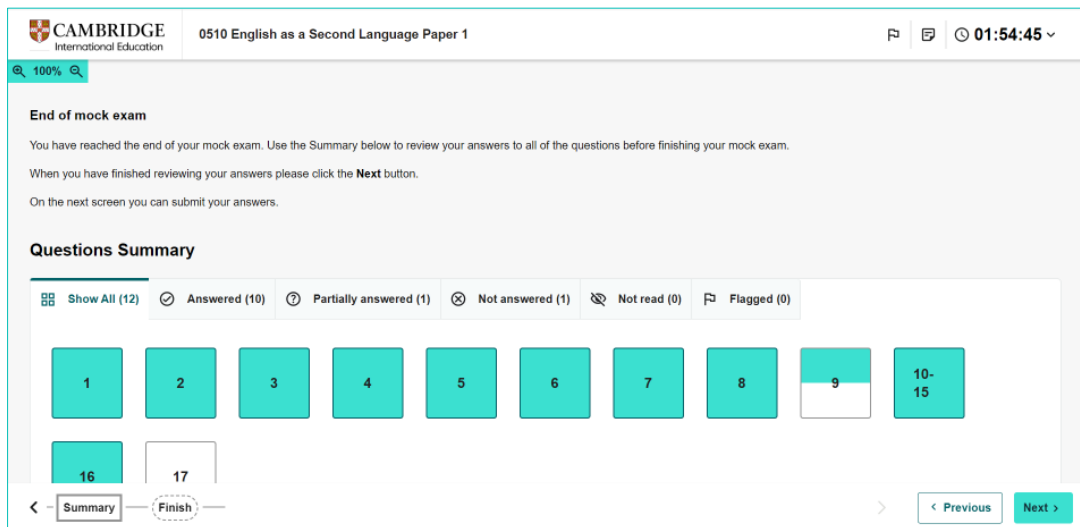
You can filter by each status by clicking on the tab for a particular status. Click the relevant tab to see the questions filtered by status. In the example below all the partially answered questions are shown. You can click on each question number to return to that question to check you have answered the question fully.
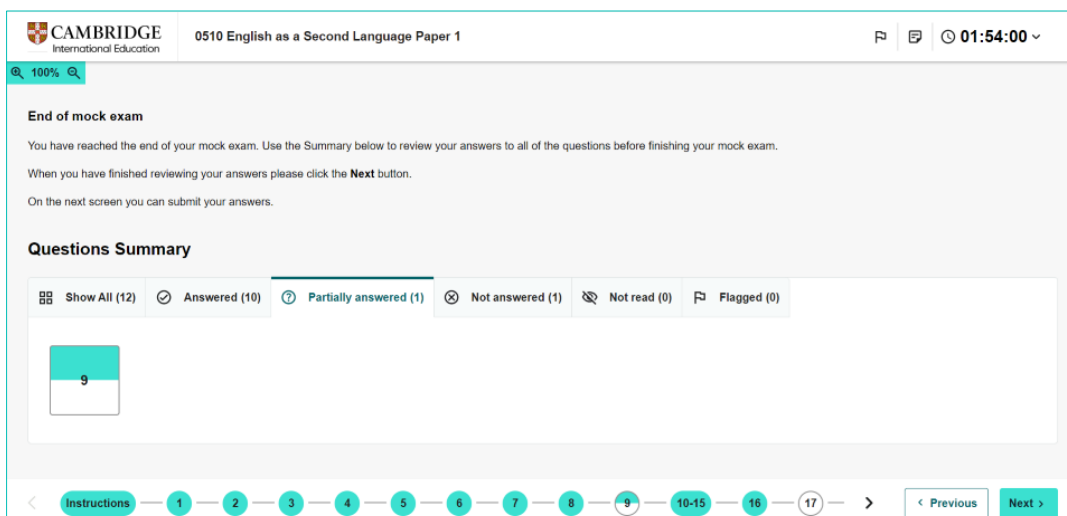
Student guide for taking exams (continued)

You will need to navigate back to the summary page to click each question number or use the question numbers along the bottom. Alternatively, you can use the Previous button to navigate back to each question.

A question can have more than one status and will appear in the filter for each. For example, a flagged and not answered question appears in both filters.
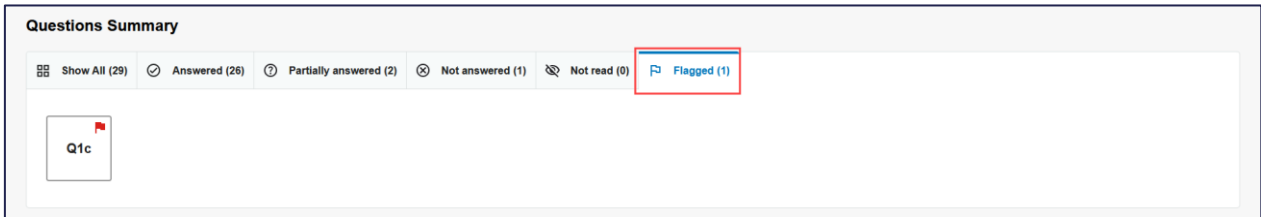
The summary page also gives some instructions about what completing an optional survey and submitting your mock exam.

Finishing the exam

Once you have reviewed your answers in the summary page you must submit your mock exam for marking. Click the Next button to move to the finish page.
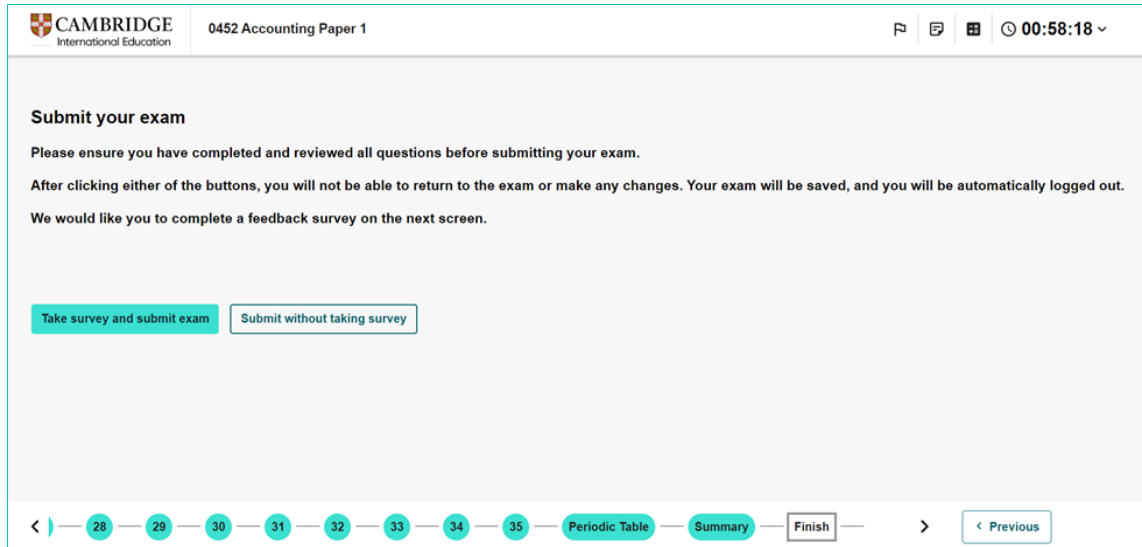

You have two options:

- **Take survey and submit exam** – this takes you to an optional survey with three short questions about your experience of sitting the mock exam.
- **Submit without taking survey** – this submits your mock exam immediately.

Be aware that clicking either option means that you will no longer be able to access your mock exam. So, ensure you have reviewed your answers fully before proceeding.

Take survey and submit exam

If you would like to complete the optional survey, click the **Take survey and submit exam** button. This opens the optional survey on a new page.
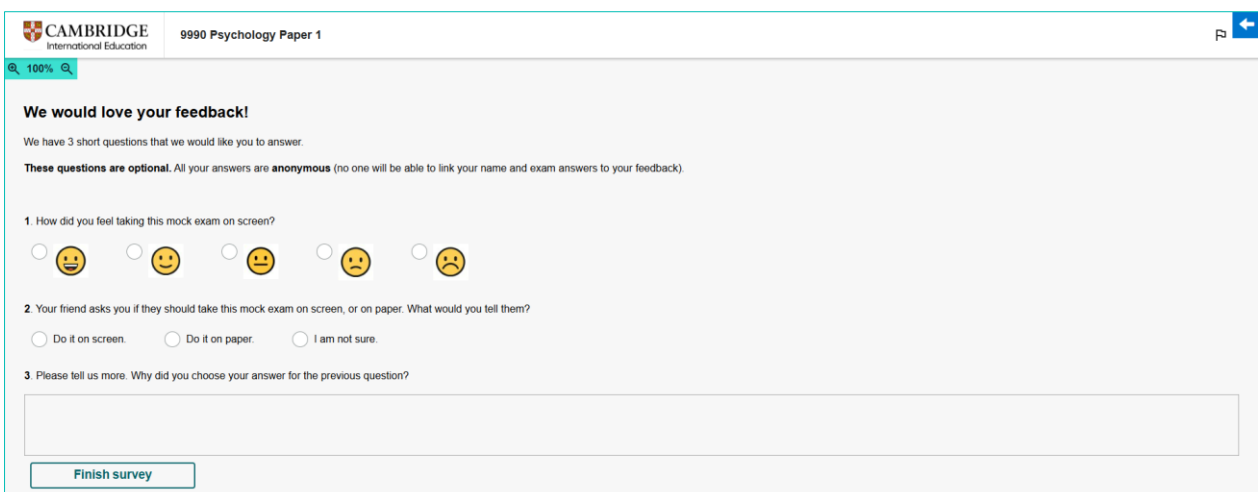
Complete the questions and then click the Finish survey button. Your mock exam is now submitted for marking and you will return to the Cambridge International login page.

Any feedback you give in the survey will be used for research purposes only and will not affect your mark at all.

Submit without taking survey

If you would not like to take the survey, select the **Submit without taking the survey button.** Your mock exam is now submitted for marking and you will return to the Cambridge International login page.

Further help

If you require further assistance, please contact Cambridge University Press & Assessment and not RM directly.

If you need help, please contact our Customer Support Centre

info@cambridgeinternational.org

+44 1223 553554

Please reference Digital Mocks Service in your email title

Our Customer Support team is available 24 hours a day, six days a week, from Sunday 00:00 UTC* to Friday 23:59 UTC (closed on Saturday)

*Co-ordinated Universal Time (Greenwich Meantime in UK also known as Western European Time)