

Diploma of Investor Relations

Supervisor's Guide



AIRA
AUSTRALASIAN
INVESTOR RELATIONS
ASSOCIATION



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1. QUICK GUIDE TO ONLINE EXAMINATIONS

STEP 1	Students and supervisors will receive a confirmation email one week before the examination. This email will include a personalised link which will provide the student with access to the examination.
STEP 2	This examination is accessible on either a Mac or a PC computer. This computer MUST: (a) have internet access (b) be running one of the following browsers: Internet Explorer (version 6 or above), FireFox (any version), Safari (any version), and (c) have JAVA script enabled.
STEP 3	When students are ready to sit the examination, they should click on the personalised examination link which has been provided.
STEP 4	The following page should display after the link has been clicked:
STEP 5	Students should read the examination instructions thoroughly before commencing the examination.
STEP 6	Click the "START EXAMINATION NOW" button to commence. Note: The examination time begins once this button has been clicked. The examination time is displayed at the top of each page.

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STEP 7	Students should click on the circle, next to the response they wish to select, for each question. All questions must be attempted. Once students have completed all the questions on the page they click "NEXT" to continue with the next page of questions.
STEP 8	Students are provided the opportunity to review/change answers after answering all questions. Please note, no additional time is allowed for this process.
STEP 9	Ensure the "SUBMIT" button is clicked within the examination time limit otherwise the examination score will be lost.
STEP 10	Once the examination has been submitted the students score as a percentage and pass/fail will be displayed on screen.

Important Note: do not use the back, forward or refresh buttons in the browser.



2. COMPUTER REQUIREMENTS

This examination is accessible on either a Mac or PC computer.

The Computer MUST:

1. have internet access
2. be running one of the following browsers:
 - i Internet Explorer (version 6 or above)
 - ii FireFox (any version)
 - iii Safari (any version)
3. have JAVA script enabled.

To ensure your browser is compatible ahead of the examination date, please click on the test link included in the confirmation email.

3. EXAMINATION INFORMATION

When Can a Student Sit the Examination

A student may complete the examination at any time within the 24 hour period on the scheduled examination date, so long as it is conducted under the conditions as set out in this kit. Please note, technical assistance – please refer to page 7 of this document - will only be available between 8am and 8pm on the scheduled examination date. Students who elect to complete the examination outside of these times do so at their own risk.

Examination Pass Mark

- The examination consists of 40 multiple choice questions.
- To pass the examination students must obtain a minimum score of 70% or 28 correct answers from the 40 questions.

Examination Time Limits

- The official time allowed for the examination is **60 minutes**.
- Supervisors should monitor the examination time for students independently of the system.
- An additional time (5minutes) has been added to the official time limit to allow for system difficulties and system slowness, and this additional time will display to students on-screen.



Permitted Materials

This examination is a closed book examination. The only materials students are permitted to have with them are:

- **Foreign Language Dictionaries:** students may only use a standard foreign language translation dictionary (i.e. one that does not include definitions) that has been approved by AIRA. The dictionary must be a clean copy without markings or notes. The dictionary must be given to the examination supervisor at least 24 hours prior to the scheduled examination together with the letter of consent from AIRA.
- **Calculators:** students must use their own calculators in all examinations. Calculators should have nine or ten digit displays and should have the ability to raise numbers to a power (yx or xy button). Calculators or other electronic devices which have the ability to store and display text are not permitted into the examination room.

4. PRIOR TO THE COMMENCEMENT OF THE EXAMINATION

- Allow students into the examination room approximately fifteen (15) minutes before the examination is due to begin.
- Ensure that all mobile phones and pagers are switched off and placed in bags or away from desks.
- Request that students complete their details and sign the Supervisor Declaration Form.
- Advise students that strict examination conditions apply – no verbal or visual communication is allowed.
- Advise students that they must submit their examination responses within the time limit, otherwise their responses will be lost and they will be required to re-sit the examination.



5. DURING THE EXAMINATION

- Supervisors should be present throughout the entire examination period.
- Students must not be left unsupervised at any time during the examination.
- During the examination, periodically check that students are not attempting to open other software, web browser windows, web pages, other network services or printers.
- The supervisor should sign the Declaration form (enclosed) when satisfied that the information entered is correct.
- Fifteen (15) minutes before the end, the students should be advised that they have fifteen (15) minutes left.
- In the event of disruption to an examination, please refer to the Disruption to Examinations – Independent Supervisor Guidelines on page 7 of this kit.
- Students may leave, at the discretion of the supervisor, to use the toilet facilities. Students should be under reasonable supervision during this absence.

6. AT THE END OF THE EXAMINATION

- When the examination period has expired, the supervisor must advise students of the following:
 - stop work and remain seated;
 - ensure that students submit their answers by clicking the 'Submit' button.
- Collect and destroy all working paper used by the student. Note: students are not permitted to remove any examination materials, including screen prints or copies of the questions, from the examination room.

7. AFTER THE EXAMINATION

Supervisor Declaration forms must be completed immediately and returned by email to administration@aira.org.au

8. NON ATTENDANCE

Should the student not attend the examination, enter the student's name and sign in the Non Attendance section of the Supervisor Declaration form and return the examination paper, answer booklet(s) and Declaration form as above.



9. INDEPENDANT SUPERVISOR'S DECLARATION FORM

Student to complete:

Student's Name: _____

Student's Signature: _____

Date: _____

Examination Venue: _____

Supervisor to complete:

I confirm that I conducted the online examination for the above student in accordance with the Conditions of Examination Supervision as set down by AIRA:

Supervisor's Name: _____

Supervisor's Signature: _____

OR: NON ATTENDANCE

The following student did not attend the examination.

Student's Name: _____

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

Please return this declaration to the AIRA Secretariat by email to administration@aira.org.au no later than 48 hours after the examination. Please direct inquiries to (02) 9872 9100.



10. TECHNICAL SUPPORT CONTACT DETAILS

If you require technical support, please contact:

AIRA Secretariat
Telephone: (02) 9872 9100
Facsimile: (02) 9872 9200
Email: administration@aira.org.au

11. DISRUPTIONS TO EXAMINATIONS

Definition

Disruptions may include power failure, earthquake, bomb threat, fire, fire drill and any event that may require evacuation of the examination room or impact the student in the completion of the examination.

Please note that as disruptions to examinations each involve a unique set of circumstances, management decisions should be made on a case-by-case basis.

Examination Supervisor Instructions

In the event of disruption to an examination, the supervisor should:

- Ascertain whether there are any safety issues and follow appropriate emergency procedures.
- Ensure the student is aware of the Examination Security Guidelines, as outlined below.
- Supervise the student at all times.
- Contact the AIRA Secretariat on (02) 9872 9100.
- Determine whether or not to resume examination.
- Collect examination material if appropriate.
- Complete and submit an incident report.



Examination Security Guidelines

In the event of a disruption, student is not permitted to:

- Look at non-approved material such as text books or course materials if applicable.
- Remove examination materials from the examination room unless otherwise instructed.
- Use mobile phones, electronic diaries or organisers.

Students must obey the instructions of the independent Examination Supervisor at all times.

Advanced Notification of Disruption

If the possibility of disruption is known prior to examination time, the Examination Supervisor should advise the student of this possibility before commencing the examination. The Examination Supervisor should ensure the student is aware of the Examination Security Guidelines.

Suspending the Examination

If an examination is suspended, students should be advised that they will be required to resit the examination. The student should be advised to refer to AIRA website www.aira.org.au for alternative examination dates and to contact the AIRA Secretariat to confirm alternative arrangements.

Continuation of Examination

If the student continues to work throughout the disruption, this fact must be noted in the Incident Report.

Terminating the examination

In cases where an examination has commenced and the Independent Examination Supervisor anticipates that the disruption will be prolonged (more than 30 minutes), the Supervisor should contact the AIRA Secretariat to discuss terminating the examination.

If it is agreed to terminate the examination, students should be advised that they will be required to re-sit the examination. The student should refer to AIRA website www.aira.org.au for alternative examination dates and contact the AIRA Secretariat to confirm alternative arrangements.

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Incident Report

The Independent Examination Supervisor must complete an Incident Report indicating the time, length and cause of the disruption. This report should be faxed to the AIRA Secretariat on (02) 9872 9200 immediately after the examination ceases.