

HEAD OF SCHOOL TEST

USER MANUAL

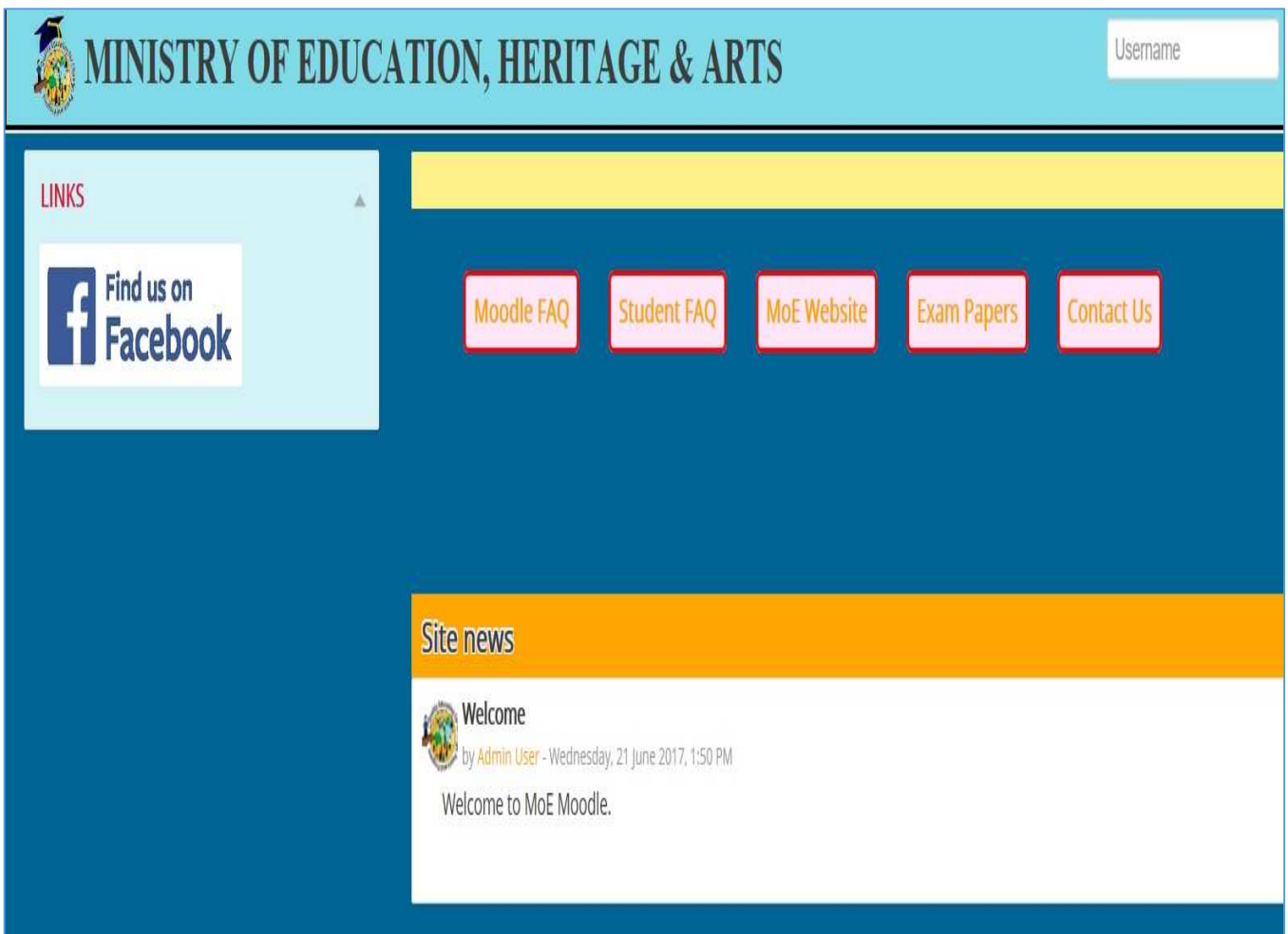
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Logging in Moodle

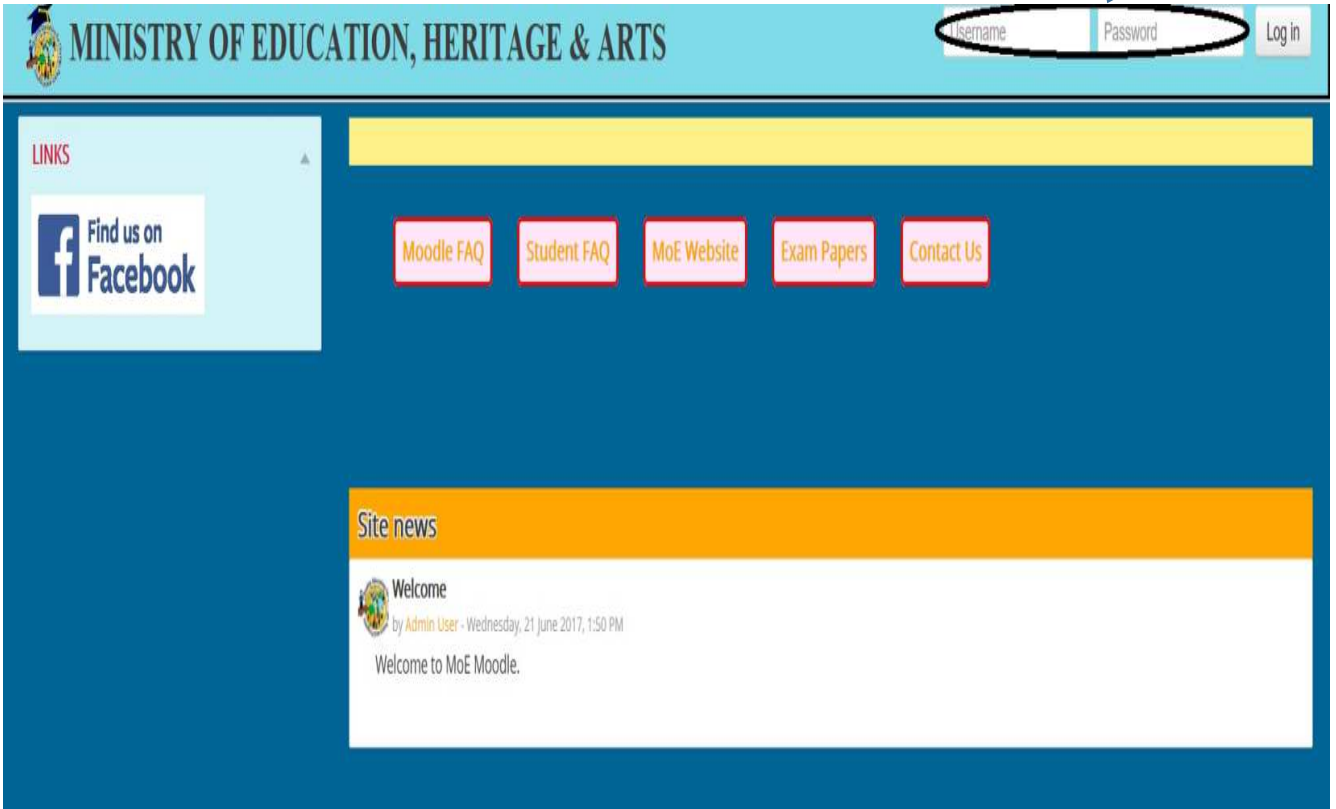
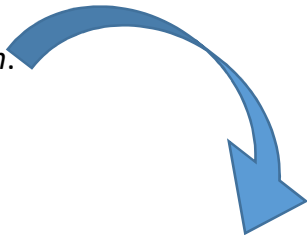
1. Go to the Moodle site through this link: <http://moelearning.gov.fj/moodle/> or using the link available in MoE Website.

The page shall appear as follows:



The screenshot displays the Moodle login interface. At the top, a light blue header contains the Ministry of Education, Heritage & Arts logo on the left and a 'Username' input field on the right. Below the header, a yellow bar is followed by a dark blue section with five pink buttons: 'Moodle FAQ', 'Student FAQ', 'MoE Website', 'Exam Papers', and 'Contact Us'. On the left side, a 'LINKS' section features a 'Find us on Facebook' button. The bottom section, titled 'Site news', shows a 'Welcome' message by 'Admin User' dated Wednesday, 21 June 2017, 1:50 PM, with the text 'Welcome to MoE Moodle.'

2. Please enter your Username and Password and click on *login*.



MOODLE PASSWORD: Your Moodle password must be a **minimum** of 8 characters in length. It must have at least **one** character from **each** of the following requirements:

Requirement	Description	Examples
Digits	Numbers	1 2 3
Lowercase letters	Small letters	a b c
Uppercase letters	Capital letters	A B C
Non-alphanumeric characters	Symbols	! @ #

3. After logging, the following page shall appear. Click the **Head of Schools Tests** option.

MINISTRY OF EDUCATION, HERITAGE & ARTS English (en) ▾


ADMINISTRATION

- My profile settings

BLOG MENU

- View all of my entries
- Add a new entry
- Blog RSS feed


LINKS

 Find us on **Facebook**

Site news

Welcome
by Admin User - Wednesday, 21 June 2017, 1:50 PM
Welcome to MoE Moodle.

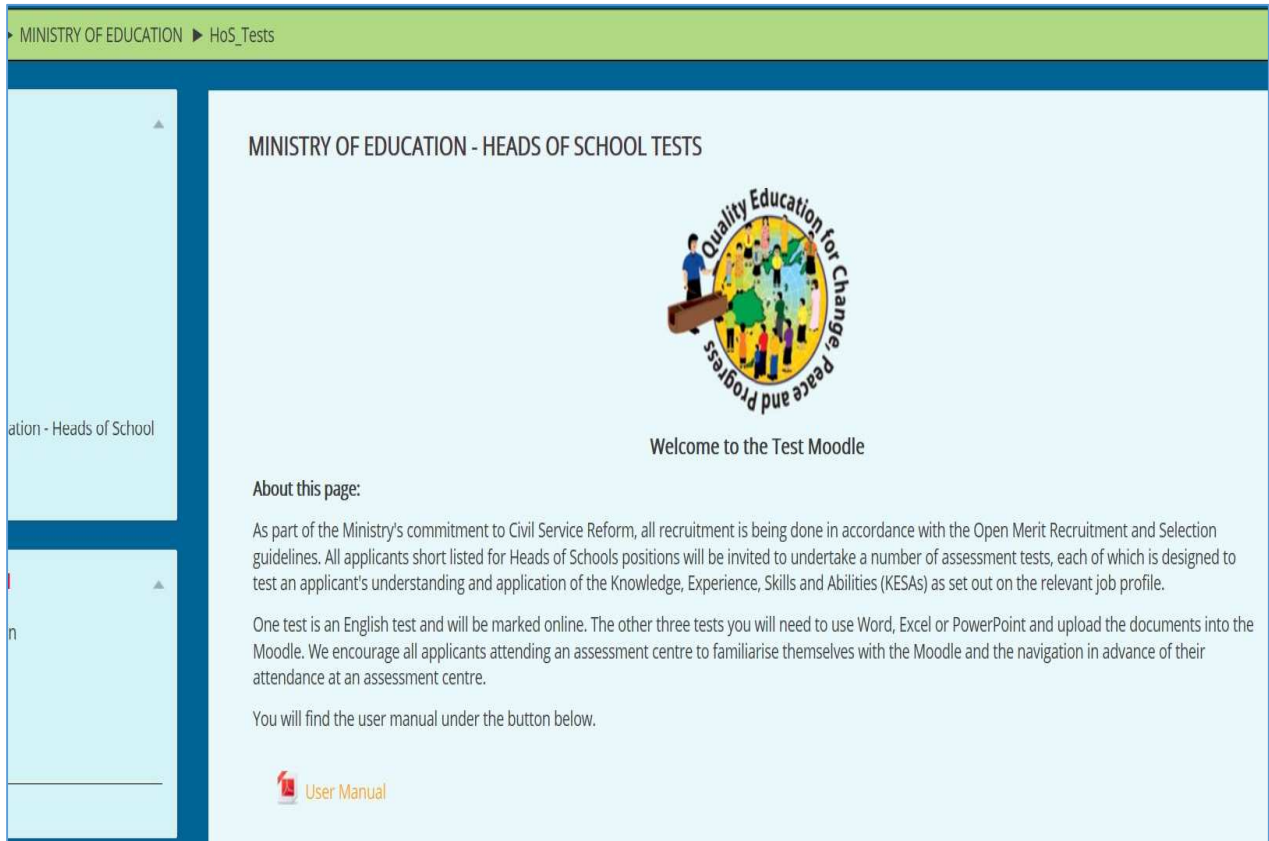
My courses

-  **HEAD OF SCHOOLS TESTS**

[All courses](#)


Information Page

1. The information page will appear as shown in the screen shot below. User Manual and other relevant instructions can be viewed here.



MINISTRY OF EDUCATION > HoS_Tests

MINISTRY OF EDUCATION - HEADS OF SCHOOL TESTS




Welcome to the Test Moodle

About this page:

As part of the Ministry's commitment to Civil Service Reform, all recruitment is being done in accordance with the Open Merit Recruitment and Selection guidelines. All applicants short listed for Heads of Schools positions will be invited to undertake a number of assessment tests, each of which is designed to test an applicant's understanding and application of the Knowledge, Experience, Skills and Abilities (KESAs) as set out on the relevant job profile.

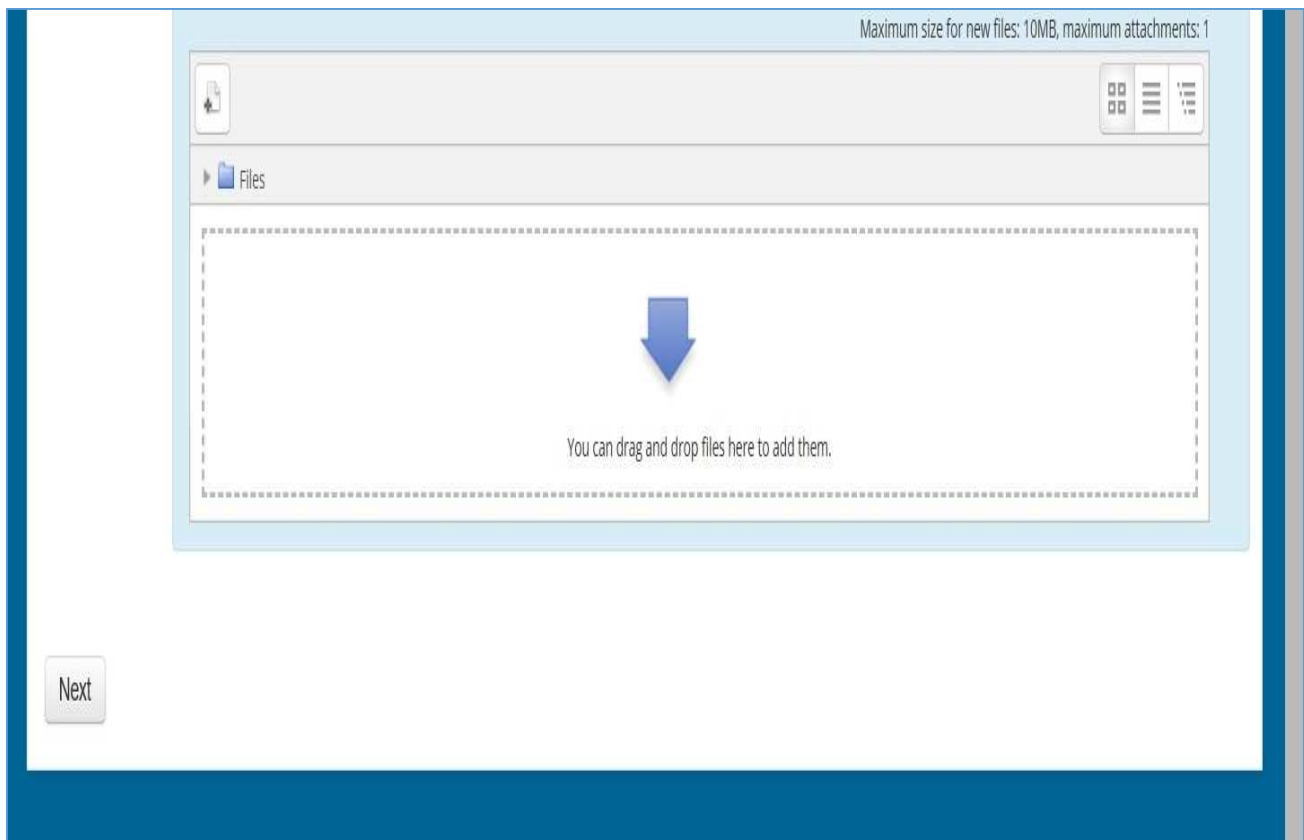
One test is an English test and will be marked online. The other three tests you will need to use Word, Excel or PowerPoint and upload the documents into the Moodle. We encourage all applicants attending an assessment centre to familiarise themselves with the Moodle and the navigation in advance of their attendance at an assessment centre.

You will find the user manual under the button below.

 [User Manual](#)

Uploading Documents


1. Options will be available to upload the documents in Moodle. The easy method of drag and drop documents can be used as shown below.

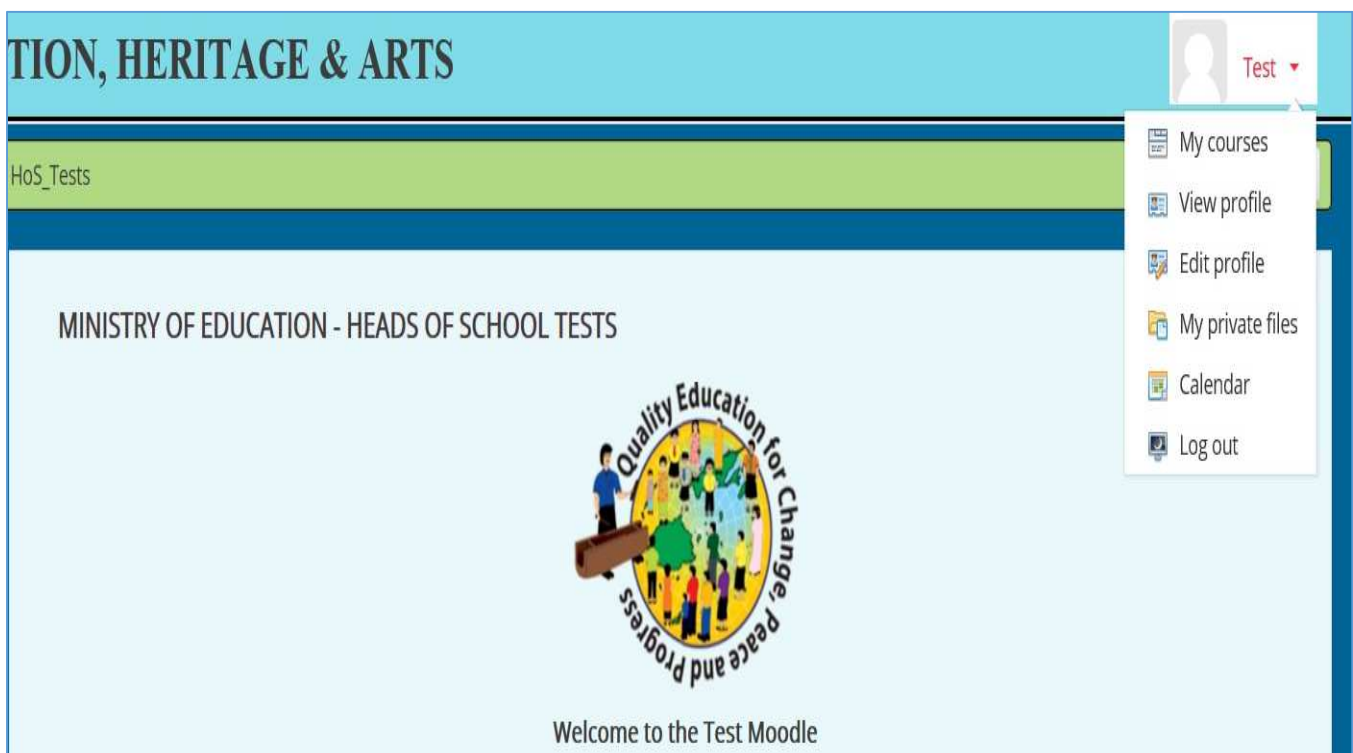


2. Click on **Next** to save the uploaded documents.

[You must click Next otherwise the uploaded documents will not be saved]

Logging out of Moodle

1. Click on the down arrow  at the right hand corner of the screen.
2. Click on Log out of Moodle.



The screenshot shows the Moodle user interface. At the top left, the text "TION, HERITAGE & ARTS" is visible. Below it, a green bar contains the text "HoS_Tests". The main content area has a light blue background with the text "MINISTRY OF EDUCATION - HEADS OF SCHOOL TESTS". In the center, there is a circular logo with the text "Quality Education for Change, Peace and Progress" around the perimeter. Below the logo, it says "Welcome to the Test Moodle". On the right side, a user profile menu is open, showing a user named "Test" with a dropdown arrow. The menu items are: "My courses", "View profile", "Edit profile", "My private files", "Calendar", and "Log out".