

MOCK ONLINE JOB ELIGIBILITY TEST

USER MANUAL

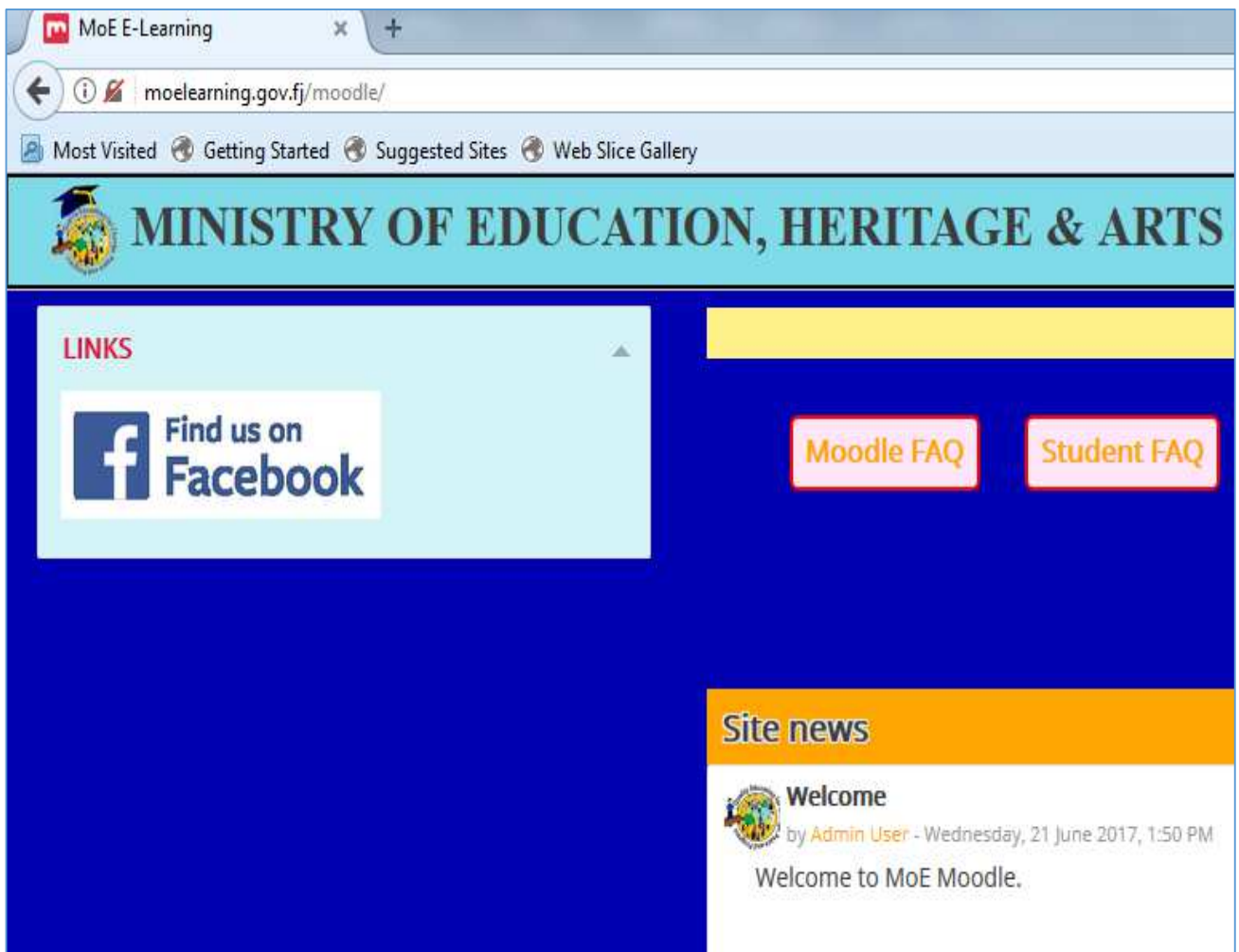
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Logging in Moodle

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

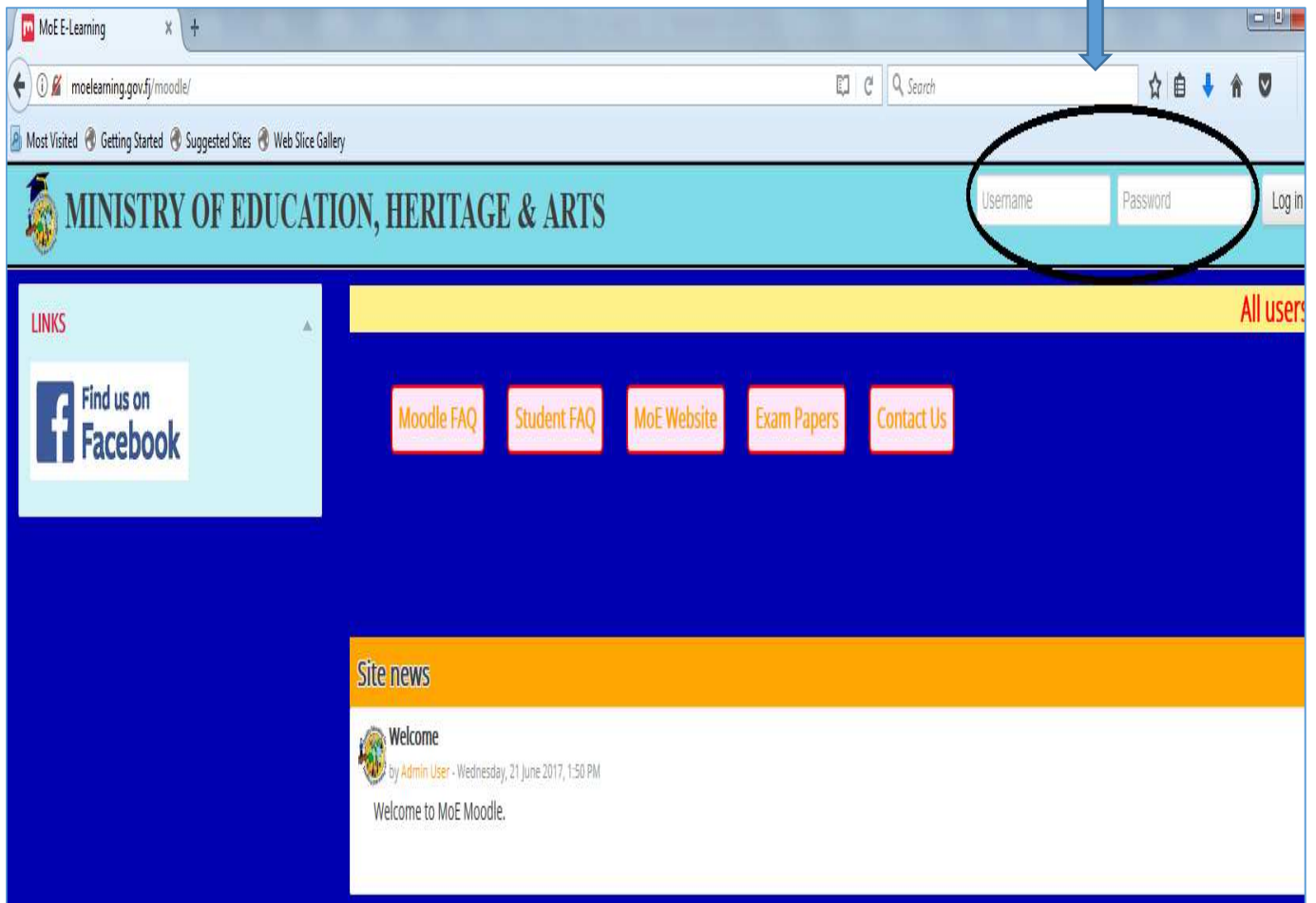
The page shall appear as follows:



The screenshot shows a web browser window with the following elements:

- Browser Tab:** MoE E-Learning
- Address Bar:** moelearning.gov.fj/moodle/
- Navigation:** Most Visited, Getting Started, Suggested Sites, Web Slice Gallery
- Header:** MINISTRY OF EDUCATION, HERITAGE & ARTS (with logo)
- LINKS:** A section containing a "Find us on Facebook" button.
- FAQs:** Two buttons labeled "Moodle FAQ" and "Student FAQ".
- Site news:** A section titled "Site news" containing a "Welcome" message by Admin User, dated Wednesday, 21 June 2017, 1:50 PM. The message reads: "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 **HR Job Eligibility Test** option.

The screenshot displays the website interface for the Ministry of Education, Heritage & Arts. At the top, the header includes the ministry's name, a language dropdown set to 'English (en)', and a user profile icon. Below the header, a green navigation bar shows the breadcrumb 'Home > Courses > MINISTRY OF EDUCATION' and a search bar with a 'Go' button. On the left, a 'NAVIGATION' menu lists various options, with 'MINISTRY OF EDUCATION' > 'HR-EligibilityTest' highlighted. In the main content area, a dropdown menu for 'Course categories' is set to 'MINISTRY OF EDUCATION'. The 'HR JOB ELIGIBILITY TEST' link is circled in black. To the right, there is a circular logo with the text 'Quality Education for Change' and 'Partners and Progress'. Below the logo, a paragraph explains that the online job Eligibility Test was created as part of the Civil Service Reform to streamline recruitment and reduce paperwork.

Attempting the Quiz

1. Click on Mock Test.

MINISTRY OF EDUCATION - HR JOB ELIGIBILITY TEST




Welcome to the Eligibility Test Moodle page


About this page:

As part of the Civil Service Reform, the Ministry of Education, Heritage and Arts has created this online job Eligibility Test for School Administrator, Head of Department, Head Teacher, Assistant Head Teacher, Principal, Vice Principal and Assistant Principal positions. The purpose of this electronic test is to streamline the staff recruitment process and to reduce paperwork due to the large number of applications processed each year.


In order to give Teachers some practical experience in attempting the Eligibility Test, a trial **Mock Test** has been created. This test will be done prior to the actual attempt of the Eligibility Test. Please click on the **Mock Test** button below to start the test.

You will find the instructions and user manual under the **News Forum** button below. It is mandatory to read and fully understand the instructions before attempting the Mock Test. Note that you are only given **one attempt** in the Mock Test. Good Luck!!!

 [News forum](#)

 [Mock Test User Manual](#)

MOCK TEST


 [Mock Test](#) (Mock Test)

Restricted: Available from 23 September 2017, 7:00 AM to 26 September 2017, 3:00 PM.

2. You will be forwarded to the following page: Please select “Attempt quiz now”. Pop up box will appear, select “Start attempt”.

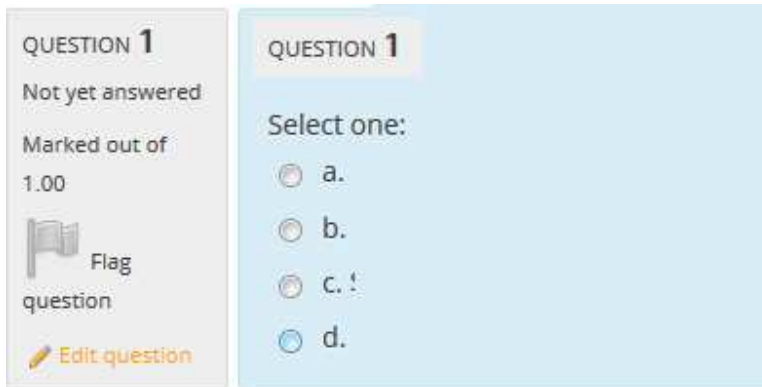
Mock Test

Confirmation [X]

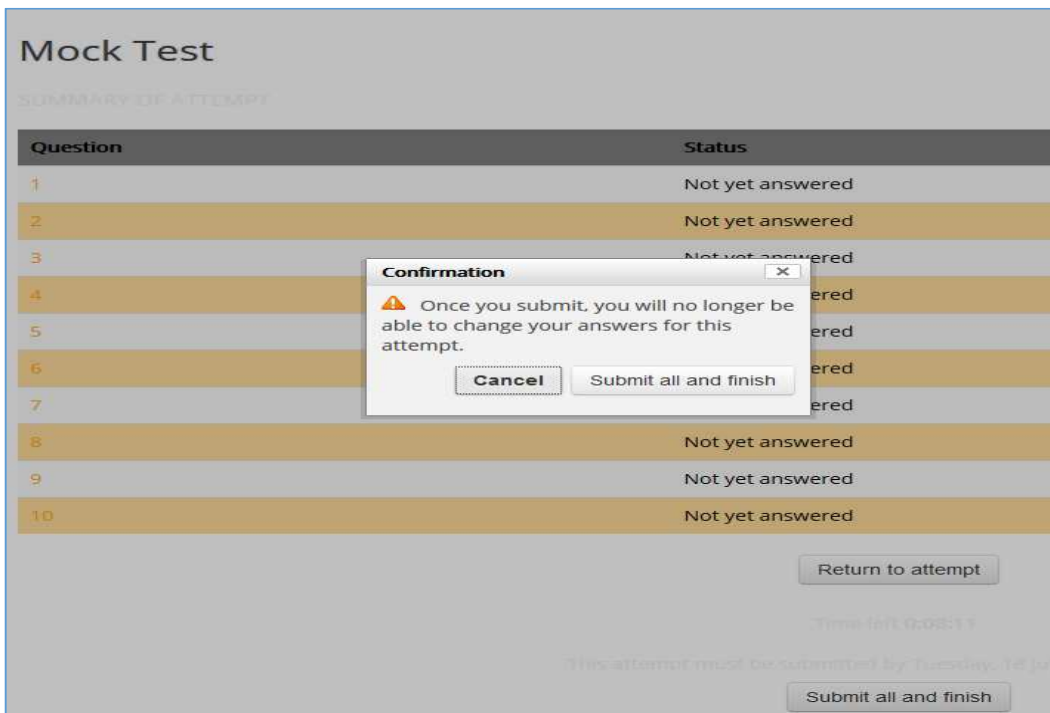
 This quiz has a time limit and is limited to 1 attempt(s). You are about to start a new attempt. Do you wish to proceed?

Submitting the Quiz


1. All questions are available on the same page. You may choose to answer in any order. To answer the question, click on the circle on the left of the options as shown below.



2. Attempt and click “next” and you will be taken to the page shown below.



3. Here you can check if you have answered all the questions.
4. If you have not answered you can click on “Return to attempt”.

5. If you are satisfied, go on to “Submit all and finish”. A dialogue box asking for confirmation will appear, click on to “submit all and finish”.
6. After finishing the quiz, use the following steps to log out of Moodle.
7. Click on the down arrow  at the right hand corner of the screen.

Click on Log out of Moodle.

