



MINISTRY OF EDUCATION, HERITAGE & ARTS
Quality Education for Change, Peace & Progress



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Our Reference: ESU M1/3

CIRCULAR

From: The Permanent Secretary for Education, Heritage & Arts

To: All School Heads, Divisional and District Offices

Ref: MOE – C74-17

Date: 21/09/2017

Subject: MOCK EXERCISE: PRE-ELIGIBILITY TEST

- 1.0 This note serves as a formal correspondence to inform all School Heads, Divisional and District Officers of the on the captioned subject.
- 2.0 The Ministry of Education, Heritage and Arts will embark on the concept of introducing the “*Online Eligibility Test*” for all vacant School Administration positions as follows:
 - Assistant Head Teachers
 - Head Teachers
 - Head of Departments
 - Assistant Principals
 - Vice Principals
 - Principals
- 3.0 The above concept has been designed to ensure the selection of the most deserving candidate with professional sound leadership and management attributes for the post. These attributes include:
 - Leading school improvement, change and school culture
 - Teaching and learning
 - School Management
 - Ethical Leadership
- 4.0 **To allow Teachers/Heads of Schools practical experience in attempting the *Online Eligibility Test*, a “Mock Test” will be installed for trial prior to the actual attempt of the Eligibility Test.**
- 5.0 The above **Mock Test** will be accessible on MoE Moodle via FEMIS on <http://moelearning.gov.fj/moodle/> which will be available from **7 a.m., Saturday 23rd September to 3 p.m., Tuesday 26th September 2017.**
- 6.0 There will be **10 multiple-choice questions** to be answered in **30 minutes**.

7.0 PRE-TEST CHECKLIST:

Users can take the test anywhere where there is:

- ✓ Access to a computer
- ✓ Access to internet
- ✓ Area that ensures privacy

8.0 **MOODLE ACCOUNT:** You must have a TPF number in order to login to MoE Moodle for the test. The TPF number will be your **Username**.

9.0 You will be given a default **Password** which you will use for your first login. The default password is Aa12345*. After your first login your *password will need to be changed* to access the rest of the website. This new password must meet the password requirements as stated in the **Moodle Password** section and will be used for future logins.

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

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	! @ #

If you have forgotten your password, please contact one of the officers in the **Contact Personnel** list. Alternatively, you may open the Login page and click the *Forgotten your username or password?* link to reset your password through your email account. **Note:** your email address must be saved in Moodle after your first login for this to work.

10.0 Please note that this mock test is just to ensure that all teachers/school heads are able to access their passwords and carry out the online test well before the roll out and implementation of the actual online test.

11.0 For issues or queries regarding the test, please contact one of the following Post-Processing Unit officers for assistance:

Name	Phone Contact	Email
Peniana Mokosiro	3220496	peniana.mokosiro@govnet.gov.fj
Vishalni Sharma	3220495	vishalni.sharma@govnet.gov.fj
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12.0 Your usual support to the above is respectfully solicited.



Mr Iowane P Tiko
Permanent Secretary for Education, Heritage & Arts