

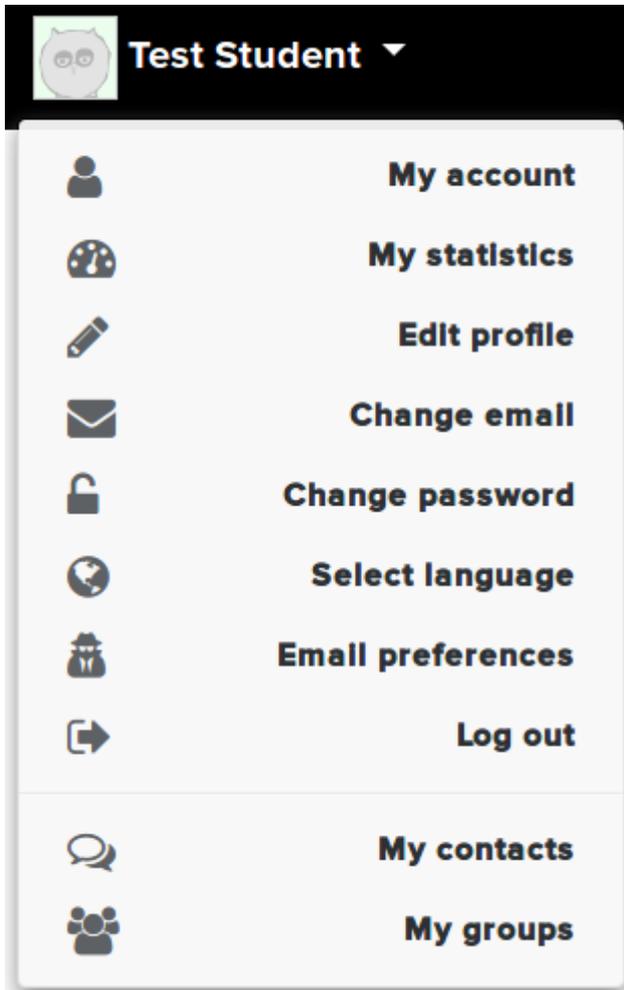
P&IQ

User Guide

For P&IQ candidates taking online exams

For more details on the features found on the platform, see www.mycoracle.com

Getting started



Manage your profile and preferences from the menu found at the top left hand of your screen.

My account: Overview of your account and achievements

My statistics: Overview of your statistics

Edit profile: Edit your account details

Change email & password

Select language: Enables you to change the language used on the platform (nb, this does not change the language of the module content, which is always in English)

Email preferences: Manage the system emails that you are subscribed to.

Log out

My contacts: Find information and the means of contacting the people who are available to help you

My Groups: You will only see this item if you are in a group.



P&IQ ▾ Study ▾ Exams ▾

At the top right of your screen you will see 3 tabs “P&IQ – Study - Exam”.

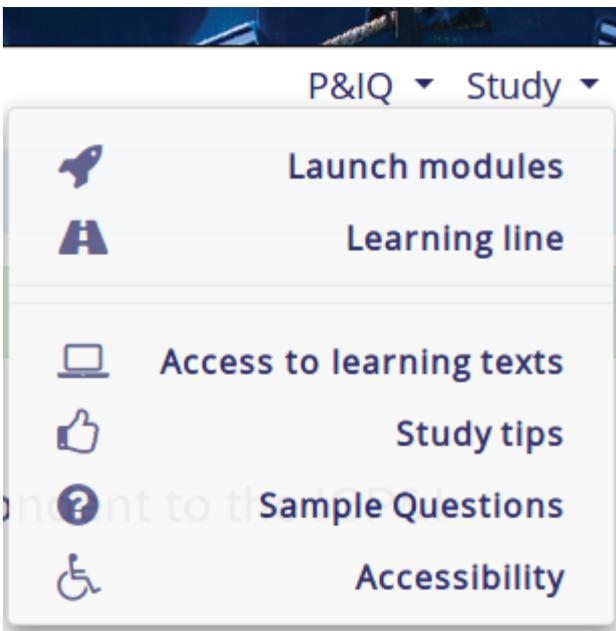


General Information: Details of the P&IQ programme, the modules and the qualifications

Key dates: Dates of upcoming exams and when the online pathway for all modules will be released

CII: Information about CII accreditation

Syllabus: Descriptions of each module syllabus



Launch modules: Takes you to the Activities page where you can start your Module

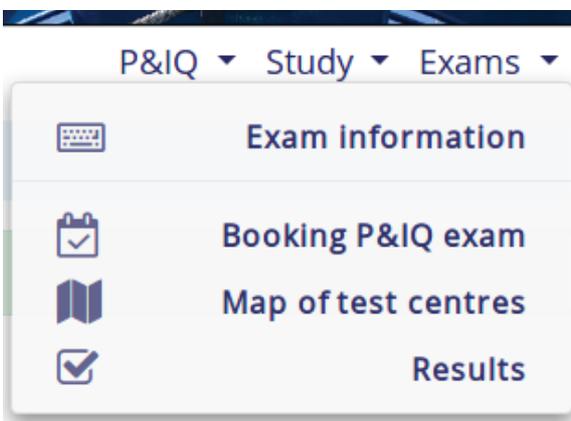
Learning line: A record of your learning statements

Access to learning text: Details of release dates for modules texts

Study tips: Tips for studying and exam techniques

Sample Questions: Examples of questions in the structure of the exams

Accessibility: Details of disabled access and how to request for certain provisions.



Exam Information: Details about the exams, the construction of exams and what to expect.

Booking P&IQ exam: All you need to know about booking and cancelling exams

Map of test centres: An interactive map of the test centres around the world

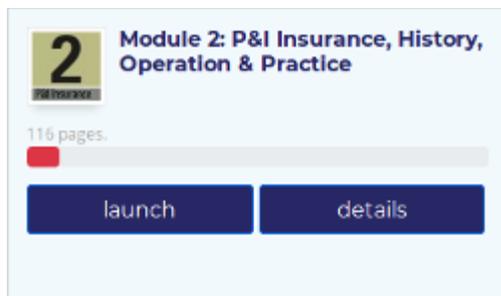
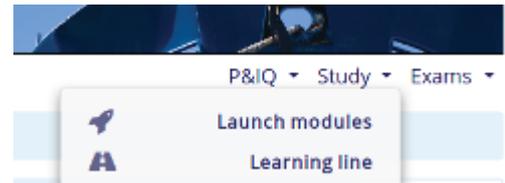
Results: Where your results will be posted

Accessing activities

Activities form the basis for the structured learning.

Each module is an activity and contains an **online course** and a **pdf** download version of the course.

Once logged in, clicking on the “Study” menu and then selecting “Launch modules” in the dropdown menu will bring up a page which lists all the activities that the user can access.

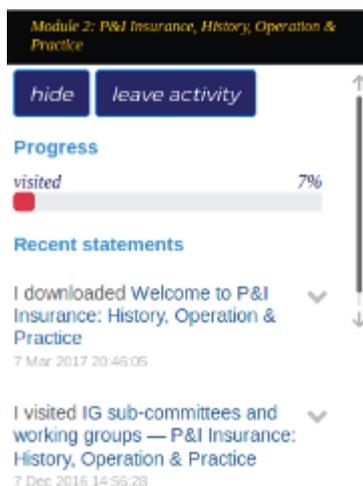


Activities are **launched** by clicking the blue Launch button.

Progress reports are accessed by clicking the blue **details** button.

An at a glance progress bar is presented above the Launch/Progress buttons, this also gives detail relating to the size of the activity. Downloading a PDF version of course material will be recorded as an action on the Learning Line.

The Learning Line and sidebar



Once an activity has been launched and you are progressing through the module, **statements** are sent to your Learning Line. A history of your statements is available from when you started using the platform. Statements can be filtered based on the recorded verbs. For example, ‘I Understood this’ or ‘I read this’.

Statements are also made available on the sidebar (seen on the left of the screen) when an activity is open, as shown. If you do not wish to see the sidebar, click the **HIDE** button.

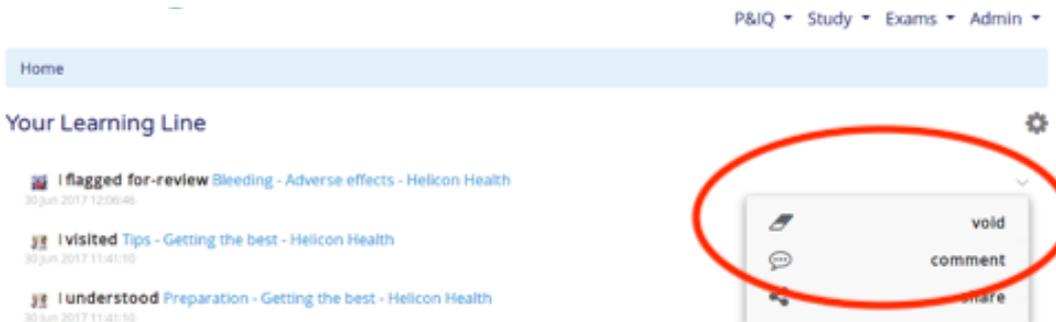
Breadcrumbs (highlighted in red) are provided to help navigation around the module.



Breadcrumbs are created automatically by the page titles and provide links back to significant areas of the module in the format **Home page > Section page > Subsection page**. Clicking an item in the breadcrumb will take you to that page.

Commenting on statements

You may wish to add more details to a statement. This is done by adding a comment. Click on the **“study”** menu and select **“Learning line”** in the dropdown. Once on the Learning Line page you can click on the downward arrow to either make a comment, void or share a statement.



Contacting supervisors

You can contact supervisors (found via My Contacts) using the message line feature. By using this feature, neither your email or the supervisors email are made public.

Next to your supervisors name there will be an envelope icon. Click this and you will be taken to a page with a text box within which you can type in your message, then click “send message”

These people are in charge of your overall learning. Please contact them if you have any queries.



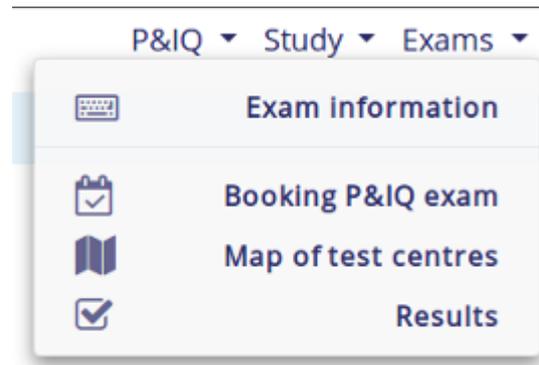
Booking an exam

Are you eligible?

You can only book an exam if you are registered on [pandiq.com](https://www.pandiq.com) and have a valid access token for the text for that Module.

Booking

P&IQ exams are held in May and October. To book an exam you navigate to the “**Exam**” tab and select “**Booking P&IQ exam**”. This will take you to a page with an interactive map of the Test centres around the world and a link to the exam hosts, Pearson Vue.



Cancellations and rescheduling

In the event that you wish to **cancel** your booking, this must be done no later than one 72 hours before the date of the exam.

If you wish to reschedule the exam, you may do so at any time before bookings close. You will be able to reschedule your exam for a date and time during the same week or the during next available session.

Exam results

Exam results are recorded on the website as part of your user profile, allowing you easy access to certificates and scores, at any point in the future if required.

Navigate to the “**Exams**” tab and select “**My results**” in order to view your results.