

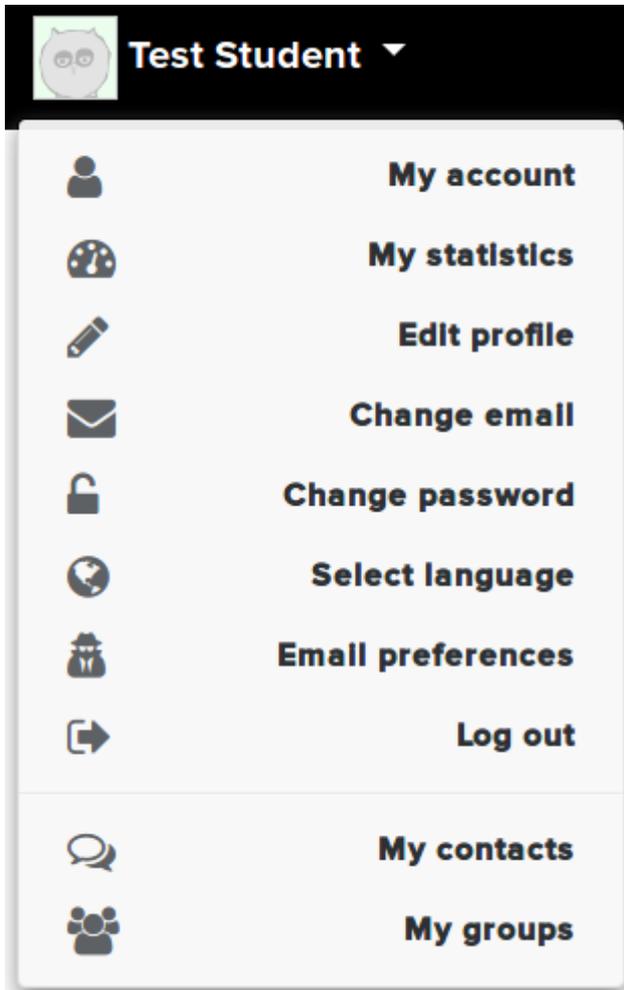
P&IQ

User Guide

For P&IQ candidates taking written 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

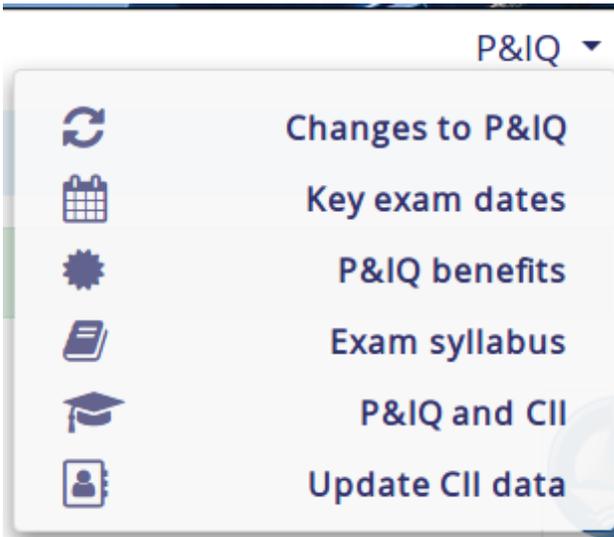
My contacts: Find information and the means of contacting the people who are available to help you

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”.



Changes to P&IQ: Details of changes to P&IQ online and written examinations

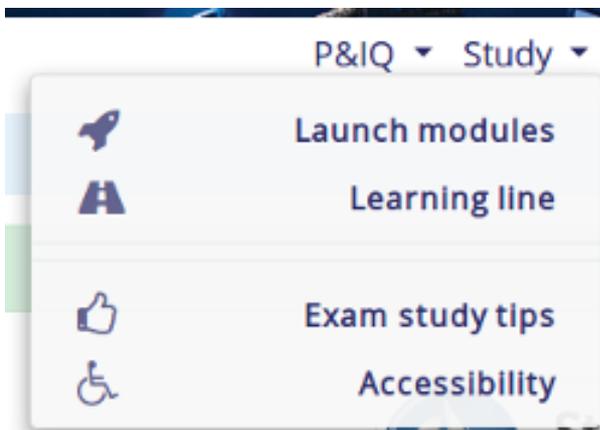
Key exam dates

P&IQ benefits

Exam Syllabus

P&IQ and CII: Information about the programme and CII accreditation

Update CII data: A form where CII data may be updated

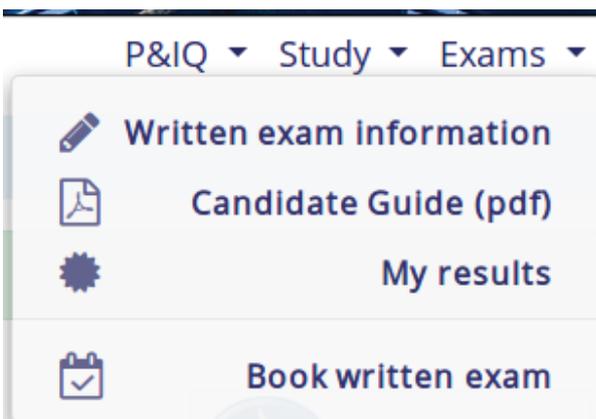


Launch modules: Takes you to the Activities page where you can start your Module

Learning line: A record of your learning statements

Exam study tips: Tips provided to candidates for study and exam technique

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



Written exam Information: Details about what to expect with the written exams, details of pass marks and remarking procedure.

Candidate guide: PDF guide on how to use the platform

My results: Where your results and certificates are stored

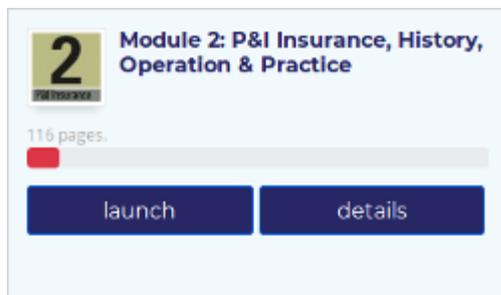
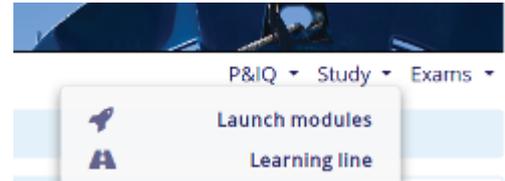
Book written exam

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.

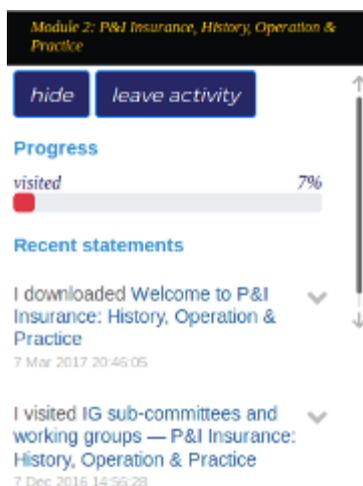


Activities are **launched** by clicking the blue Launch button.

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.

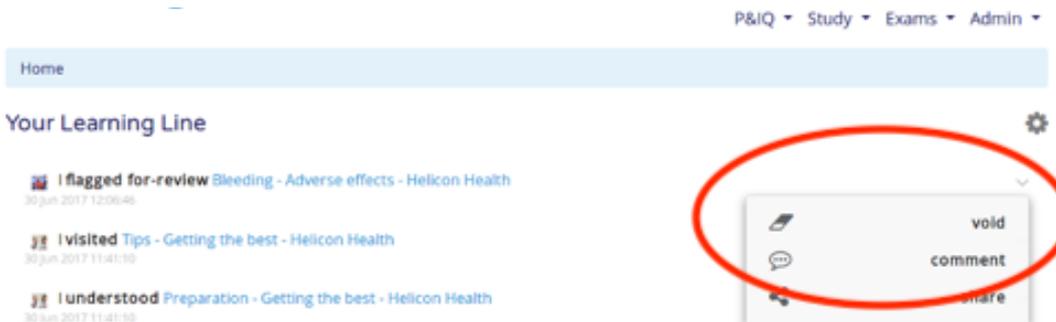
Breadcrumbs (highlighted in red) are provided to help navigation around the module.



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

Exam bookings are made and managed on the site. You will be able to see how many spaces are available for the exam and will be able to cancel your exam booking.

At the point of booking an exam, you will be required to confirm your name, address, CII pin, date of birth, email and club.

You have the option of book exams at any of the locations offered: London, Newcastle, Athens, Singapore, Hong Kong and New York.

Home / Exam booking

P&IQ exams

From January 2017, candidates must have completed modules 1,2 and 3 before booking modules 4 and above.

My Registrations

You are not signed up to any exams

Available

Location:

All London Hong Kong Singapore Athens Newcastle New York

TITLE	REMAINING	LOCAL TIME	CLOSES (DAYS)	OPTIONS
Module 2 Athens, May 2018	8	May 15, 2018, noon	99	[register]
Module 2 Hong Kong, May 2018	6	May 15, 2018, 3 p.m.	99	[register]
Module 2 London, May 2018	38	May 15, 2018, 10 a.m.	99	[register]
Module 2 New York, May 2018	6	May 15, 2018, 8 a.m.	99	[register]
Module 2 Newcastle, May 2018	9	May 15, 2018, 10 a.m.	99	[register]

Once a **booking is confirmed** you will receive notification via email. Please note that at the time you make the booking, the exam venue details may not have been confirmed and for this reason the initial confirmation will not include these details.

Approximately 2 weeks before the exams you will be emailed **details of the venue** and **allocating you with a unique exam code**.

You will be sent exam instructions by email, which will confirm the latest candidate guidance notes.

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.