MCQ Candidate Checklist | 2026A

BEFORE EXAM DAY:

☐ Access <u>MCQFA</u> (familiarisation activity) under resources tab on ACRRM Website

☐ Complete MCQ IT Requirements form

- Sent from ACRRM Assessment Team 13/01/26 "*Important Exam Information*"

☐ Complete Exam Registration System Checks

- Sent from Proctor Exam 23/01/26 *"Please register for your exam"*

☐ Save Proctor Exam Email for exam day

- Sent after Exam Registration Checks completed
- Sent from Proctor Exam "*You are now ready to take your exam*"

☐ Attend, or watch recording of, Candidate Briefing

- Briefing Tuesday 03/02/26 16:00 AEST/QLD Time
- Recording will be sent after the session

ON EXAM DAY:

You will need:

1. "*Important Exam Information*" email from ACRRM, containing:
   - User ID & Passcode
   - ACRRM Support number

2. "*You are now ready to take your exam*" email from Proctor Exam, containing:
   - Contains **link to Proctor Exam**

3. Your photo ID

4. Blank paper & pens/paper

Steps:

☐ Ensure your station is set up (per venue requirements) and ready with only <u>1 monitor</u> connected

☐ Clear your browser cache

☐ At Proctor Log In Time (see *Important Exam Information* email), open (in Chrome ONLY):

- Link for **Proctor Exam**

☐ In Proctor Exam page, you will complete IT checks and then be connected to a Proctor (exam supervisor), who will complete some additional checks with you

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☐ Click the 'Click here to begin your exam' link in the instructions page (this will open a separate browser tab). You may enter your risr user ID and passcode while you are waiting for the Proctor to complete the checks with you.

☐ Once the checks are completed, the Proctor will provide you with an exam PIN

- NOTE: the Proctor is completing checks with multiple candidates so there may be a wait once you complete your checks for them to release the PIN
- **The exam time will *NOT* start until you log into risr/assess with the PIN**

☐ In risr/assess page, you may enter your username and passcode into the log in section, enter the PIN and click 'Log In'

- Note: the **PIN** will be **provided by the Proctor <u>AFTER</u>** you have completed the **necessary checks**

☐ You will be taken to the exam page, and your time will commence.

Refer to <u>MCQ Instruction for Candidates</u> for further information on completing and submitting your exam.

IMPORTANT!

If you experience issues the Proctor is unable to assist with, or need ACRRM team support, **send an SMS to the Support number provided to you in the 'Important Exam Information' email.**

An ACRRM team member will either join the Proctor chat OR call you, depending on the issue.