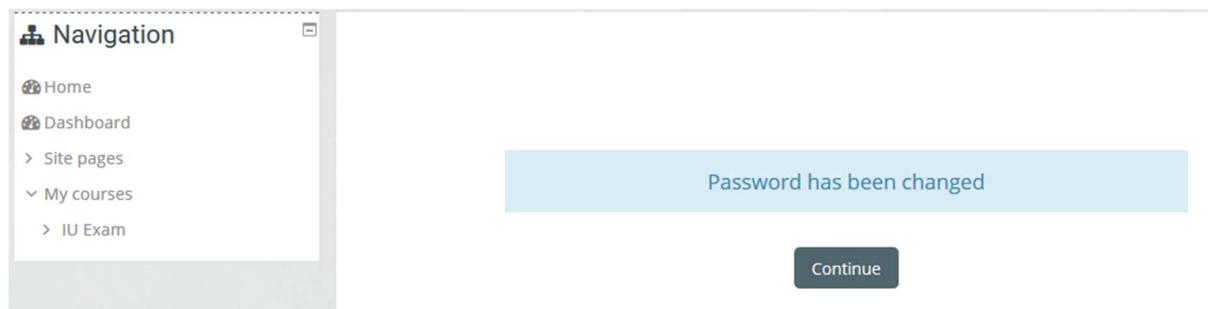March 2020

<u>SUBJECT</u>:   **2020 ITTF International Umpire Exam. Moodle instructions.**

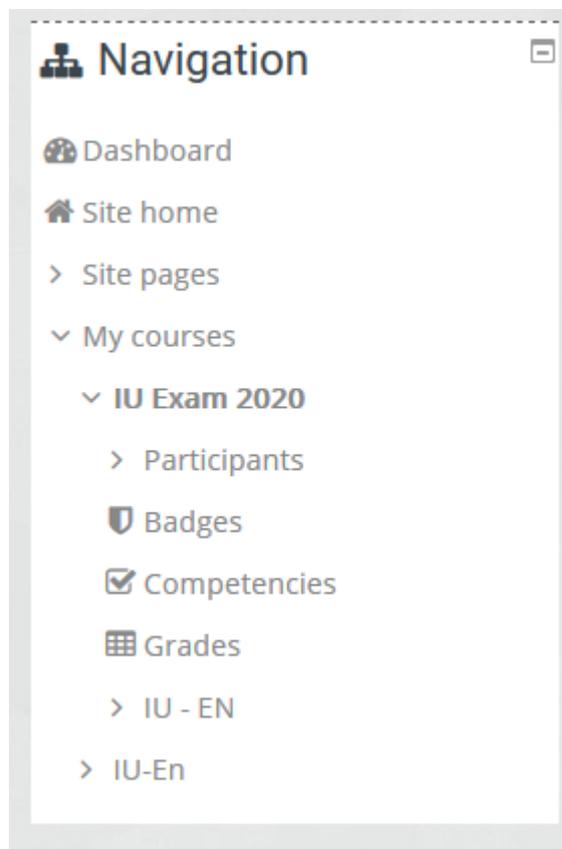**Dear National Coordinators for the International Umpire,**

Each of the candidates will have received (or should soon receive) an email with their username and password, as well as a link to the ITTF Education site which is hosting this year's international umpire exam. If the link is highlighted in blue just click on it, otherwise copy and paste the link into your web browser. When you click on the link the Log in screen appears. On the <u>top right of the screen</u>, next to your name, you will see a <u>small globe icon</u> with a drop-down arrow beside it. Clicking on this arrow will allow you <u>to change the language you are reading the screen</u>. **However, you will only be able to do the exam in the language your Association specified on the application form.**

When logging in for the first time, for security reasons, your temporary password must be changed. Once you have done this the following screen appears

On the left-hand side you will see a box titled Navigation

Click on IU-Nn (language in which you will be doing the exam)

Navigation

- 🌐 Home
- 🌐 Dashboard
- > Site pages
- ∨ My courses
  - ∨ IU Exam
    - > Participants
    - 🛡 Badges
    - ☑ Competencies
    - > General
    - > Passport Scan

Your progress ❓

Announcements

Passport Scan

ID Scan
ℹ Not Submitted

English

`Restricted` Not available unless: The activity ID Scan is marked complete

Arabic

`Restricted` Not available unless:
- You belong to **Arabic**
- The activity ID Scan is marked complete

Once the password has been changed, you must upload a copy of your passport or, if you don't have a current passport, some other identification document which shows your name, date of birth and a photo. Click on ID scan, then Add submission. Add a file by clicking on the Files icon or just drag and drop the appropriate file. Once the file is there click on Save changes. It is best if this is done as soon as possible so that on the day you do the exam everything will be ready to just do it. Please ensure that you have a valid picture to upload. The file format must be either GIF, JPEG, PNG or other image file used on the web such as .svg or .svgz. You can only upload 1 file with a maximum size of 500KB.

Navigation

- Home
- Dashboard
- > Site pages
- ∨ My courses
  - ∨ IU Exam
    - > Participants
    - Badges
    - Competencies
    - > General
    - ∨ Passport Scan
      - ID Scan
    - > English
    - > Arabic

ID Scan

Please upload a scanned personal document (passport)

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)

Add submission

You have not made a submission yet.

ID Scan

Please upload a scanned personal document (passport)

File submissions

Maximum file size: 500KB, maximum number of files: 1

Files

You can drag and drop files here to add them.

Accepted file types:

Image (GIF) .gif

Image (JPEG) .jpe .jpeg .jpg

Image (PNG) .png

Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

Save changes   Cancel

On the day you do the exam, you will need to click on the link again to access the ITTF Education website, put in your username and new password, and proceed to IU exam as detailed above. When this is done the next step is to proceed to the exam by either clicking on the appropriate language and then IU examination on the left-hand side, or by selecting NEXT ACTIVITY IU examination on the bottom right of the screen. This will bring up the instructions about the exam. Read these carefully and make sure you understand them before attempting the exam. The time allowed for the exam is 60 minutes, and as soon as you click on Attempt quiz now the countdown timer will start.

The exam itself is presented in blocks of 5 questions. Once you have answered those 5 questions click on Next page for the next 5 questions. At the top left of the screen you will see Quiz navigation with all 50 questions shown. To review answers, or to answer any you may have missed, click on the question and a page of 5 questions will appear. To correct an answer just click on the new answer.

When you have finished answering the questions, on the bottom right of the screen you will see

If you are reviewing questions, this is also shown in the Quiz navigation section just above the timer.
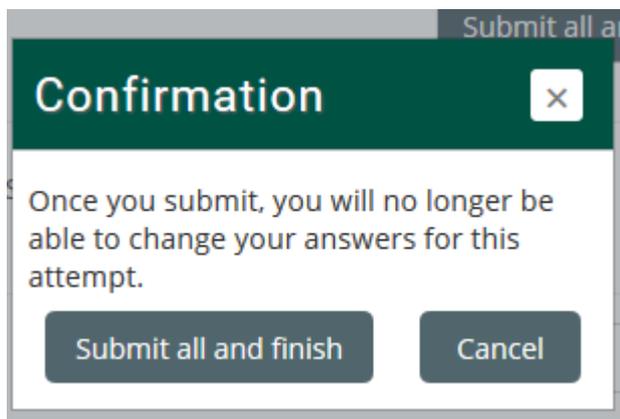

Clicking on either of these buttons will bring up a screen showing all questions which you have answered (see screen below). If there are any unanswered questions you still can answer them before the time expires. At the bottom of that screen he following icon appears

Clicking on this completes the exam, but you have one final chance to review when the following appears

Clicking Submit all and finish from this pop-up completes the exam and returns you to the instructions page. You will be advised whether you have passed orP failed. If you have passed a certificate will be sent to you at the end of May with your IU number shown.

IU Examination
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved