

How to access your Governance Institute online exam

The 20 question online multiple-choice exam is designed to facilitate a transfer of knowledge and contribute to your ability to apply your learning. The passed exam contributes to one of the Governance Institute's certificates. This exam will be available to you for a period of 21 days from the day of the course.

The exam takes approximately one hour to complete. The exam is not timed and as you progress through the exam, you may come back to complete it, at any time. Your answers are saved automatically. Press Submit only when you have answered all the 20 questions.

You have access to the course materials while you undertake the exam, but we do expect that you will complete the exam yourself, unassisted by other people. Your course registration includes two (2) attempts at the online exam for the short course. The pass mark for the exam is 70%. The second attempt becomes available if the pass mark is not achieved at the first attempt.

Should you be unsuccessful after two attempts at the exam, please contact your Governance Institute state office to re-register for the online exam, a fee of \$85 will apply per course – this will provide you with another two (2) attempts to undertake the exam.

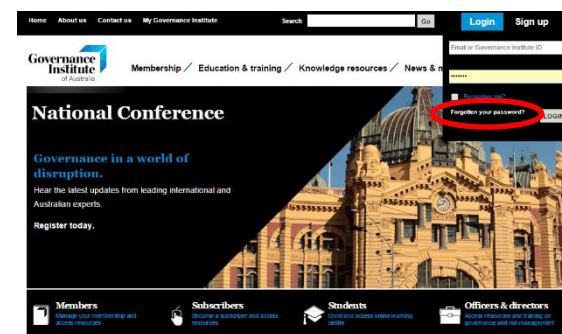
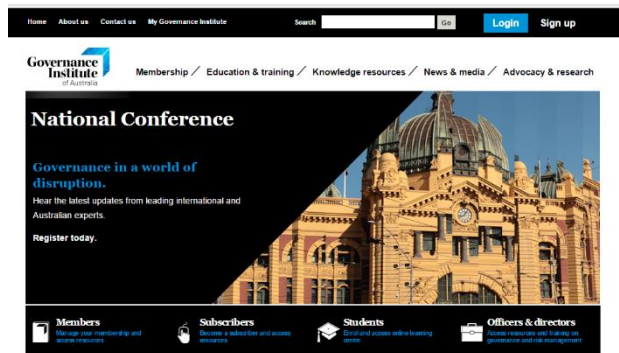
The login process to access your online exam is the same as for accessing the course materials.

Login Instructions

To access electronic copies of your *Participant Materials* and online exams, you will need to log onto the [Online Learning Centre](#). It is important to note that **you have an existing personalised profile** specifically created for you to use on our website. If you have not yet logged onto the [Online Learning Centre](#), please follow the instructions below. To log on to the Governance Institute website, you will need to know the email address that you have registered with us. If you are unsure of your email address, please contact us via qld@governanceinstitute.com.au or call us on 07 3229 6879.

Step 1 – Visit www.governanceinstitute.com.au. Click on the blue **'Login'** tab and then enter your email address and password.

Step 2 – If you have not logged in before, click on **'Forgotten your password?'** highlighted in blue. Enter your email address. You will then receive an automated email. Click on the link within the email and follow the prompts to reset your password.

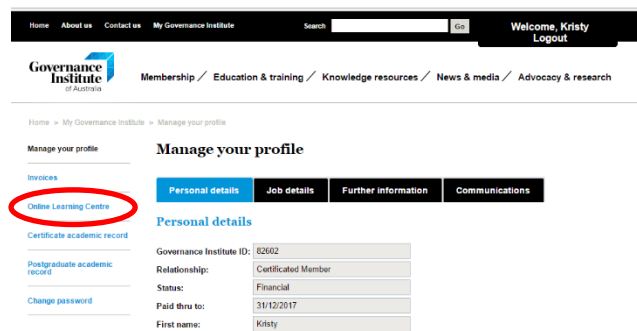
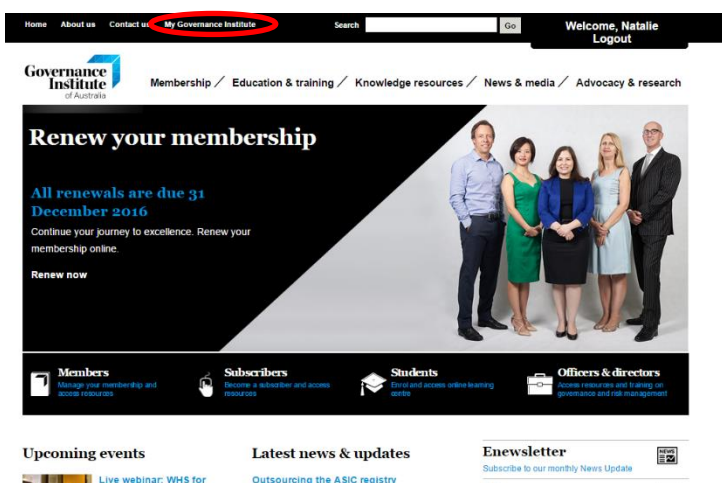


If you do not know which email account you have registered with Governance Institute, **do not select 'Sign Up'**. This action will create a duplicate record for you in our system and prevent you from accessing your *Participant Materials* and online exams. Instead contact us via qld@governanceinstitute.com.au or call us on 07 3229 6879.

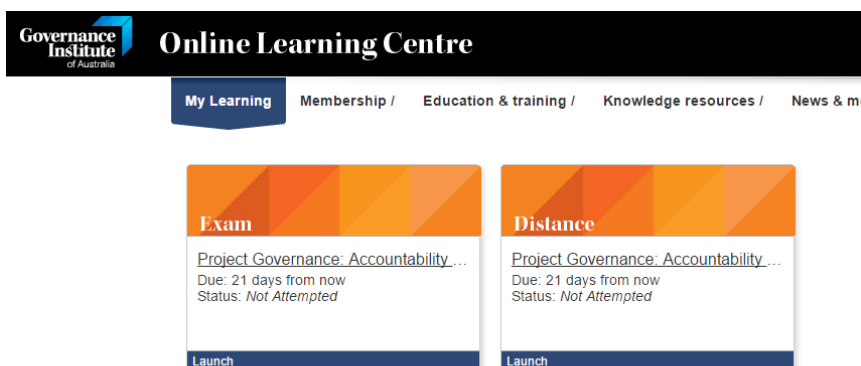


Step 3 – Once you have logged in, single click on 'My Governance Institute' in the black bar

Step 4 – Click on Online Learning Centre. This action will take you through to Governance Institute's Online Learning Centre where you will be able to view a list of the short courses you are currently registered to complete.



Step 5 – Click on the course links to access the exam or online materials. Click on the navy Launch tab underneath the exam tile.



Final points to note:

- Before you can commence your exam you will need to launch and agree to the copyright agreement. Click on the navy *Launch* tab for the *Copyright Agreement*.
- The copyright agreement document will open in a new tab. You must then open, read and close the document
- Tick the box stating that you have read and understood the copyright agreement. Press *Submit*
- Click on the navy *Launch* button beside the *Instructions* link for information on completing the exam. Click on the navy *Launch* button beside *Exam Information* for detailed information specific to completing and submitting the exam.

Note: The copyright acceptance agreement is only required when you access the exam for the first time.