Digital Mocks Service

Student guide for taking exams

This guide explains how learners will take their mock exams in the RM Assessment Master system. Share this guide with your learners so they are familiar with the system and can ask any questions beforehand.

Contents

Quick reference overview

Taking a digital mock exam in RM Assessment Master:

Step 1 – Navigate to the Cambridge login page in the recommended browser.

Step 2 – Enter your username and password.

Step 3 – Read the instructions on the screen and click **Next** to start the exam (timer starts counting down).

Step 4 – Answer all required questions in the exam.

Step 5 – Check you have answered the required questions using the **Questions Summary**.

Step 6 – Take the optional survey and submit the mock exam or just submit the mock exam.

If you need help during your exam, please talk to your invigilator.

Demonstration Test

Take a look at our demonstration test ahead of the exam day to help familiarise yourself with navigating through the mock exam, and the different tools and features that are available:

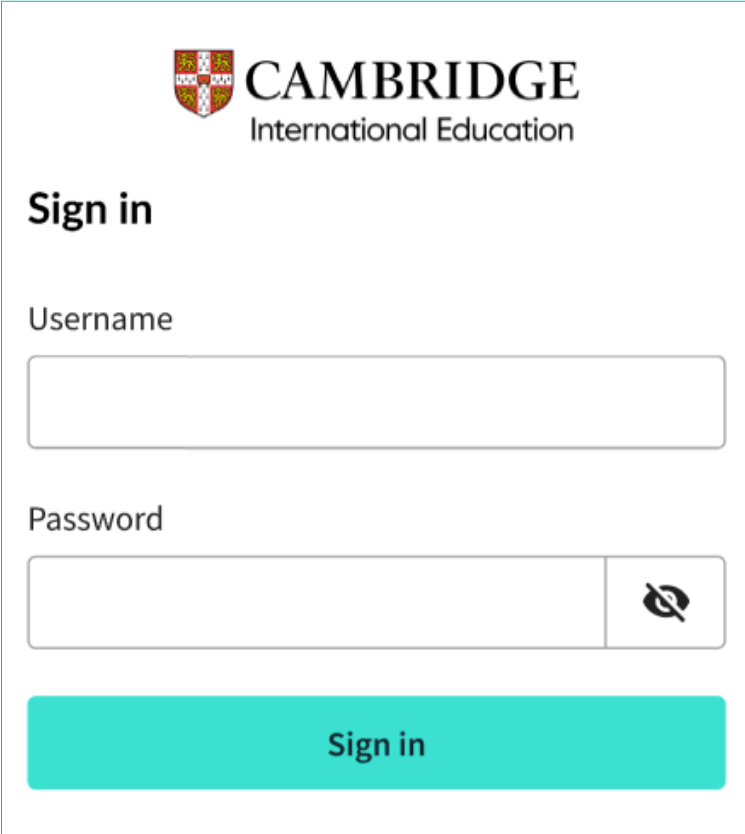demonstration test

Logging in

Please note all images shown are examples.

1. Use the recommended browser to navigate to the Cambridge login page. The person running the exam will give this to you, but it is also here:

   https://cupa-am.assessor.rm.com/engine/index.php/lms/login/path/ci-mocks

   *For centres in **China**, please refer to the appendix here how to access the Digital Mocks Service application.*

2. You will be taken to the login page.

3. The invigilator will give you a username and a password. Enter the username and password then click **Sign in**. You can click the **Eye** icon to show the password and check you have entered it correctly.

Starting the exam

When you log in, you will be taken to the instructions page at the start of that mock exam. This page is not timed, so you have time to read and understand the instructions.

When the invigilator starts the test you will be taken to the first question.

The clock in the top-right corner will start to count down. You can choose whether the clock counts down or up or you can hide the clock by clicking on the arrow next to it.
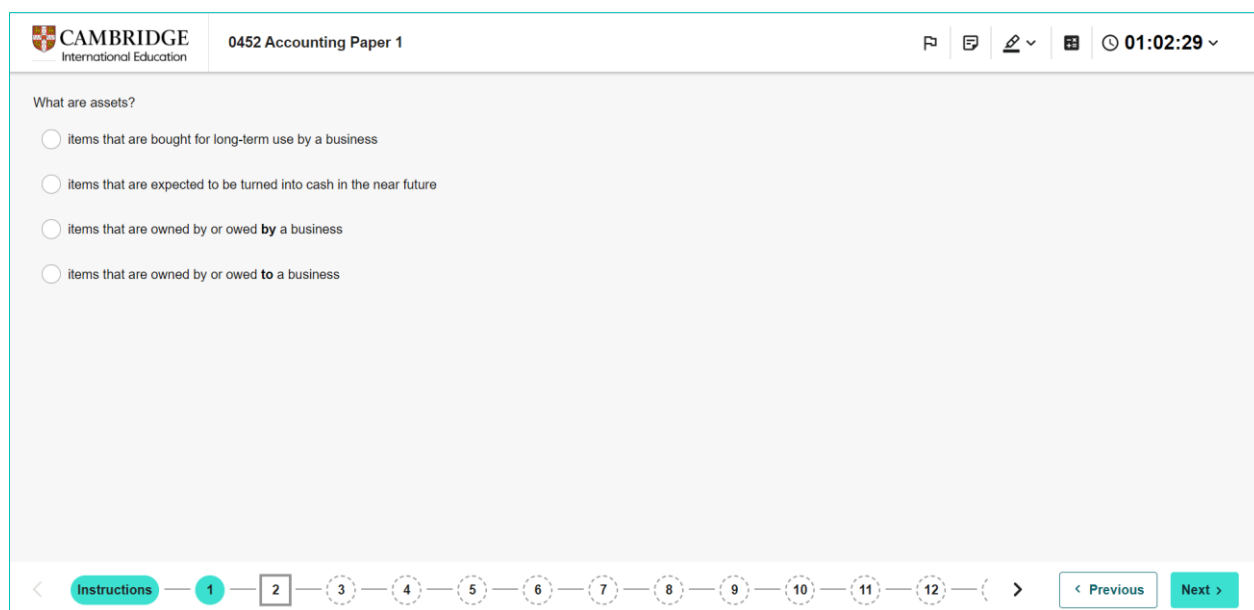
A warning will be displayed 10 minutes before the end of the exam.

You can access the instructions on the first page during the exam by clicking on the resources icon. More information can be found here

Navigating through the exam

You can navigate through the exam using the buttons in the bottom-right corner. The Next > button moves you forward to the next question. The < Previous button moves you to the previous question.

There is a slight delay as you navigate between questions. You will see ••• on the screen.

You can also navigate directly to any question by clicking the question numbers along the bottom of the page. The colour and appearance of each question number shows its status, as follows.

29 Solid green colour – you have answered the question.

2 Half solid filled colour – you have partially answered the question. This may be where there are multiple answer spaces and you have not completed them all. Sometimes you do not need to complete all the answer spaces, so the question will always show as partially answered.

31 Square outline – this is the question you are currently working on.

30 Dotted circle – you have not viewed the question yet.

27 Solid circle – you have viewed the question but not answered it.

28 Flagged – if a question has been flagged you may want to come back to it.

The **Previous** and **Next** buttons always appear in the bottom-right corner. However, the size of your computer screen and its resolution will determine which question numbers you can see.

If you cannot see all the question numbers, use the forwards and backwards arrows to move to the next or previous questions. The arrows will be greyed out if it is not possible to move any further in either direction.
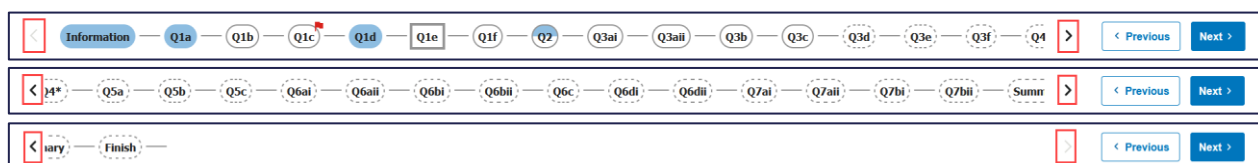
If an exam has more than one question on a page, the question numbers are shown in groups at the bottom of the page:
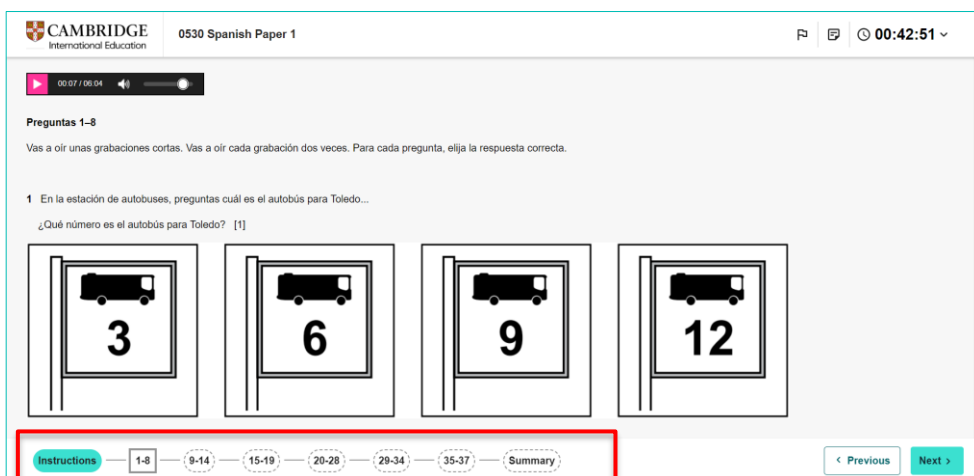
Notifications during the exam

If your computer loses connection at any point during the exam, the following pop-ups will appear:
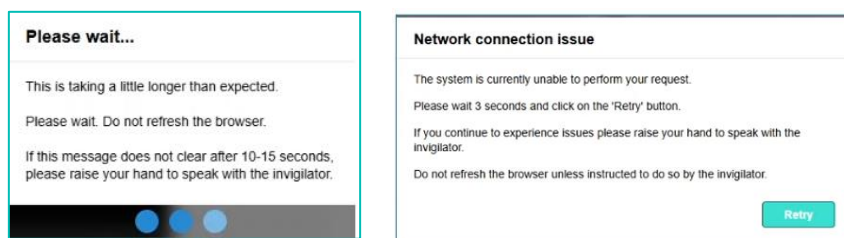
Follow the instructions carefully. If you are not sure, talk to your invigilator.
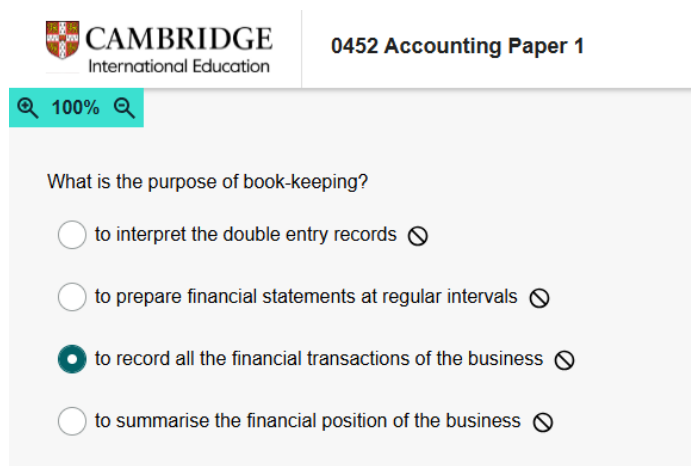
Answering questions

The mock exams use several different question types that you will need to answer in a different way. We explain the different question types below, but they may not all feature in each mock exam.

Multiple choice

Click the radio button next to your chosen answer, which will become highlighted. If you want to change your answer, click another radio button.

The highlight will be removed from your original answer and will now apply to your new answer.

Some tests require you to select two answers.

In this instance, two radio buttons can be selected and both options will become highlighted.

For multiple choice questions you can use a rule-out tool which allows you to omit answers from the options available in a multiple-choice question.

More details of the rule out tool and how to use it can be found here.

Drag and drop

For drag-and-drop questions, you may be asked to drag words or images into an answer space.

Drag and drop your selected answer into the space.

There may be more available answers than questions. To remove a word or number simply drag it away from the answer space. It will then be available as an option for other questions.

Alternatively, drag another word or number into the answer space to remove the original one.

Drop-down list

For this question type you need to choose the correct answer from a drop-down list. Click on the drop-down arrow to select your answer. If you want to change your answer, click on the drop-down arrow and select your revised answer.

Optional questions

In some mock exams you do not need to answer all the questions – you can choose which ones to answer. Where questions are optional, there is clear information to tell you how many questions you must answer.

In the example below, you can choose which question to answer. Click the radio button next to the question you wish to answer on the right-hand side of the screen. Click the **Next** button to add your response.

Audio

Some questions will include an audio soundtrack to listen to.

The audio will play as soon as you open each question. You cannot pause, rewind or fast forward the audio.

In some exams, you may listen to the audio a second time by clicking the **Play** button. The exam instructions will explain whether this is possible.

In some cases, you will not be able to move to the next question until the audio has finished playing. The exam allows time for this.

You can change the volume of the recording by clicking the **Volume** icon

Text stimulus

Some questions are split across the page. Usually this is when you need to refer to some information, often text extracts, when you answer the question parts.

You will see a vertical divider that splits the page into two halves. You can increase or decrease the size of either half by dragging the divider from the three dots.

After resizing the page, you may also need to use the scroll bar to scroll through stimulus material and questions.

There may be more than one text available within a question.

The options will show in the column on the left. Click on a text to select it. It will be highlighted, as shown on the next page.

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Formatting tool bar

For some question types a standard formatting tool bar will be available. You can use this to format the text in your answer.

Examples include copy, paste, font size, bold, italic, underline, text positioning on the screen, and bulleted and numbered lists.

For questions that have guidance on a word limit, a word counter will also show at the end of the response area.

Resources

Some exams may contain resource material such as the Periodic Table shown below.

You can access resource material and test instructions during the exam by selecting the book symbol in the top right corner of the screen:
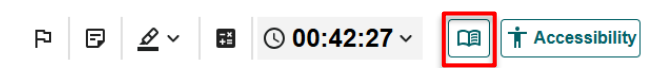
A list of test resources will appear. Tick the box next to the resource you would like to access:
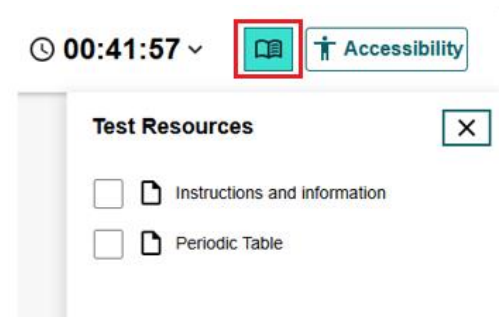
A pop out box containing the resource will appear. To enlarge to full screen, select the full screen icon (top right)
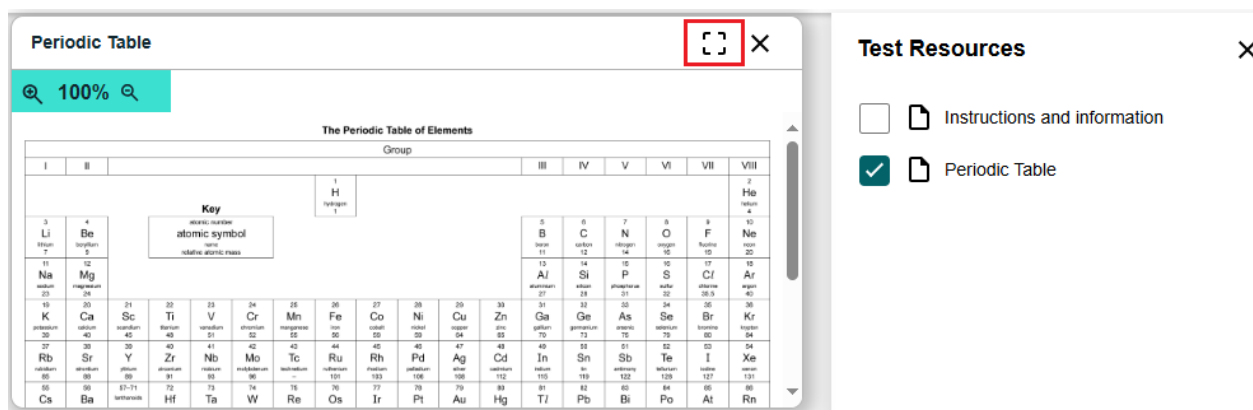
You can further increase or decrease the size of the text by selecting the plus or minus symbols in the top left of the pop out box.

Tools

Several tools are available to use when sitting your mock exam, but not all tools are available in all mock exams.

Accessibility panel

The accessibility panel is available to use in **all** mock exams.

To use the accessibility tool, click the **Accessibility** button on the toolbar:
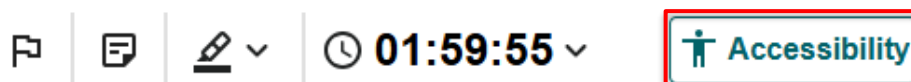
The **Accessibility** pane will appear:
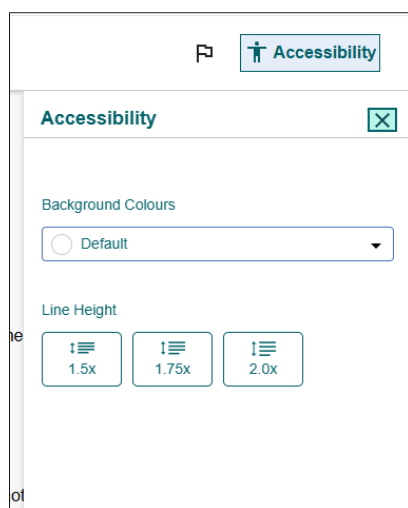
You can use the tool to select different **background colours** and **adjust the line height** of your test.

Once you have selected an option, you will see the changes on the screen.

See examples of the **Line Height** adjustment options below:

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Original display   With the 2.0x Line Height option selected

Click on the button again to revert the settings back to the original display.

Clock/Timer

If the exam is timed, the time remaining is shown on the clock. **Count down** is the default setting. You can choose the **Count up** option if you wish. You can hide the clock by selecting the **Hide clock** option. To see the clock again select **Count down** or **Count up**.

Flag

You can choose to flag a question as a reminder if you need to revisit it later in your mock exam. To flag a question, click the **Flag** icon in the top-right of the page while the question is on your screen. The flag will change to red and the relevant question number at the bottom of the page will be flagged.

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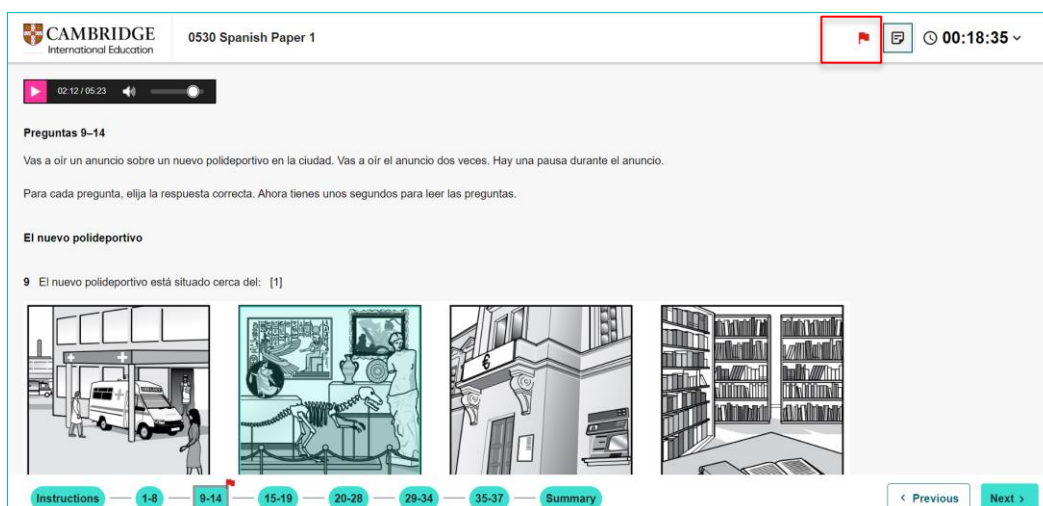
To remove the flag from a question, navigate to the question and click the red **Flag** icon in the top-right corner.

Any questions that are flagged will show the red flag in the **Summary** page.

Highlighter and sticky note

You can highlight text and add sticky notes in any question during your mock exam. To open the highlighter, click the **Pencil** icon in the top-right corner.

The Pencil icon will turn blue, and you will see the highlighter and sticky note options. To highlight text, select either the blue or yellow colour. A tick will show in the colour selected. Drag your cursor over the text you want to highlight.
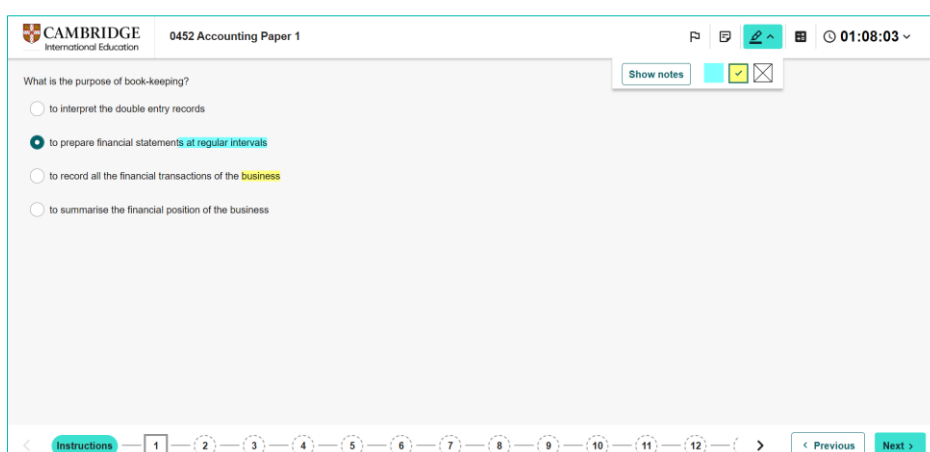
To delete any highlighting, click the **X** next to the yellow colour box. A tick will show that it is selected. Then click the highlighting you want to remove.

If you want to add a sticky note, hover over some highlighted text and click the pencil icon that pops up.
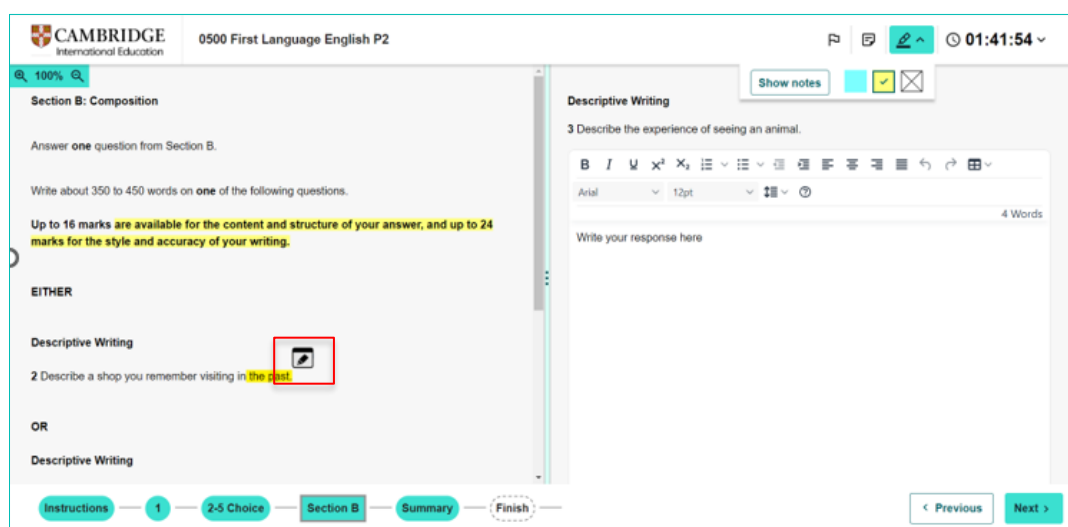
This adds a sticky note in the same colour as the highlighted text. You can type on the note.
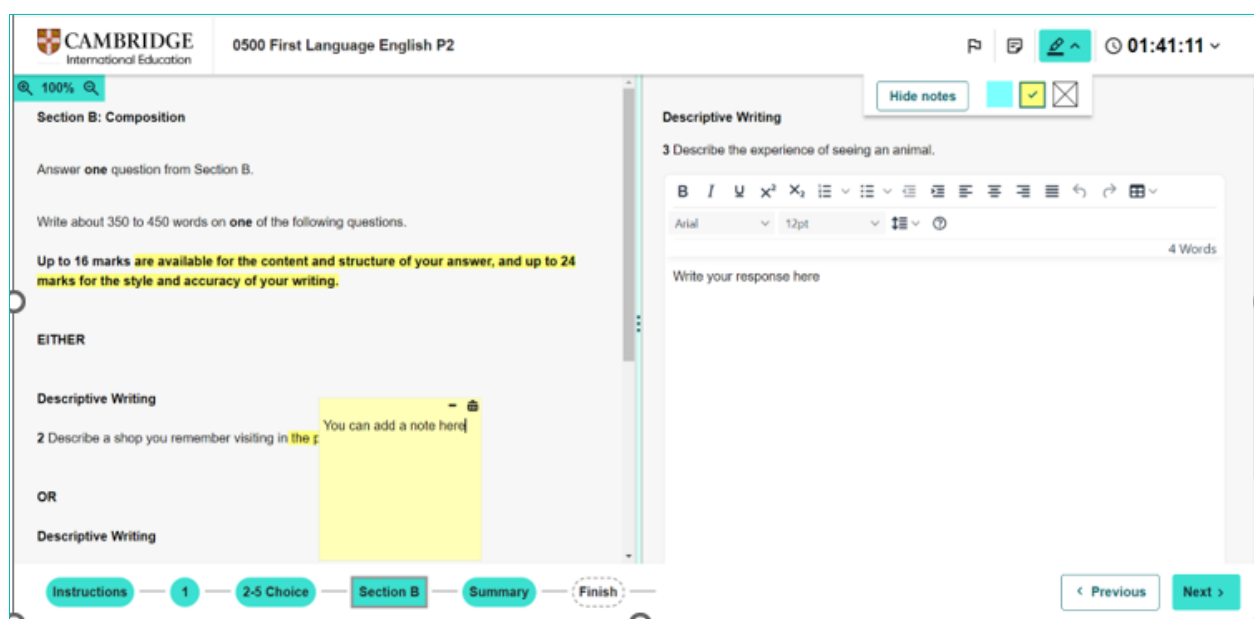
To hide any sticky notes you have added, click the **Hide notes** button in the tool's options. The button changes to **Show notes**. Click this to show any sticky notes you have added.

To delete a sticky note, use the **Trash** icon in the note itself, or click the **X** in the tool's options and click on the note.

Calculator

A calculator is available in some mock exams. You can access the calculator by clicking on the calculator icon at the top-right of the page.

Click the **X** in the top-right corner of the calculator to hide it. You can also drag the calculator around the screen, so it does not get in the way of anything you want to see.

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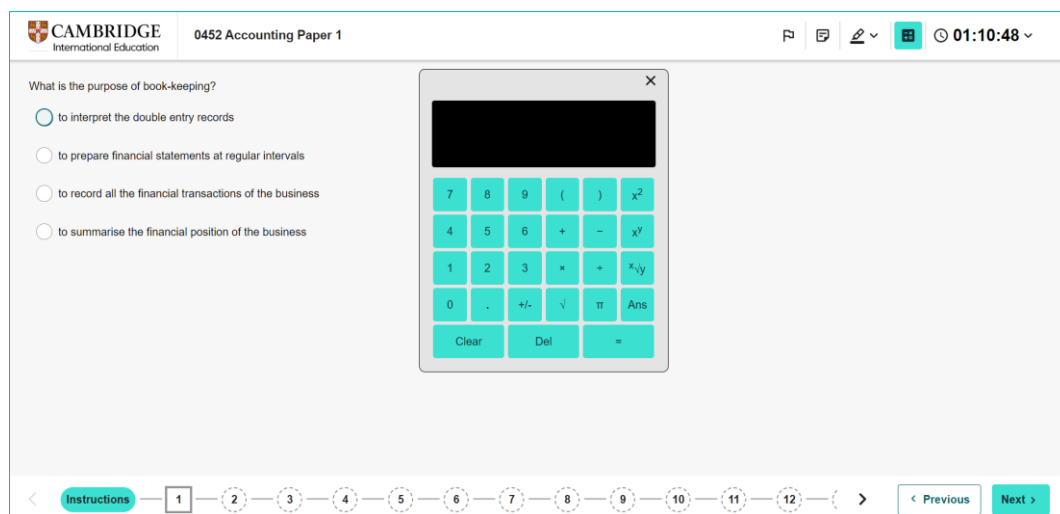
Notepad

Most exams will have a notepad. You can use the notepad tool to record notes in any question during your mock exam. To open the notepad, click the **Notepad** icon in the top-right corner.

The **Notepad** icon will turn blue, and the notepad will open in the middle of the question. You can enter your notes and use the formatting tools if you wish. The notepad is for your personal use only and any notes recorded will not be marked.
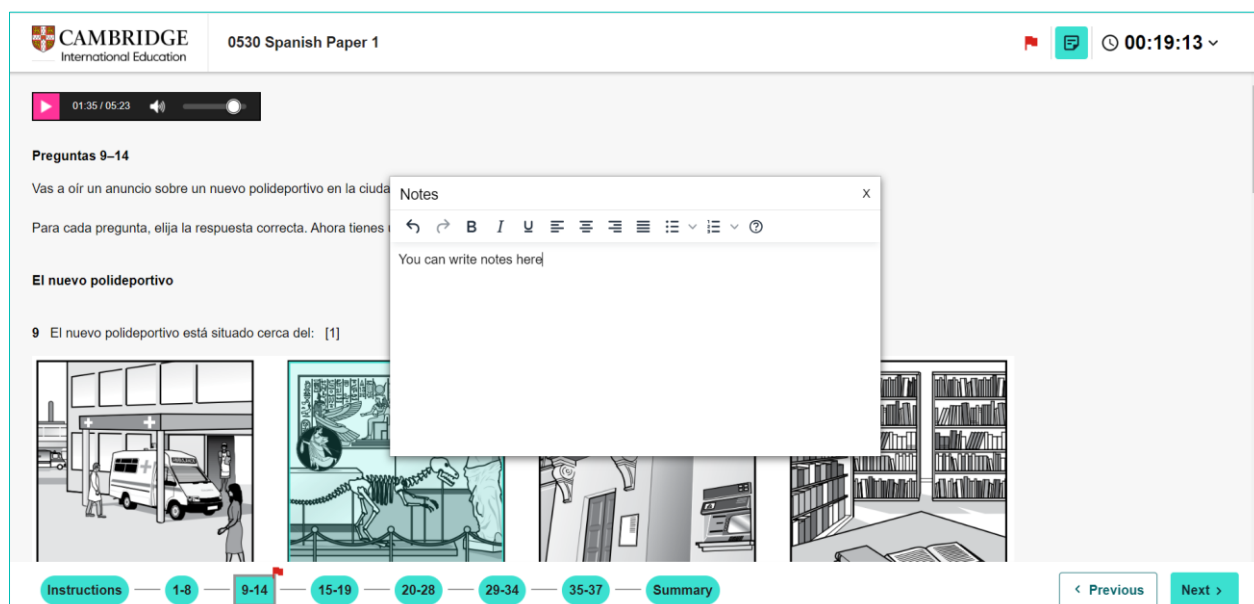
You can drag the notepad around the screen, so it does not obscure the question you are working on.

To close the notepad, either click the blue **Notepad** icon in the top-right corner of the screen or click the **X** in the top-right corner of the notepad. Any notes you add will remain there while you move through the questions.

Zoom

You can use the zoom tool to increase or decrease the magnification on any question. The zoom tool is in the top-left corner below the Cambridge logo. The default magnification is 100% and this is shown on the zoom tool. The maximum magnification you can use is 200%.
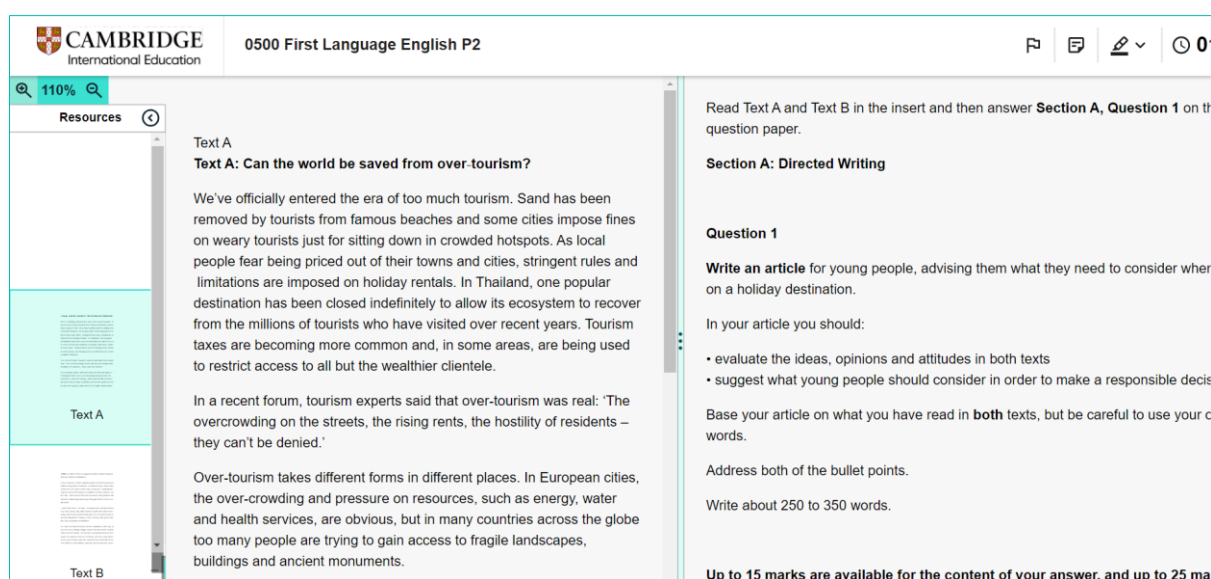
Click the [icon] plus symbol to make the page bigger.

Click the [icon] minus symbol to make the page smaller.

As you increase the magnification, the question content will get larger and may start to wrap. If the question uses the split page template, you may need to adjust the split between the two halves. You may also see scroll bars appear on the question. Use these to see the question content that has moved off the visible screen area.

Rule-out tool

The rule-out tool allows you to omit answers from the options available in a **multiple-choice** question.

To use the tool, select the rule out icon next to the option you want to omit:

The option will be ruled out and the text will turn grey:

To reverse the rule-out, select the arrow icon and the rule out will be removed.
Please note, this tool is only available for use in **multiple choice** questions.

Summary page

After the last question in your mock exam, you will see the summary page. This shows the status of the questions and allows you to check you have answered each question before you submit. The statuses are the same as those shown on the question numbers in your mock exam.

You can see the summary page at any time during the exam by selecting the **Summary** button at the bottom of the page. You may need to navigate to the end of the questions to see this.

The summary page shows all the questions in the exam and their status. In the example below, one question has not been answered.

Click the relevant tab to see the questions filtered by status. In the example below, one partially answered question is shown. Click on a question number to return to that question to check you have answered it fully.

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You will need to navigate back to the summary page to click each question number or use the question numbers along the bottom.

Alternatively, use the **Previous** button to navigate back to each question.

A question can have more than one status and will appear in the filter for each. For example, a flagged and not answered question appears in both filters.

The summary page also gives some instructions about completing an optional survey and submitting your mock exam.

Finishing the exam

Once you have reviewed your answers in the summary page you must submit your mock exam for marking. Click the **Next** button to move to the **Finish** page.

You have two options:

- **Take survey and submit exam** – this takes you to an optional survey with three short questions about your experience of sitting the mock exam.
- **Submit without taking survey** – this submits your mock exam immediately.

Be aware that clicking either option means you will no longer be able to access your mock exam, so make sure you have reviewed your answers fully before you go ahead.

Take survey and submit exam

If you would like to complete the optional survey, click the **Take survey and submit exam** button. This opens the optional survey on a new page.

Complete the questions and then click the **Finish survey** button. Your mock exam is now submitted for marking and you will return to the Cambridge login page.

Any feedback you give in the survey will be used for research purposes only and will not affect your mark.

Submit without taking survey

If you do not wish to take the survey, select the **Submit without taking survey** button. Your mock exam is now submitted for marking and you will return to the Cambridge login page.

Any questions?

If you are a candidate, please talk to your teacher or exams officer for more support.

Appendix

Instruction for China centres only

Logging in
Please note all images shown are examples.

Use the recommended browser to navigate to the Cambridge login page. The person running the exam will give this to you, but it is also here:
https://am-assessor.digitalexams5.cambridge.org/engine/index.php/lms/login/path/ci-mocks
Please note this URL is only applicable for centres in China.

You will be taken to the login page.

The invigilator will give you a username and a password. Enter the username and password then click **Sign in**.

You can click the **Eye** icon to show the password and check you have entered it correctly.