



TrainCan Computer Based Exam Instructions

This type of exam requires the students and the proctor to be in the same room for the duration of the exam. The exam is completed on a computer by the student as the proctor supervises the exam session.

Information

Information Included in the email

Invigilator Log In Link (<https://sobeystraincancampus.com/invig>)

Invigilator Log In

Student Log In Link (<https://sobeystraincancampus.com/>)

Student Log In

Duration of the Exam

Basics: 60 minutes

Format of the Exam

Basics: 5 sections of 10 questions each (50 questions total – multiple choice and True/False)

Note: Each section must be submitted before proceeding to the next and all sections must be submitted in order to pass the exam. Once, a section is submitted you can't go back to it so double check your answers before proceeding.

If at any point during the set up process you make a mistake, you can always begin the process over again and re assign the student a new exam. If the student fails, a retest must be purchased and a new Exam Request form must be submitted to TrainCan. Follow Sobeys' Retest policy and procedures

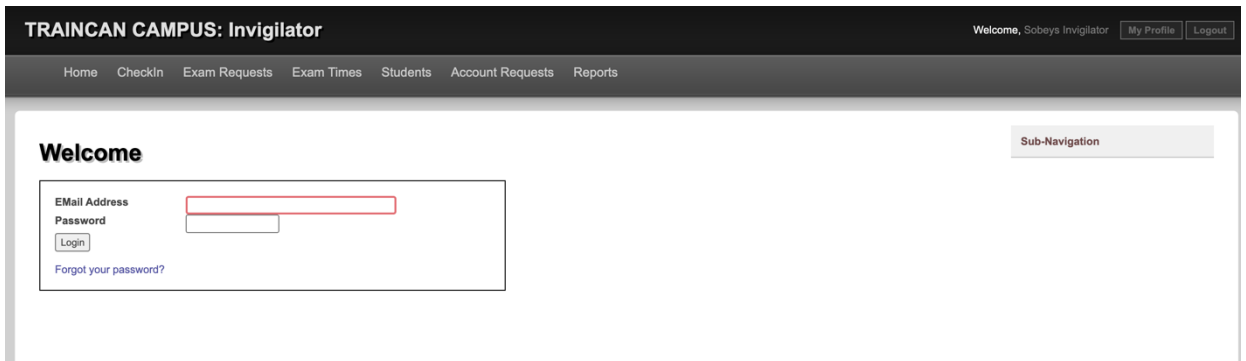
Instructions are on the following pages.

TrainCan, Inc. | 1840 Clements Road | Pickering, ON | L1W 3R8
info@traincan.com | 905-420- 4222 or 1-888-687-8796

Instructions

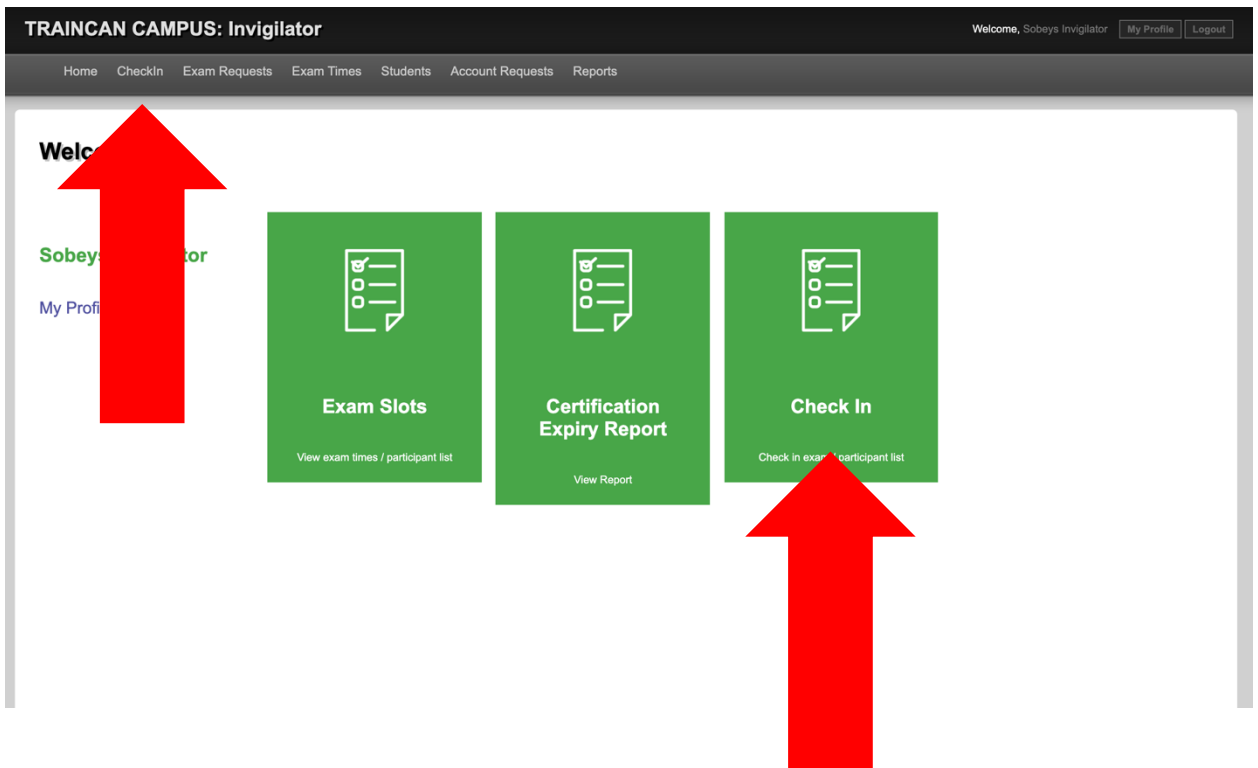
Below are the instructions for setting up and completion of the Computer Based Exam with your student. In the email, you have been provided with the links and log in information for you and your student. Please follow the steps below for the procedure.

1. Click the invigilator link and log in with the invigilator username and password.
(Provided in the email)



The screenshot shows the TRAINCAN CAMPUS: Invigilator login page. The header includes the title "TRAINCAN CAMPUS: Invigilator" and a welcome message "Welcome, Sobey's Invigilator" with links for "My Profile" and "Logout". A navigation menu contains "Home", "CheckIn", "Exam Requests", "Exam Times", "Students", "Account Requests", and "Reports". The main content area features a "Welcome" heading and a "Sub-Navigation" box. Below this is a login form with fields for "Email Address" and "Password", a "Login" button, and a link for "Forgot your password?".

2. Once logged in, click "CheckIn".
This can be located in the top toolbar OR the green box on the right.



The screenshot shows the TRAINCAN CAMPUS: Invigilator dashboard after login. The header and navigation menu are identical to the previous screenshot. The main content area displays three green cards: "Exam Slots" (with a sub-link "View exam times / participant list"), "Certification Expiry Report" (with a sub-link "View Report"), and "Check In" (with a sub-link "Check in exam / participant list"). A red arrow points to the "Check In" button in the top toolbar, and another red arrow points to the "Check In" card.

3. Search for the student who will be completing the exam. The best way to do this is to search by the students PIN number (provided in the email). You can select the prefix (first 3 digits) from the drop down and then type the remaining 5 digits in the box to the right of the drop down.

TRAINCAN CAMPUS: Invigilator

Welcome, Sobey's Invigilator [My Profile](#) [Logout](#)

Home [CheckIn](#) [Exam Requests](#) [Exam Times](#) [Students](#) [Account Requests](#) [Reports](#)

CheckIn

Choose student taking the exam.

PIN

E-Mail

Name

Sub-Navigation

4. The student information should then appear on the screen. On the right hand side of the information is the word "Choose". Click "Choose".

TRAINCAN CAMPUS: Invigilator

Welcome, Sobey's Invigilator [My Profile](#) [Logout](#)

Home [CheckIn](#) [Exam Requests](#) [Exam Times](#) [Students](#) [Account Requests](#) [Reports](#)

CheckIn

Choose student taking the exam.

PIN

E-Mail

Name

E-Mail	PIN	Name	Course	HasExam	Status	
matthew@traincan.com	93510032	Matthew Kostuch	BASICS.fst 4th Edition	Yes	5 Jan 2021	<input type="button" value="Choose"/>

Multi-Choice

Sub-Navigation

5. You will then continue the “CheckIn” process by writing the exam start and end time in the boxes on the screen. The time should be entered in 24 Hour Clock format. Use the “Current Time” at the top of the screen when scheduling the exam. Students writing Basics get 60 min. Then click “Schedule”.

TRAINCAN CAMPUS: Invigilator Welcome, Sobey's Invigilator My Profile Logout

Home CheckIn Exam Requests Exam Times Students Account Requests Reports

Current Time: 18:18

Sub-Navigation

CheckIn

PIN	93510032
E-Mail	matthew@traincan.com
Name	Matthew Kostuch
Course	BASICS.fst 4th Edition
Completed	5 Jan 2021
Exam Centre	test test
Exam Contact	
Exam Course	BASICS.fst 4th Edition Exam
Start Time	<input type="text"/> : <input type="text"/> (24-hour format)
End Time	<input type="text"/> : <input type="text"/> (24-hour format)

6. If you have not done so already, validate the students ID. Once you have confirmed the student you can click the box beside “Verify ID”. This must be selected to proceed. Then click “Check-In”.

Note: Do not select “No Show” as this means the student did not show up to the exam. You may also add any notes in the note box if you deem it necessary.

TRAINCAN CAMPUS: Invigilator Welcome, Sobey's Invigilator My Profile Logout

Home CheckIn Exam Requests Exam Times Students Account Requests Reports

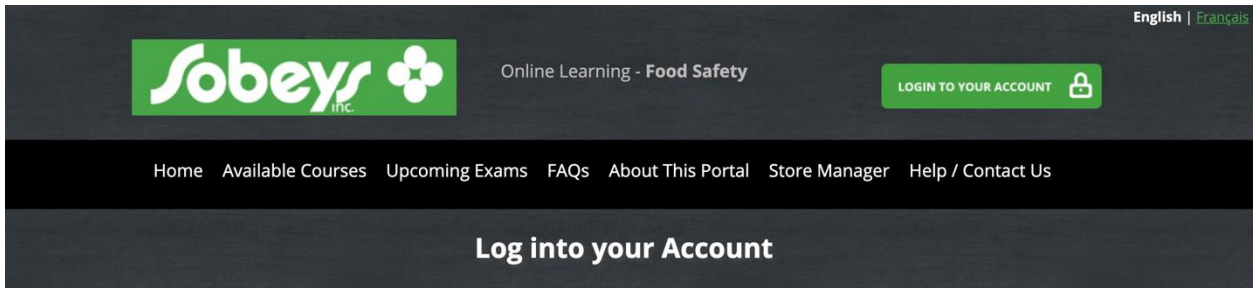
Check-in Student

Sub-Navigation

Check-in Student

RequestID	4E86C9
Student	Matthew Kostuch
E-Mail	matthew@traincan.com
PIN	93510032
Exam	BASICS.fst 4th Edition Exam
Time Slot	18 Jan 2021
Verify ID	<input checked="" type="checkbox"/>
No Show	<input type="checkbox"/>
Notes	

- The student's exam is now set up. You can close your invigilator tab. You may now have the student log into their student account with their information via the link provided in the email.



PIN Number

Password

[Forgot your password?](#)

- Once the student is logged in, they can go to the "My Courses" tab. There should be an exam located here.



BASICS.fst 4th Edition Exam



[View/Print Course Outline](#)

[View My Marks](#)

Course Status: Not Started

- Click "Enter Course". The student may now complete their exam. Good luck!

Note: The student must acknowledge the first slide, which is about academic honesty. They can then proceed to the exam by clicking "Take module test".