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://sobeys.traincancampus.com/invig)
Invigilator Log In
Student Log In Link (https://sobeys.traincancampus.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 Sobey's Retest policy and procedures
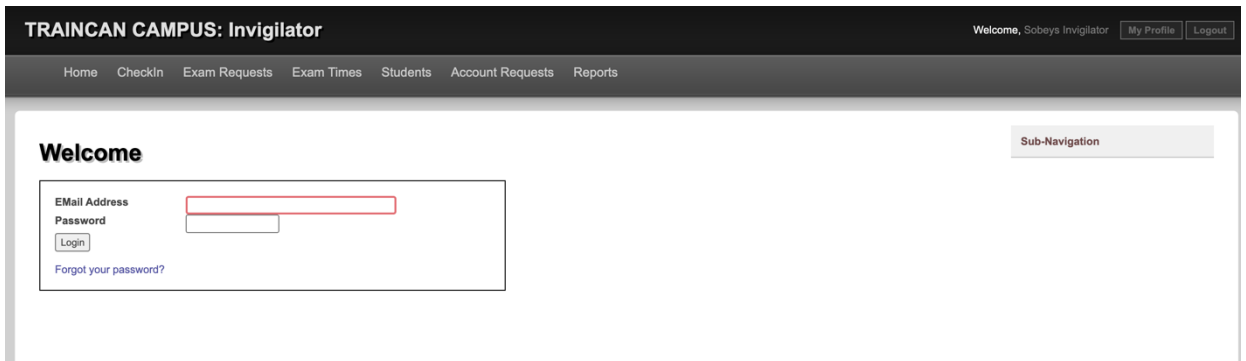
Instructions are on the following pages.
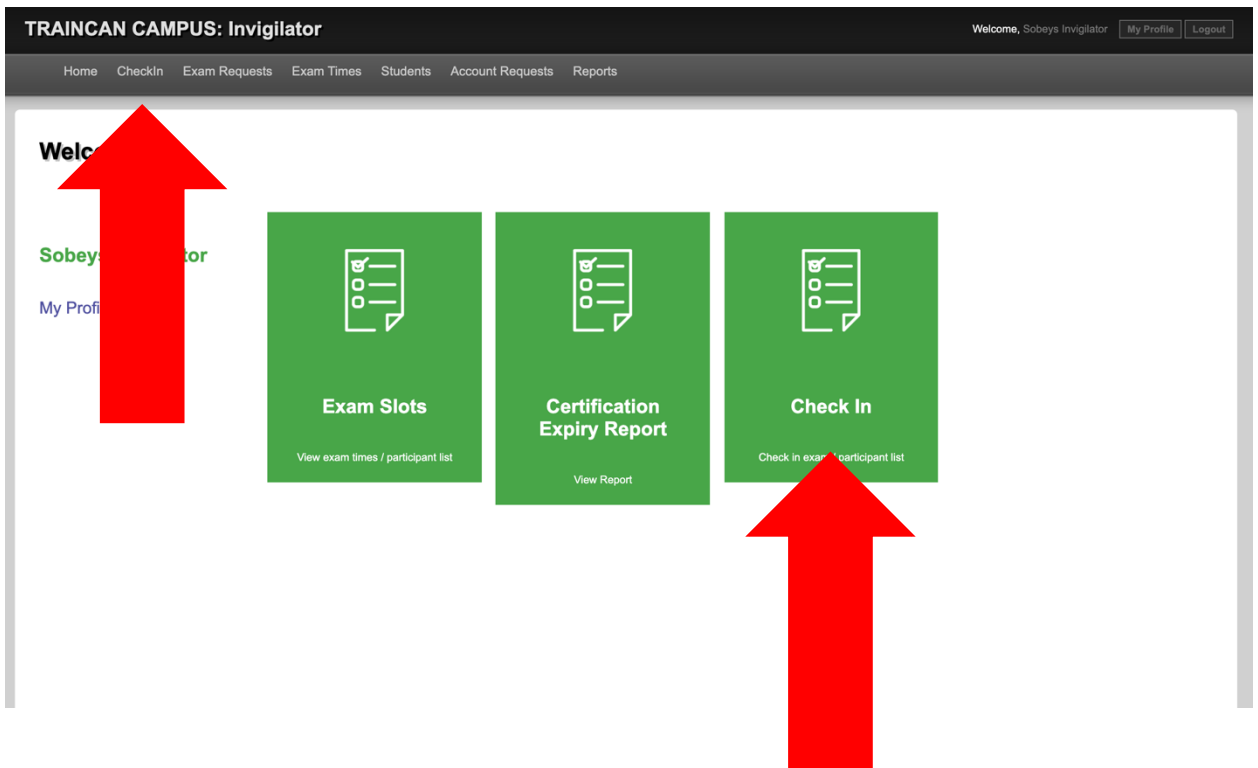
Instructions

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)

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

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.

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

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".

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.

7. 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.
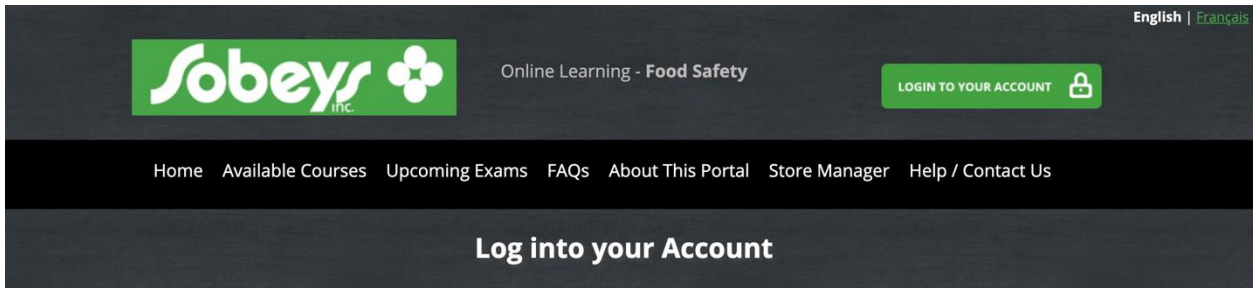
8. Once the student is logged in, they can go to the "My Courses" tab. There should be an exam located here.

9. 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".