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AZEK Online examination guide

Prior to the exam

A. Check your system

1 Check that your computer meets these technical requirements:

Network speed



- A stable internet connection is an important prerequisite to be able to take the exam without any problems
- The minimum upload bandwidth (speed) is 512 kbps
- Check your speed on <http://www.speedtest.net>

Network & Device



- Ideally, use your private device and private network
- Problems can occur when you use your business computer or business network

Recommended browsers



- Chrome (latest version)
- Firefox (latest version)
- Edge (latest version)
- **Mac users must download Firefox or Chrome**

Compatible operating Systems



- Windows
- Linux
- macOS
- NO IPADS/TABLETS

Camera, microphone and speaker



- Integrated webcam/USB webcam. The camera must be placed in the front and not on the side.
- Headphones are not allowed
- If possible do not use a widescreen

Mobile devices



- Cell phone / Smartphones / Tablets are not allowed for the online exam

Laptop and PC monitors



- PC or laptop can't have more than one monitor screen during the exam

Prior to the exam

2 Sending registration form for exam and exam information.

The registration form for the examination will be sent to the participants by e-mail usually one month but at least 3 weeks before the examination. Cancellations must be communicated to AZEK by email no later than 2 weeks before the examination. Late withdrawals are only possible if there is an excusable reason.

In general, the exam link is sent 3 working days before the exam.

The examination takes place using the "open-book system", i.e. paper and electronic aids (exclusively offline and stored locally) are permitted.

3 Access the compatibility check using the system check link/URL

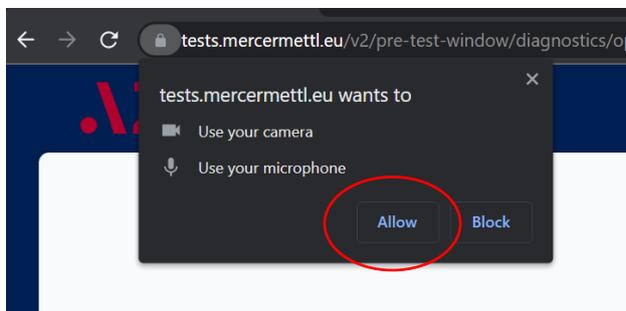
Paste the test link/URL we send you by mail in the address bar of your browser and hit enter or click [HERE](#). This will redirect you to the test page.

Perform the system check no later than three working days before the exam. After that, support by AZEK can no longer be guaranteed if problems occur during the system check.

Do you need technical support? Please write to support@mettl.com or call the 24 hour hotlines +44166457000 (UK) | +1 650 924 9221 (USA) | +91 80471 89190 (India)

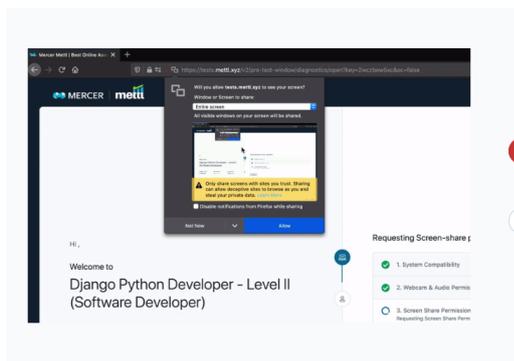
Camera and microphone

You need to allow Mettl to access your webcam and microphone. The steps to grant the permissions are shown in the window on the left-hand side.



No multiple screens

If multiple screens are detected, you need to remove them before proceeding. The necessary steps are explained on the left-hand side of the screen. Remove secondary screen and refresh browser.



Incorrect screen share mode selected

In order to take this test, please share your Entire Screen to continue with test.

Quick Fixes:

- Restart this test using the button below
- When asked for Screen-share permissions, Click on **Start Screen Capture**
- You can also follow the similar steps shown in the animation on left side of the screen.
- After selecting, click on **Allow button** to confirm the screen-sharing.

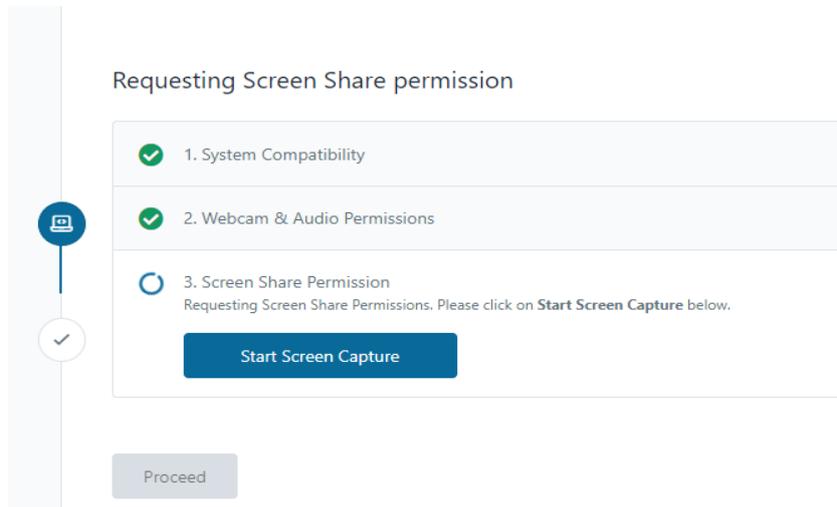
And, please make sure you have only one screen available during the test.

Restart Test

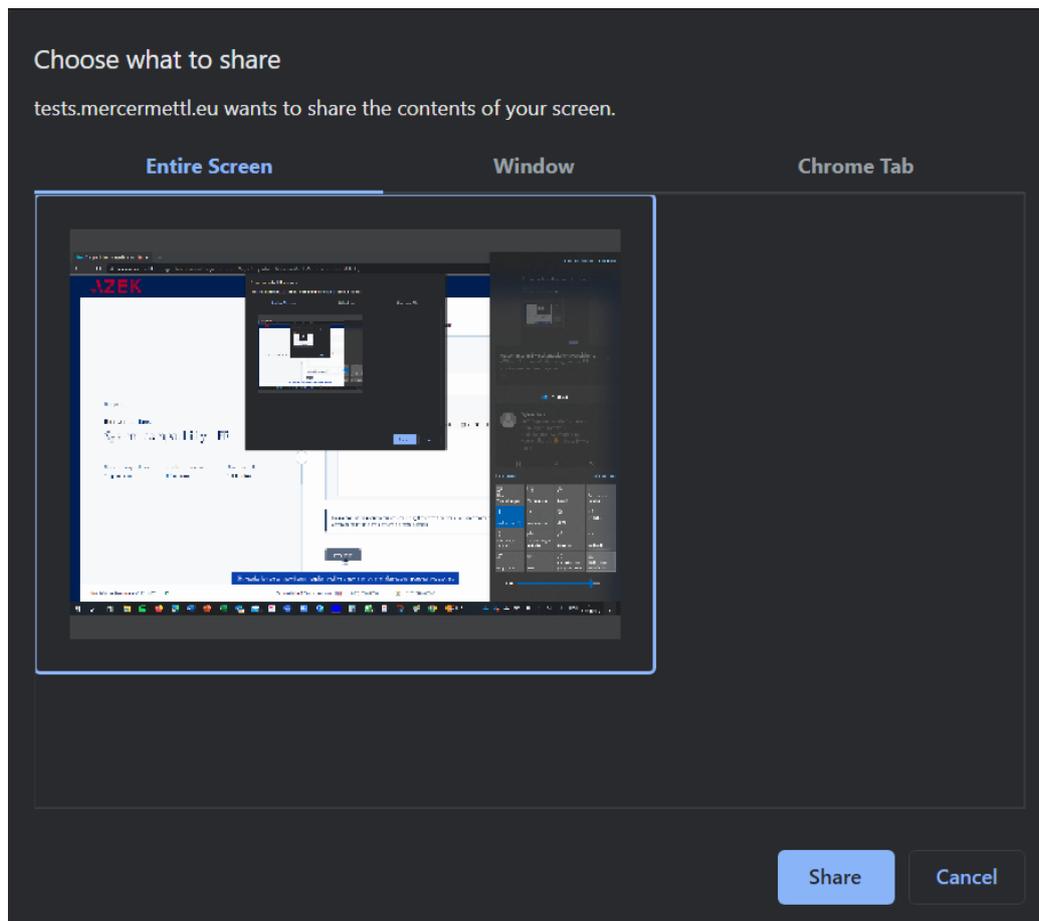
Prior to the exam

Grant screen share permission

Click on “Start Screen Capture”



Select “Entire Screen” and click “Share”

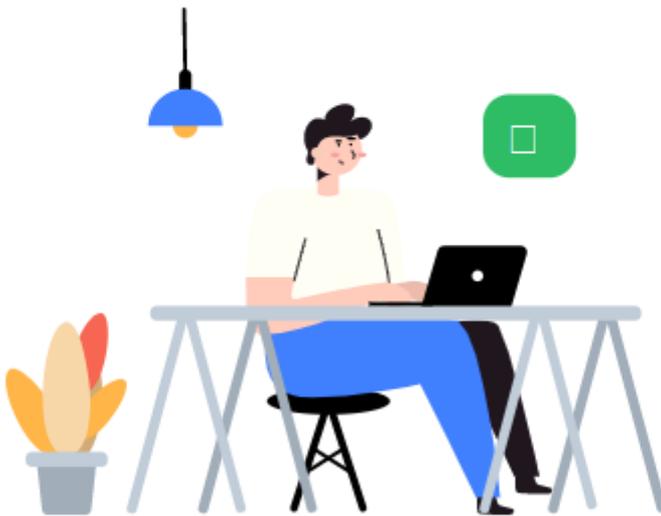


Prior to the exam

Your system works fine to run the test

Everything Looks Great

This test will run great on this system



You may close this window

B. The mock exam

What is the purpose to the mock exam?

The Mock Exam allows you to take a mock exam. This contains a small set of test questions in the same structure as on the exam and gives you the opportunity to get familiar with the exam environment and navigation on the platform.

For the mock exam, we used test questions from the learning platform. You will find the solutions with the corresponding test questions on the learning platform.

Take note: You are required to take the Mock Exam.

When can I do the mock exam?

Candidates will receive an email with a link to the mock exam. The mail will inform you when the mock exam will be open. Please use this opportunity! You can end the mock exam by clicking on "save and close". Attention: You will NOT receive a grade for the mock exam.

Take note: If you experience difficulties to start the mock exam go back to section 2. Do the system compatibility check before starting your mock exam to avoid any technical problems.

Prior to the exam

C. Attempting the exam

1 Exam environment



NO CELL PHONES OR OTHER
DEVICES ARE ALLOWED



NO HEADPHONES ALLOWED



THE FACE MUST
ALWAYS BE VISIBLE



NO QUERIES ON THE
INTERNET ARE ALLOWED



YOU MUST BE ALONE
IN THE ROOM



You will receive the
results about 1 week
after the exam

2 Infrastructure and ID

- PC/Laptop
 - o Close all files and browsers that are not needed. The course documents may remain open.
 - o Make sure that you have everything ready on your desk as you are not allowed to leave your desk during the exam
- Have to hand
 - o Your personal ID (Identity card, passport, driver's licence) to show to the camera for verification by the invigilator. If possible, have a second identity paper ready in case the legibility of the document is not sufficient.

Important: you can **ONLY** access the exam on the date and time of your exam session. Once the exam session closes you will **NOT** be able to enter the exam. Also note that 30 minutes after the official start it is no longer possible to start the exam.

Use the link to start the exam. It will open at the agreed time. You can already register and be authorised up to 30 minutes before the exam. A wait of up to 10 minutes to complete identification and start the exam is normal. **Please be patient, your examination time will only start once the verification is completed and you click the "Start Test" button.**

Prior to the exam

3 Log in to the exam

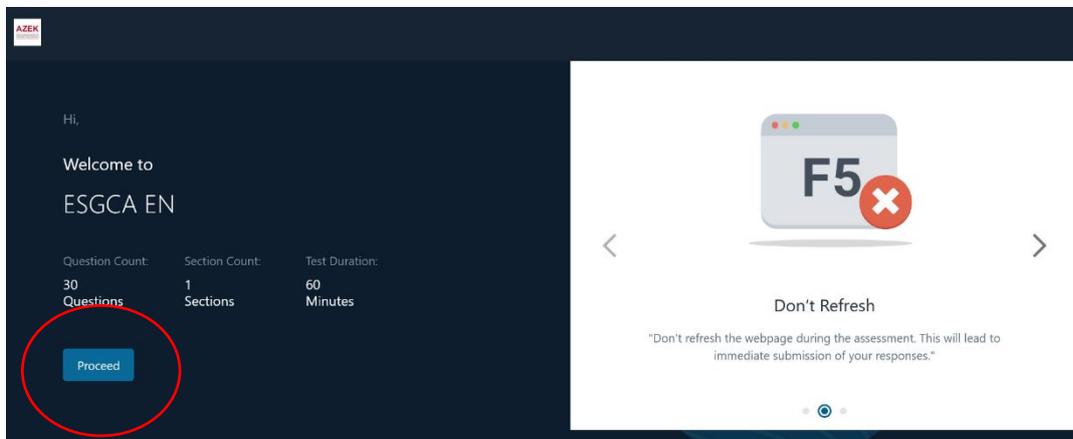
Paste the test link/URL provided in the address bar of your browser and hit enter. This will redirect you to the exam page. Click on "Proceed".

Attention:

- If you have problems, you can enter the link again and press Enter or reload the page
- **Never click F5 during the exam.** With F5 the examination is immediately completed and the results are transmitted to Mettl.

4 System compatibility check

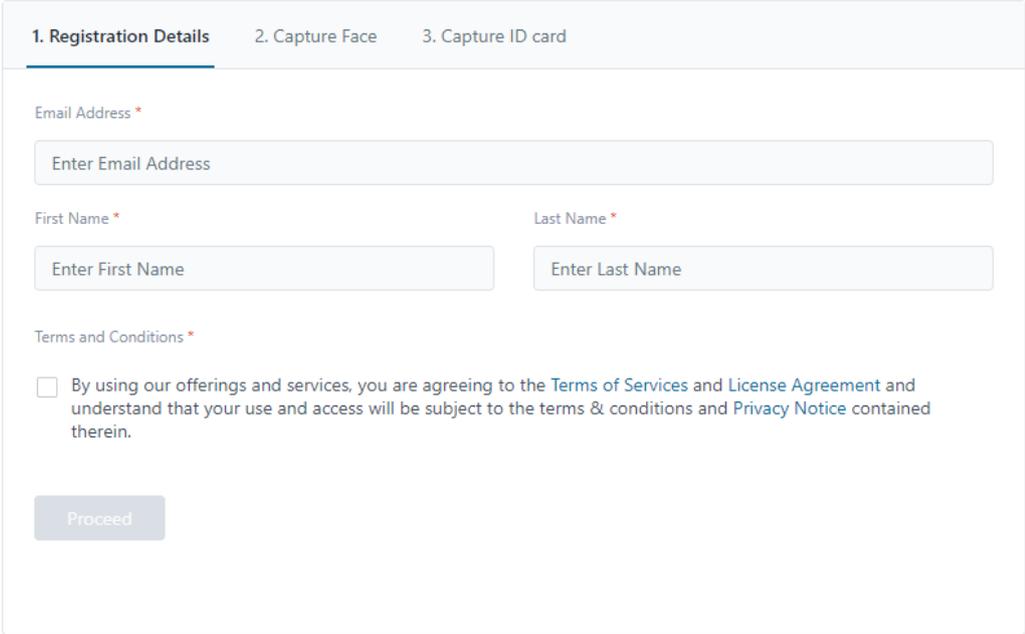
Perform the steps for the webcam, audio and screen share permissions as described in the system compatibility check in paragraph 0 of this document and click on "Proceed".



Prior to the exam

5 Identification

Enter the login details; for login, use the e-mail address you entered when registering for the exam. Then click on “Proceed”.

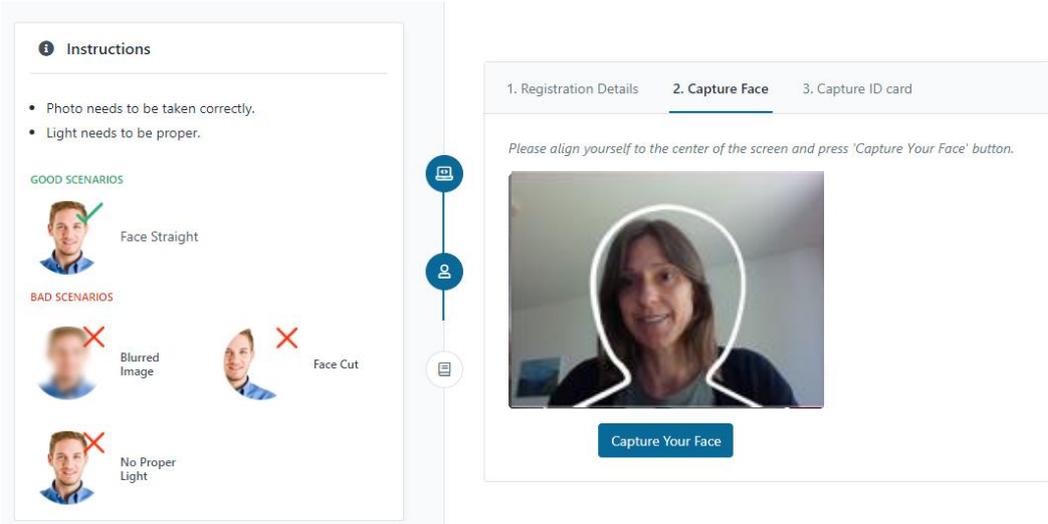


The registration form is titled "1. Registration Details" and includes the following fields and options:

- Email Address ***: A text input field with the placeholder "Enter Email Address".
- First Name ***: A text input field with the placeholder "Enter First Name".
- Last Name ***: A text input field with the placeholder "Enter Last Name".
- Terms and Conditions ***: A checkbox followed by the text: "By using our offerings and services, you are agreeing to the [Terms of Services](#) and [License Agreement](#) and understand that your use and access will be subject to the terms & conditions and [Privacy Notice](#) contained therein."
- Proceed**: A button at the bottom of the form.

Navigation tabs at the top of the form indicate the current step: "1. Registration Details" (active), "2. Capture Face", and "3. Capture ID card".

Capture picture



The "Capture picture" interface is divided into two main sections:

- Instructions Panel (Left):**
 - Instructions:**
 - Photo needs to be taken correctly.
 - Light needs to be proper.
 - GOOD SCENARIOS:** A photo of a man with a green checkmark and the text "Face Straight".
 - BAD SCENARIOS:**
 - A blurred photo with a red "X" and the text "Blurred Image".
 - A photo of a man's face partially cut off with a red "X" and the text "Face Cut".
 - A photo of a man's face in low light with a red "X" and the text "No Proper Light".
- Live Capture Area (Right):**
 - Navigation tabs: "1. Registration Details", "2. Capture Face" (active), "3. Capture ID card".
 - Text: "Please align yourself to the center of the screen and press 'Capture Your Face' button."
 - A live video feed showing a woman's face centered within a white outline.
 - A blue button labeled "Capture Your Face" at the bottom.

Prior to the exam

Capture ID

The screenshot displays the 'Capture ID' interface. On the left, an 'Instructions' panel lists requirements: 'Photo needs to be taken correctly.' and 'Light needs to be proper.' It also shows 'GOOD SCENARIOS' (ID card Straight) and 'BAD SCENARIOS' (Blurred Image, ID card not cut, Keep ID card Straight). The main area shows a progress bar with three steps: '1. Registration Details', '2. Capture Face', and '3. Capture ID card'. Below the progress bar, a camera view shows an ID card being held up, with a 'Capture Your ID' button at the bottom. A vertical navigation bar on the right contains three icons: a camera, a person, and a document.

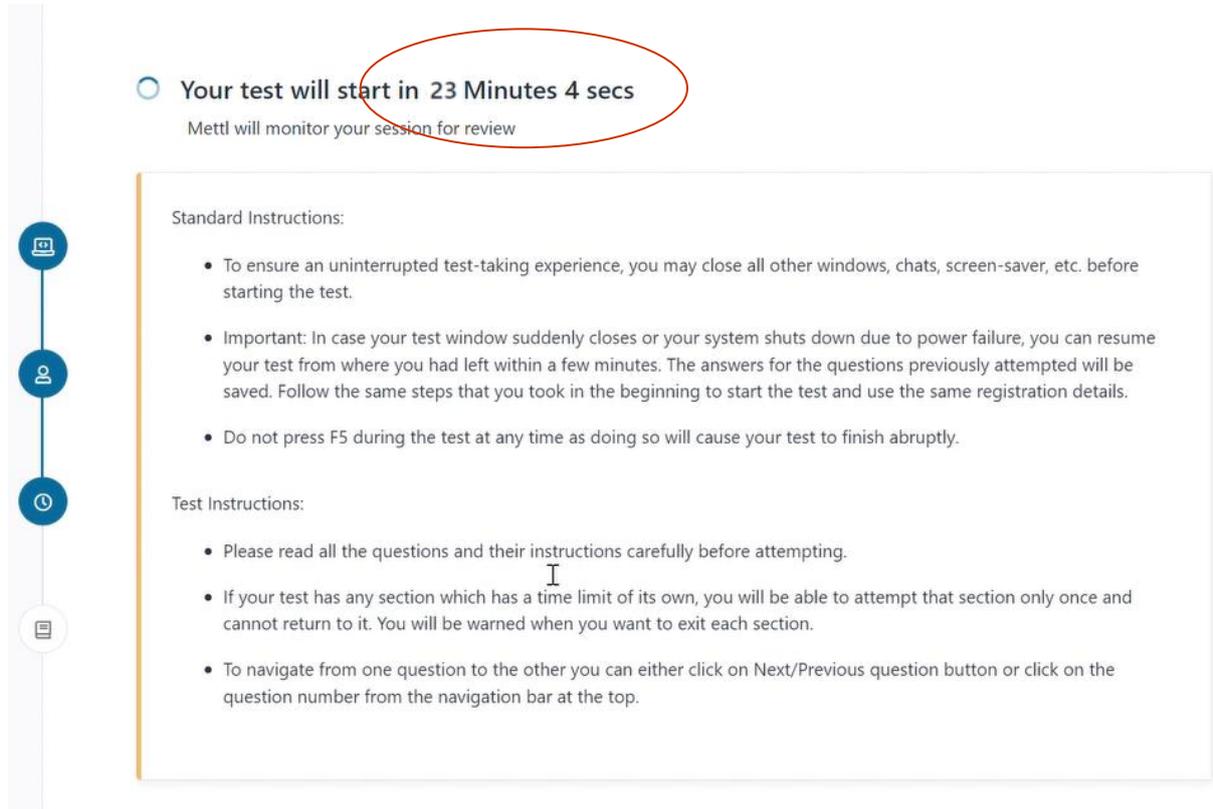
Your details are now submitted. If necessary, one of these details must be submitted again. In this case, you will be asked to perform the above steps again.

Once accepted, you will be redirected to the "Section instructions" page. Carefully read the instructions and click on "Agree & Proceed".

During the exam

6 Start the exam

If you have already registered up to 30 minutes before the exam, you will encounter this waiting window. The exam will start as soon as the countdown is finished.



Your test will start in 23 Minutes 4 secs
Mettl will monitor your session for review

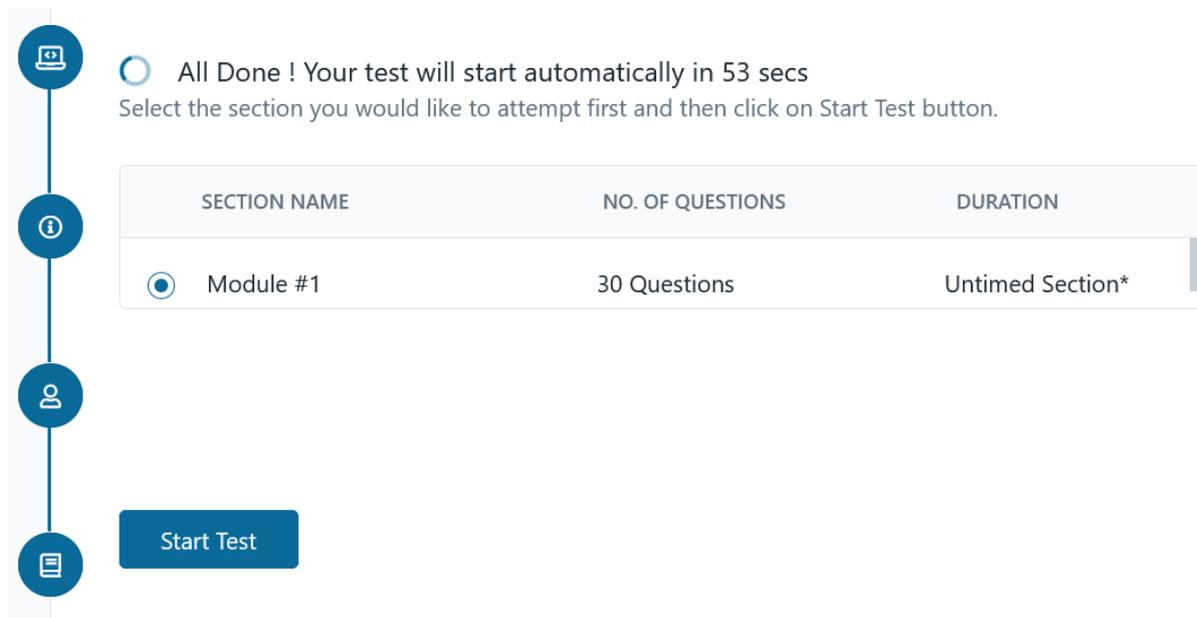
Standard Instructions:

- To ensure an uninterrupted test-taking experience, you may close all other windows, chats, screen-saver, etc. before starting the test.
- Important: In case your test window suddenly closes or your system shuts down due to power failure, you can resume your test from where you had left within a few minutes. The answers for the questions previously attempted will be saved. Follow the same steps that you took in the beginning to start the test and use the same registration details.
- Do not press F5 during the test at any time as doing so will cause your test to finish abruptly.

Test Instructions:

- Please read all the questions and their instructions carefully before attempting.
- If your test has any section which has a time limit of its own, you will be able to attempt that section only once and cannot return to it. You will be warned when you want to exit each section.
- To navigate from one question to the other you can either click on Next/Previous question button or click on the question number from the navigation bar at the top.

Start the exam by clicking on “Start Test”



All Done ! Your test will start automatically in 53 secs
Select the section you would like to attempt first and then click on Start Test button.

SECTION NAME	NO. OF QUESTIONS	DURATION
<input checked="" type="radio"/> Module #1	30 Questions	Untimed Section*

During the exam

Monitoring Session

Your session is being monitored for review

Please note that by proceeding to participate and/or complete this session you consent to be monitored via video/screen feed. This monitoring is being undertaken to eliminate any use of unfair means during this session.

The said video/screen feed can be viewed whether on a real time basis and/or accessed subsequently by an authorised personnel only.



Proceed to Test

Cancel

You are now in your exam environment and can start the exam. On your screen, you will see:

- Time remaining for the test, displayed on the top right corner of the test window.
- Navigate: "Next" tab in the upper right corner of the window. You can also click on the respective question number. "Section" switch drop-down on the top-left corner
- Finish Test button in the upper right corner of the window.
- "Revisit" option to allow you to mark a question that can be reviewed later before finishing the test.

The screenshot displays the exam interface. At the top left, the logo for 'Mara ESGCA EN' is visible. The top right corner shows 'Response saved', 'Test Time: 00:59:33', and a 'Finish Test' button. Below this is a navigation bar with a dropdown menu for '1. Module #1', a series of numbered tabs from 1 to 10, and a 'Next' button. The main content area shows 'Question 1' with a 'Revisit Later' option. The question text is: '1. Which terms do you know from definitions of sustainable investments?'. Below the question are four multiple-choice options: 'a) Addition of classic criteria of profitability, liquidity and security', 'b) Compliance with the highest ethical standards', 'c) Inclusion of ecological, social and governance criteria', and 'd) Strategic statements such as a sustainable investment policy'. To the right of the question, there is a 'Select an option' label and a 'Clear Response' button. Four radio button options are listed: 'Answers a) and b) are correct', 'Answers c) and d) are correct', 'Answers a), c), d) are correct', and 'All answers are correct'. A blue arrow button is visible on the right side of the question area.

Once you have finished answering and reviewing the questions, you can choose to end your test by clicking the "OK" button. Clicking on Finish Test, shows you the summary of your test.

During the exam

Your test has not ended yet and you can review the summary and make changes if needed. Only once you click on the “Yes, Finish Test” button, will your test be submitted. Please wait on the test screen while your test is being submitted. Once done, you will be shown a screen asking you about your feedback on the test experience.

If you lose your internet connection during the exam you can return to the mail with the exam link and log on again. When you get back into the exam you will see that the timer will not have been counting down during the time you were not connected and will restart from where you left off.

If the time allotted to your test has ended, your test will be auto completed and submitted.

WARNING: you must NOT use/press the button F5 as this will terminate the exam

You must NOT undertake any of these suspicious activities:

- Speak/communicate with anyone in any way other than the proctor via chat
- Move away from or leave your desk.
- Run other applications that allow communication (e.g. like chats, email) during the exam.
- Photograph or video the computer screen
- Use or review any hidden listening or communication device such as a smartphone, smart watch etc.

In case of suspicious activity, the proctor will send you a warning message. If you receive more than one warning message you may be excluded from the exam.

After the exam

7 Examination result

The examination result is not visible immediately after the examination. The results will be communicated to you by e-mail after verification by AZEK approximately one week after the examination.