

# Exam Scheduling in Rogo

November 2022

Before you can access CIPFA's eAssessment Platform you need to make sure the following system requirements are met:

System Requirements

<b>Standard use (for example undertaking CIPFA Specimen Tests)</b>	
Operating System	Windows: Windows 7 or later Mac: OS X Mavericks 10.9 or later*
Supported Browsers	Most recent version recommended Chrome Edge
Screen Resolution	1024 x 768 or higher
JavaScript	Must be enabled
Cookies	Enabled
Internet connection	Stable connection required Recommended: 1Mbps
<b>Exam use with Remote or Local Invigilation</b>	
Operating System	Windows: Windows 7 or later Mac: OS X Mavericks 10.9 or later*
Supported Browsers	Most recent version recommended Chrome Edge
Processor	2Ghz or faster
Screen resolution	1024 x 768 or higher
JavaScript	Must be enabled
Cookies	Enabled
Internet connection	Stable connection (variability in resolution of desktop display Desktop webcam and mobile camera resolutions may impact on actual bandwidth requirements. The use of other devices on your network should also be minimised during your exam)  Recommended minimum: 5Mbps
VPNs	All VPNs should be disabled as they may prevent access to the system – this includes programs like Citrix which can be on many work devices.

\*Mac users would have to allow Chrome to share their screen: System Preferences > Security & Privacy > Privacy > Screen Recording - add Chrome

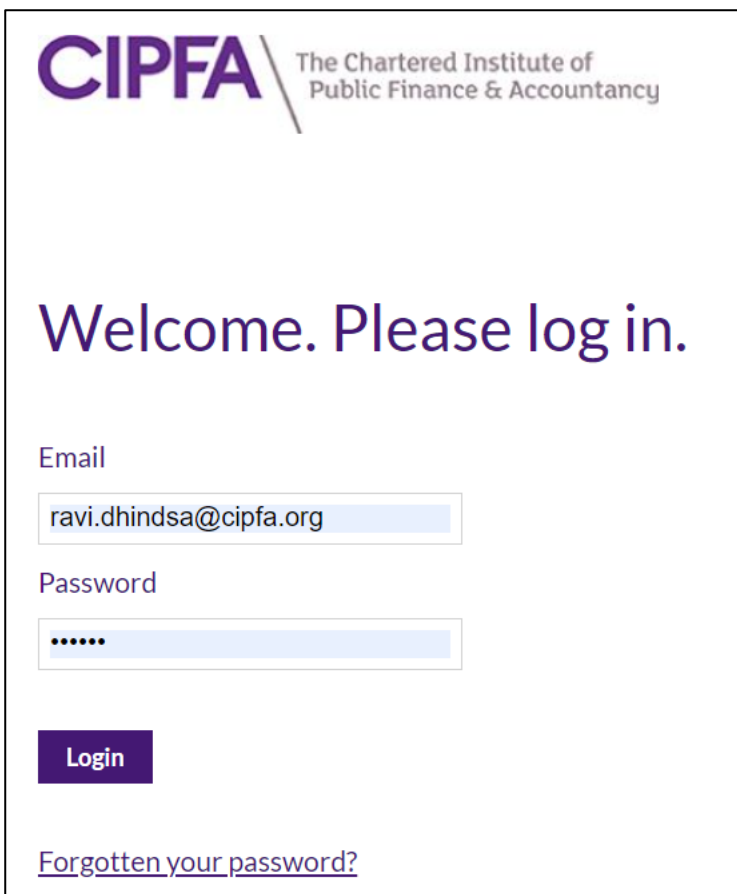
## Exam Scheduling

Login to the Rogo system to use CIPFA's new eAssessment Platform

You will have received an email providing your login instructions and password to access the Rogo eAssessment Platform

Click the link provided in the email

Enter your email and password and click the **Login** button



**CIPFA** / The Chartered Institute of  
Public Finance & Accountancy

Welcome. Please log in.

Email

ravi.dhindsa@cipfa.org

Password

.....

Login

[Forgotten your password?](#)

If you have forgotten your password, click on the **Forgotten your password?** link and reset your password to continue

When you are logged in you will see your welcome and home page

Your home page will have up to 4 sections

- **Courses/Modules** will show the learning modules for which you will be sitting an assessment
- **Scheduling** will show assessments that you will need to schedule – please note that once you have booked an exam it will move into the **Current Assignments** section
- **Current Exercises** will give you access to your technical test, specimen test and in due course your exam

Welcome Ravi

**Scheduling**

Course/Module	Exam/Test	Start	Update Deadline
Financial Accounting (December 2022)	Financial Accounting Exam (December 2022)	Not Scheduled	<a href="#">Schedule Now</a>
Management Accounting (December 2022)	Management Accounting Exam (December 2022)	Not Scheduled	<a href="#">Schedule Now</a>

**Current Exercises**

Course/Module	Exam/Test	Booked Date	Authorised Date	Time Allowed
Management Accounting (December 2022)	Management Accounting Specimen Test (December 2022)	25-Aug-2022 BST	25-Aug-2022 BST	30 minutes <a href="#">Start</a>
Technical Test (December 2022)	Technical Test without Kiosk	25-Aug-2022 BST	25-Aug-2022 BST	1 hour <a href="#">Start</a>

**Courses/Modules**

Course/Module	Progress	Status
<a href="#">UAT 02 General Knowledge Course v0-1</a>	0% Complete	Not Started <a href="#">View</a>
<a href="#">Online Invigilation UAT Exam</a>	0% Complete	Expired

To schedule your exam, click the **Schedule Now** button

# Schedule your session

## Financial Accounting Exam (December 2022)

Your time zone

GMT Standard Time [Change time zone](#)

Select your booking type

Local Invigilation
  Remote Invigilation

The first thing you will see is your time zone

Greenwich Mean Time is a time zone and UTC is a time standard

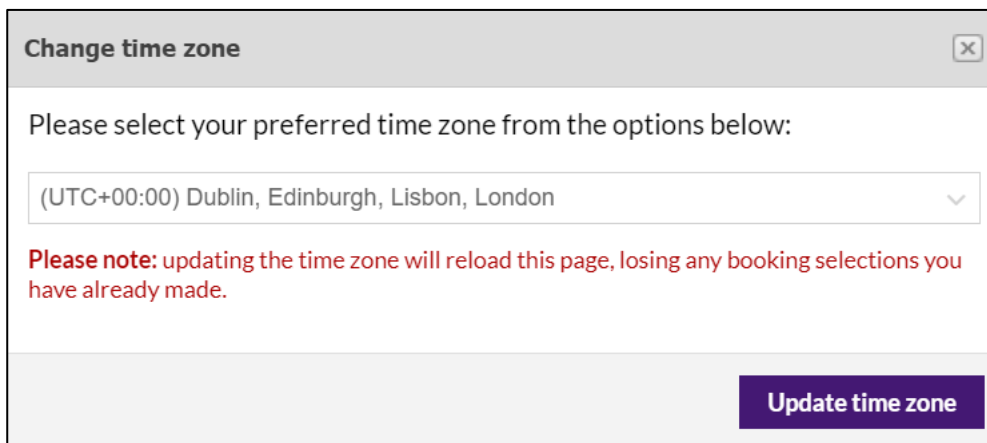
The system is set at GMT standard time and UTC 00:00 as the default

If you are a student in the UK, GMT (UTC 00:00) will be your default time zone

The UK uses GMT during standard time and British Summer Time (BST) during Daylight Saving Time (DST), or summertime

Please note that if you are a UK student you do not need to change your time zone setting if you are in BST – your setting should remain as GMT – as the system will automatically change to GMT (UTC+1) to account for British summer time

If you are not a student in the UK, or GMT (UTC 00:00) is not your time zone or time standard click on **Change time zone**



**Change time zone** [X]

Please select your preferred time zone from the options below:

(UTC+00:00) Dublin, Edinburgh, Lisbon, London [v]

**Please note:** updating the time zone will reload this page, losing any booking selections you have already made.

**Update time zone**

From the drop-down menu select your time zone

If you are unsure which time zone to select, please refer to time zone guidance provided in [Annex A](#)

Click on **Update time zone**

When you have updated your time zone it will appear as your new time zone

# Schedule your session

## Financial Accounting Exam (December 2022)

Your time zone

Central Standard Time (Mexico) [Change time zone](#)

Select your booking type

Local Invigilation  Remote Invigilation

You will need to select whether your assessment will be invigilated locally at an agreed location for assessment or will be invigilated online

### Local Invigilation

If your exam is going to be locally invigilated select **Local Invigilation** to see the available dates for booking your exam

### Schedule your session

Financial Accounting Exam (December 2022)

Your time zone  
GMT Standard Time [Change time zone](#)

Select your booking type  
 Local Invigilation  Remote Invigilation

Available date(s)

10-Oct-2022 BST	12-Sep-2022 BST	13-Sep-2022 BST	14-Sep-2022 BST
15-Sep-2022 BST	16-Sep-2022 BST		

Select an available date for your exam

Available date(s)

10-Oct-2022 BST	12-Sep-2022 BST	13-Sep-2022 BST	14-Sep-2022 BST
15-Sep-2022 BST	16-Sep-2022 BST		

Available session(s)

12:00 BST 11:00 UTC	12:30 BST 11:30 UTC	13:00 BST 12:00 UTC	13:30 BST 12:30 UTC
14:00 BST 13:00 UTC	14:30 BST 13:30 UTC	15:00 BST 14:00 UTC	15:30 BST 14:30 UTC
16:00 BST 15:00 UTC			

Once you have selected an available date you will be able to select an available session

Confirm your booking

<p>Session Name 11:00 UTC</p> <p>Date 13-Sep-2022 12:00 BST</p> <p>Type Local Invigilation</p> <p>Please note: you will receive a confirmation email</p>	<p>Local Invigilator Details</p> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p> <p>Email address <input type="text"/></p>
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Confirm your local invigilator is not your line manager or part of your reporting line and is a person in a position of authority i.e. a senior manager or member of HR

[Book session](#)

You will need to enter the first and last name and email address of your local invigilator

You will also need to check the box to confirm your local invigilator is not your line manager or part of your reporting line and is a person in a position of authority i.e. a senior manager or member of HR

When you have provided these details and confirmed the declaration click on **Book session**

Schedule your session

Financial Accounting Exam (December 2022)

<p>Schedule confirmation</p> <p>Session Name 11:00 UTC</p> <p>Date 13-Sep-2022 12:00 BST</p> <p>Type Local Invigilation</p>	<p>Invigilator First Name Maria</p> <p>Invigilator Last Name Flemmer</p> <p>Invigilator Email maria.flemmer@hello.com</p>
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Please note: you will receive a confirmation email

[Back to home page](#)

You will receive an automated notification confirming your exam has been successfully scheduled

### Remote Invigilation

If your exam is going to be invigilated online select **Remote Invigilation** to see the available dates for booking your exam

#### Schedule your session

Financial Accounting Exam (December 2022)

Your time zone  
GMT Standard Time [Change time zone](#)

Select your booking type  
 Local Invigilation  Remote Invigilation

Available date(s)

10-Oct-2022 BST	12-Sep-2022 BST	13-Sep-2022 BST	14-Sep-2022 BST
15-Sep-2022 BST	16-Sep-2022 BST		

Select an available date for your exam

Available date(s)

10-Oct-2022 BST	12-Sep-2022 BST	13-Sep-2022 BST	14-Sep-2022 BST
15-Sep-2022 BST	16-Sep-2022 BST		

Available session(s)

12:00 BST 11:00 UTC	12:30 BST 11:30 UTC	13:00 BST 12:00 UTC	13:30 BST 12:30 UTC
14:00 BST 13:00 UTC	14:30 BST 13:30 UTC	15:00 BST 14:00 UTC	15:30 BST 14:30 UTC
16:00 BST 15:00 UTC			

Once you have selected an available date you will be able to select an available session



## Confirm your booking

Session Name  
14:00 UTC

Date  
14-Sep-2022 15:00 BST

Type  
Remote Invigilation

Please note: you will receive a confirmation email

[Book session](#)

Click **Book session**

## Schedule your session

### Financial Accounting Exam (December 2022)

#### Schedule confirmation

Session Name  
14:00 UTC

Date  
14-Sep-2022 15:00 BST

Type  
Remote Invigilation

Please note: you will receive a confirmation email

[Back to home page](#)

You will receive an automated notification confirming your exam has been successfully scheduled

## Reschedule an Exam Booking

You can reschedule your exam at any point before the update deadline for your exam

From your Rogo home page, you will see that the exam you can reschedule or change from local to online invigilation (or vice versa) under the Scheduling section

If your Update Deadline has not lapsed, you will be able to click the **Update** button

Scheduling				
Course/Module	Exam/Test	Start	Update Deadline	
Financial Accounting (December 2022)	Financial Accounting Exam (December 2022)	14-Sep-2022 15:00 BST	13-Sep-2022 18:00 BST	<a href="#">Update</a>
Management Accounting (December 2022)	Management Accounting Exam (December 2022)	Not Scheduled		<a href="#">Schedule Now</a>

Repeat the steps outlined above for scheduling for local or online invigilation as appropriate

You will receive an automated notification confirming your exam has been successfully re-scheduled

If your Update Deadline has lapsed, you will see that your exam will have moved from the Scheduling section to Assignments

Scheduling				
Course/Module	Exam/Test	Start	Update Deadline	
Management Accounting (December 2022)	Management Accounting Exam (December 2022)	Not Scheduled		<a href="#">Schedule Now</a>

Current Exercises				
Course/Module	Exam/Test	Booked Date	Authorised Date	Time Allowed
Management Accounting (December 2022)	Management Accounting Specimen Test (December 2022)	25-Aug-2022 BST	25-Aug-2022 BST	30 minutes <a href="#">Start</a>
Technical Test (December 2022)	Technical Test without Kiosk	25-Aug-2022 BST	25-Aug-2022 BST	1 hour <a href="#">Start</a>

Assignments			
Course/Module	Exam/Test	Start	Deadline
Financial Accounting (December 2022)	Financial Accounting Exam (December 2022)	13-Sep-2022 12:00 BST	13-Sep-2022 14:00 BST <a href="#">Start</a>

Please note that you will not be able to make any further changes at this point

## Specimen Tests

You will find your Specimen Test(s) under the **Current Exercises** section on your Rogo home page

Welcome Ravi					
<b>Scheduling</b>					
Course/Module	Exam/Test	Start	Update Deadline		
Financial Accounting (December 2022)	Financial Accounting Exam (December 2022)	Not Scheduled			<a href="#">Schedule Now</a>
Management Accounting (December 2022)	Management Accounting Exam (December 2022)	Not Scheduled			<a href="#">Schedule Now</a>
<b>Current Exercises</b>					
Course/Module	Exam/Test	Booked Date	Authorised Date	Time Allowed	
Management Accounting (December 2022)	Management Accounting Specimen Test (December 2022)	25-Aug-2022 BST	25-Aug-2022 BST	30 minutes	<a href="#">Start</a>
Technical Test (December 2022)	Technical Test without Kiosk	25-Aug-2022 BST	25-Aug-2022 BST	1 hour	<a href="#">Start</a>
<b>Courses/Modules</b>					
Course/Module	Progress	Status			
<a href="#">UAT 02 General Knowledge Course v0-1</a>	0% Complete	Not Started			<a href="#">View</a>
<a href="#">Online Invigilation UAT Exam</a>	0% Complete	Expired			

Click on **Start** to take a test

Please note that specimen tests are auto marked so you should receive your results automatically upon completion and submission of your test

## Exams

You will find your Exam under the **Current Assignments** section on your Rogo home page


Click on **Start** to take an exam

Please note that exams comprising multiple choice questions only will be auto marked

In a live exam environment even though these exams will be auto marked results will not be released until the exam release date

## Annex A

<b>City, Country</b>	<b>Time Zone</b>
UK	UTC (+00:00) Dublin, Edinburgh, Lisbon, London
New York, Montreal	UTC (-05:00) Eastern Time (US & Canada)
Vancouver	UTC (-06:00) Central Time (US & Canada)
Singapore	UTC (+08:00) Kuala Lumpur, Singapore
Sydney	UTC (+10:00) Canberra, Melbourne, Sydney
India	UTC (+05:30) Chennai, Kolkata, Mumbai, New Delhi
Pakistan	UTC (+05:00) Islamabad, Karachi
Somaliland	UTC (+03:00) Nairobi
Dubai	UTC (+04:00) Abu Dhabi, Muscat
Vietnam	UTC (+07:00) Bangkok, Hanoi, Jakarta



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