

Taking a Specimen Test in Rogo

November 2022

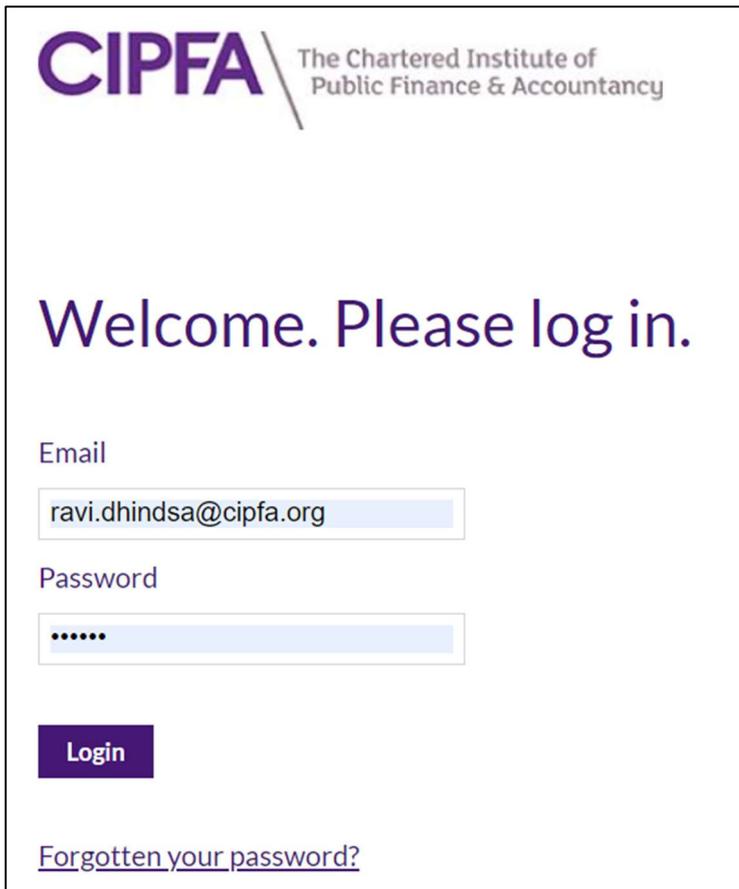
Student Guidance for Specimen Test

Login to the Rogo system to access your Specimen Test on 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

Password

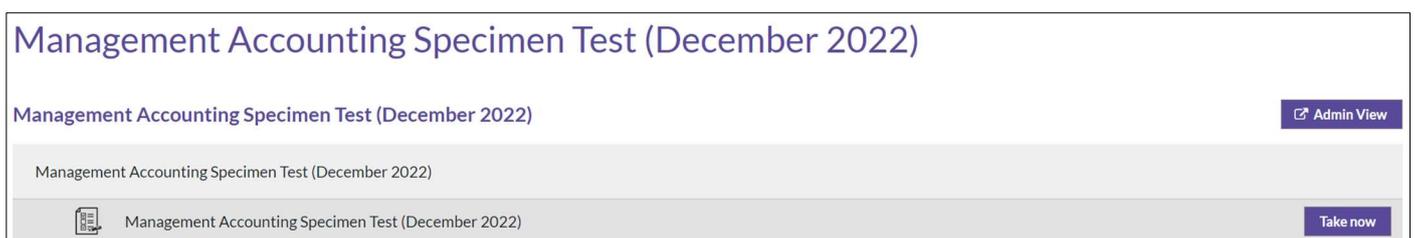
Login

[Forgotten your password?](#)

You will see your Specimen Test under the **Courses/Modules** section.

Management Accounting Specimen Test (December 2022)	0% Complete	Not Started	View
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Click **View**.



Management Accounting Specimen Test (December 2022)

Management Accounting Specimen Test (December 2022) [Admin View](#)

Management Accounting Specimen Test (December 2022)

[Take now](#)

Student Guidance for Specimen Test

To start your Specimen Test, click the **Take Now** button.

The screenshot shows the start screen for the 'Management Accounting Specimen Test (December 2022)'. At the top, there is a purple header bar with the text 'Management Accounting Specimen Test (December 2022): Management Accounting Specimen Test (December 2022)' on the left and 'Time Allowed: 2 hours' on the right. Below the header, there is a dark purple button labeled 'Start >'. The main content area is white and contains the following text: 'Management Accounting Specimen Test', 'Candidate Instructions:', and a bulleted list of instructions. The instructions include: 'The time allowed for the test is 2 hours.', 'There are 60 questions, carrying one mark each.', 'Please answer all questions in the test.', 'The pass mark is 50%.', 'On completion, your results will be available immediately and are also stored on your Results page.', 'You have an unlimited number test attempts for this specimen test.', 'Following completion, you can return as many times as you like, prior to your exam to re-attempt the test.', and 'If during the test you are disconnected, please log back into your account and recover your test.' Below the instructions, it says 'You may now begin your test.' and 'Please click the Start button when you are ready.' At the bottom right of the main content area, there is a dark purple button labeled 'Start >'.

Read the test instructions and click **Start**.

The screenshot shows the first question in the specimen test. At the top, there is a purple header bar with 'Question 1' on the left, 'This section contains 1 Mark' in the center, '1 of 60' and 'Time remaining: 1 hour, 59 minutes' on the right, and a dark purple button labeled 'Next >' on the far right. The main content area is white and contains the following text: 'A company pays a price per unit of gas used.', 'Based on cost behavior, how would the gas costs for this company be classified?', and a list of four radio button options: 'Fixed', 'Semi-fixed', 'Semi-variable', and 'Variable'. At the bottom of the main content area, there is a dark purple bar with several buttons: 'Calculator', 'Reading Ruler', 'Note Pad', 'Spreadsheet Workings', 'Flag', 'Navigation', and 'Next >'.

Read the question, select your answer then click the **Next** button.

You will notice that the system offers a range of features you can use when taking your specimen test.

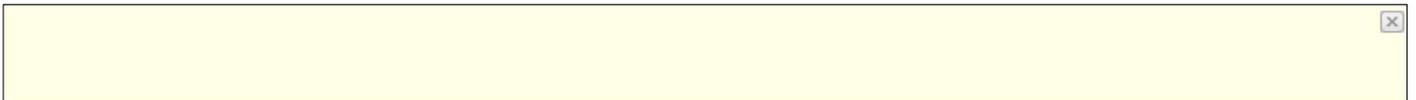
The screenshot shows a dark purple bar with several buttons: 'Calculator', 'Reading Ruler', 'Note Pad', 'Spreadsheet Workings', 'Flag', 'Navigation', and 'Next >'.

The **Calculator** gives you access to an on-screen calculator.

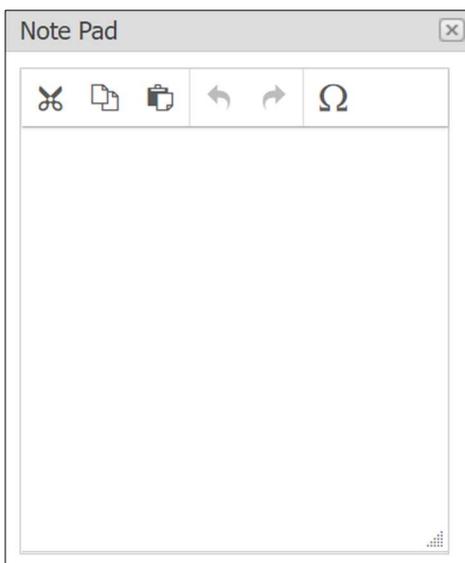
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The **Reading Ruler** gives you access to an on-screen bar that you can use to assist in reading a question – this feature is usually used for short or long form questions with more text than a multiple choice question.



The **Note Pad** allows you to make on-screen notes should you wish to do so.



Spreadsheet Workings gives you access to spreadsheet functionality.

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Spreadsheet Workings

HOW TO USE MAIN INSERT FORMULAS DATA

Use the spreadsheet below for working out any answers.
Any information you add is autosaved and can be used on different questions.

A1

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

Ready 100%

The **Navigation** button takes you to another screen where you can see and move to any of your specimen test questions.

Navigation

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	Marks	Flagged
Question 1	1 Mark	Incomplete
Question 2	1 Mark	Not seen
Question 3	1 Mark	Not seen
Question 4	1 Mark	Not seen
Question 5	1 Mark	Not seen
Question 6	1 Mark	Not seen
Question 7	1 Mark	Not seen
Question 8	1 Mark	Not seen
Question 9	1 Mark	Not seen
Question 10	1 Mark	Not seen
Question 11	1 Mark	Not seen
Question 12	1 Mark	Not seen
Question 13	1 Mark	Not seen
Question 14	1 Mark	Not seen
Question 15	1 Mark	Not seen
Question 16	1 Mark	Not seen
Question 17	1 Mark	Not seen
Question 18	1 Mark	Not seen

If you use the **Flag** function it will change to **Unflag**.

 Flag

 Un Flag

Now when you use your **Navigation** function you will be able to see questions you have flagged to return to later.

Question 1 1 Mark Incomplete 

You can exit out of all additional features using the **X** button in the right-hand corner.

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Click the **Next** button to navigate to the next question.

Next >

Use the **Back** button to navigate to a previous question.

< Back

Click on **Finish** when you complete your specimen test

Finish >

You will be given an opportunity to return to any flagged (or non-flagged) questions in your test.

You can now submit your answers. Please review the Question list to make sure you have completed all answers and do not lose marks for incomplete questions.
If you wish to review your answer to a specific question prior to submitting your test, you can navigate back through the questions by clicking in the associated Question row in the list below.
From any question screen, you can select the **Navigate** button to view the list of questions, navigating back to Question 60 to finish and submit your test as required.

	Marks	Flagged
Question 1	1 Mark	
Question 2	1 Mark	
Question 3	1 Mark	
Question 4	1 Mark	
Question 5	1 Mark	
Question 6	1 Mark	

Click **Finish** to submit your answers.

You will see an **Overview** and **Questions Analysis** section.

The Overview will show you when you took your test (**Test Date**), how long your test took (**Time Taken**) and your **Score** as a percentage and mark.

Incorrect answers will be shown in a red background.

Correct answers will be shown in a green background.

Student Guidance for Specimen Test

Overview	
Student	Ravi Dhindsa
Test Date	23-Nov-2022 09:44 GMT
Time Taken	26 minutes 41 seconds
Score	10% (6/60)
Back to Management Accounting Specimen Test (December 2022)	
Question Analysis (select question for more information)	
+ Question 1	You scored 0 / 1
+ Question 2	You scored 1 / 1
+ Question 3	You scored 0 / 1
+ Question 4	You scored 1 / 1
+ Question 5	You scored 1 / 1

You have unlimited attempts for your specimen test and can therefore take it as many times as you like.



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