

Understanding the mining practice exams for statutory positions

Have you booked a mining practice examination session using the Mine Statutory Positions Portal and are wondering what happens now?

This MSPP help video guides you through the examination process so you can prepare for the day of your examination and be familiar with how it works.

So what do you need to bring to the exam?

You will need to bring photo identification such as your driver's licence or passport so that your legal name can be verified. This is a requirement for sitting the exam. You will also need to have your login credentials available, this will be the email address and password that you use to access the portal.

Electronic devices, pens, cheat sheets and notes are not permitted during the examination.

Please note that this is a closed book exam.

On the day of your exam, arrive 30 minutes before the start time to allow for identity verification, this is where you'll need to present your photo ID.

It's a good idea to confirm the location and travel arrangements, including parking if required, well ahead of time so that you aren't late. You should also factor in additional travel time if you think that there may be the chance that you will encounter traffic on the way.

Registration closes 15 minutes before the exam starts. If you are not checked in and verified by this time, you will not be able to sit the examination.

Once your legal name has been verified, you can take a seat and get ready to start the exam.

You will need to log in to your portal account.

On the homepage, under My current applications, click on the icon for the learning path for the exam for which you have enrolled in today.

Next, scroll down to the Mining practice examination and click on the icon. You'll be presented with a screen showing the two online exam attempts that you are allowed each year, along with the two oral attempts, you may be eligible to sit.

The pass mark for this exam is 70%.

If you score between 60 and 69%, you'll be invited to take an oral examination.

If you score below 60%, you will need to book in for your second attempt for the online examination.

If this is your first attempt, click on the open padlock at the bottom right of attempt one. If it is your second attempt, the padlock for the previous attempt will be locked and you'll need to click on the next available padlock.

The invigilator will provide you with your own personal access code. Enter the code when instructed and click Unlock to unlock your exam.

You'll be taken to the examination information page, please read through the information carefully.

This page will indicate the time allocated to complete the exam, which has ten long answer questions in total.

To give yourself the best opportunity to complete the exam, allocate your time evenly across the questions and don't spend too long on one question, you can always come back to it if time permits.

When the invigilator gives the instruction to begin, click Start examination. Your remaining time will be shown on screen.

Your exam overview screen will look like this. To answer a question, click on a question and answer it using the textbox provided.

There are also some useful functions to help you navigate the exam and manage your time.

Clicking on the flag button allows you to mark questions that can come back to later. You can flag as many questions as you want to.

Clicking on overview provides a view of your examination progress and allows you to select the next question you wish to answer.

Questions you have answered are marked with grey squares, questions you have flagged are marked with red squares, questions marked with yellow squares are questions you have not answered yet. The question that you were previously looking at is shaded.

Clicking on a question in the overview panel will take you directly to that question.

When you have answered all questions in each section to your satisfaction or when you are instructed to do so by the invigilator, as time is up, click Submit examination. Do not click Leave examination. You will then need to confirm the action to complete the submission process.

Once your exam has been submitted, it will then be marked by an assessor.

You'll be advised via email within 20 days of your result.

Please remember to log out of the portal before you leave.

Your examination is now completed.

If you require further assistance, please get in touch with our contact centre by calling 1300 307 877 during business hours.

Thank you for watching this video.