

Taking a Technical Test in Rogo

November 2022

Please find below a reminder of the system requirements before you can access CIPFA's eAssessment Platform:

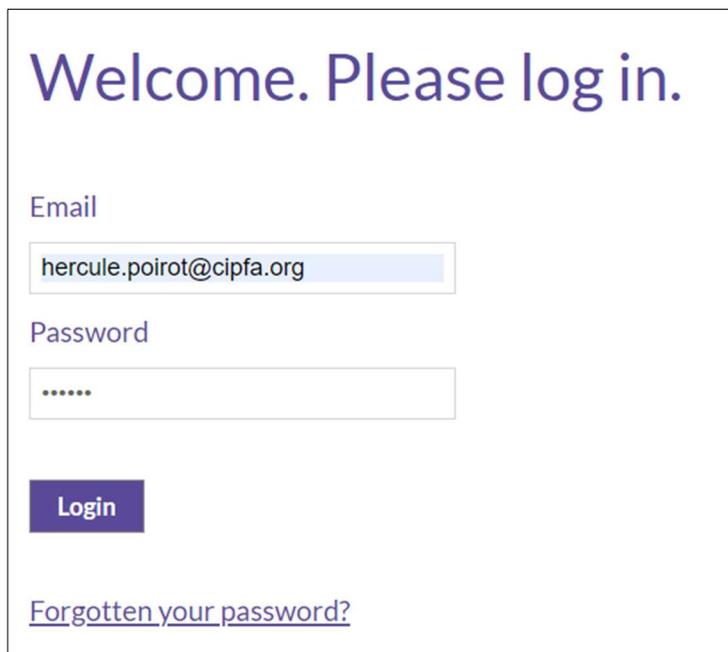
Standard use (for example undertaking CIPFA Specimen Tests)	
Operating System	Windows: Windows 7 or later Mac: OS X Mavericks 10.9 or later*
Supported Browsers	Most recent version recommended Chrome Edge
Screen Resolution	1024 x 768 or higher
JavaScript	Must be enabled
Cookies	Enabled
Internet connection	Stable connection required Recommended: 1Mbps
Exam use with Remote or Local Invigilation	
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*

Undertaking a quick, system and equipment check is a requirement for all students prior to an exam – at CIPFA we call this a **Technical Test**

You have been granted access to three tests for a two-week period to ensure your laptop or computer is set up correctly for your exam

Login to your Rogo account to start your technical test



Welcome. Please log in.

Email

hercule.poirot@cipfa.org

Password

.....

Login

[Forgotten your password?](#)

Alternatively, click on the email link you received confirming your technical tests have been added to your account

You will find three technical tests under the **Assignments** section of your home page

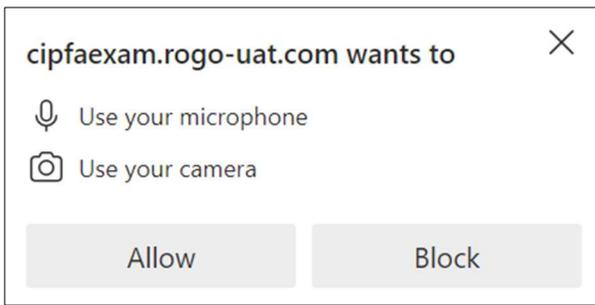


Welcome Hercule

Assignments

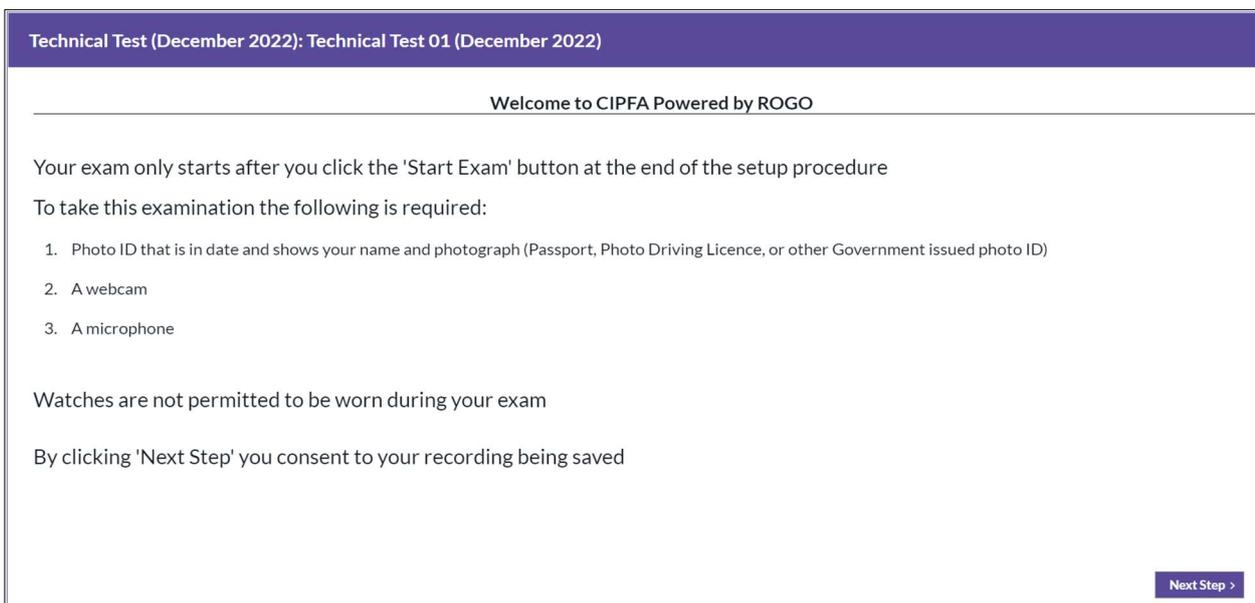
Course/Module	Exam/Test	Start	Deadline	
Technical Test (December 2022)	Technical Test 01 (December 2022)	07-Nov-2022 22:35 GMT	14-Nov-2022 17:00 GMT	Start
Technical Test (December 2022)	Technical Test 02 (December 2022)	07-Nov-2022 22:35 GMT	14-Nov-2022 17:00 GMT	Start
Technical Test (December 2022)	Technical Test 03 (December 2022)	07-Nov-2022 22:35 GMT	14-Nov-2022 17:00 GMT	Start

Click the **Start** button to commence your first technical test



A pop up message will appear asking for you to allow CIPFA's eAssessment Platform to use your microphone and camera

Click on **Allow**



Read the text and click on **Next Step**



Read the instructions and click on **Next Step**

Technical Test (December 2022): Technical Test 01 (December 2022)

Please follow the onscreen instructions

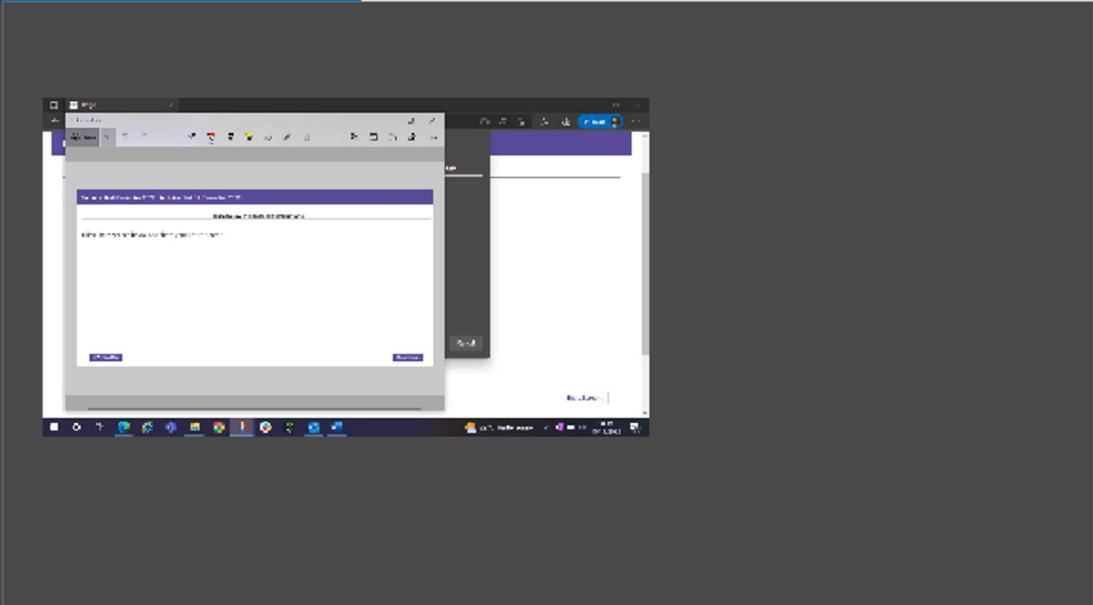
Click Share Screen below and share your Entire Screen

< Previous Step Share Screen >

Click on **Share Screen**

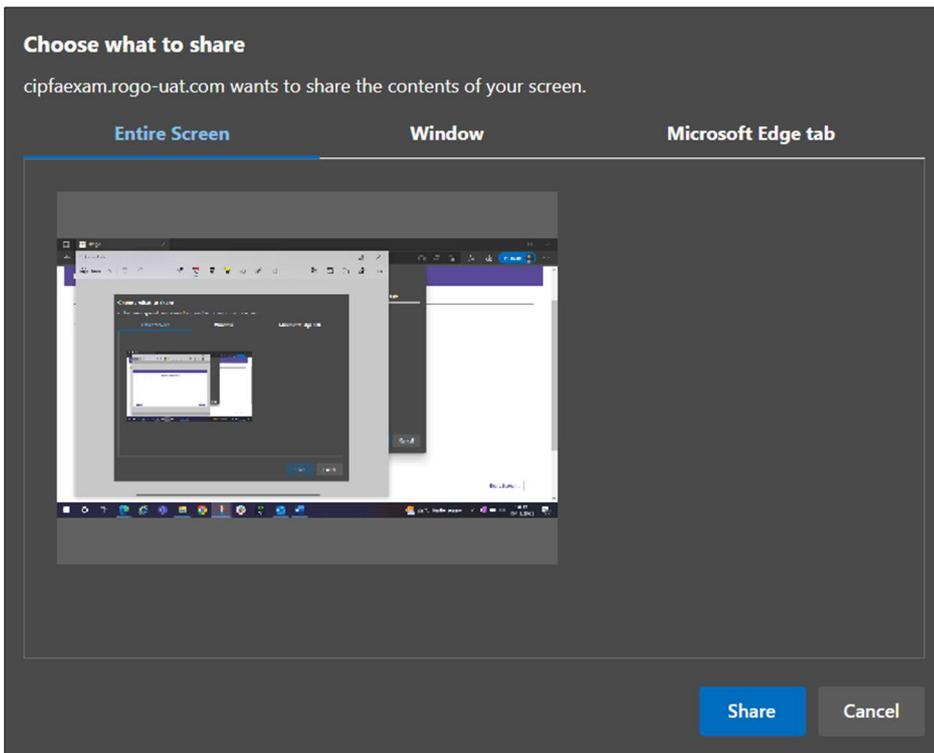
Choose what to share
cipfaexam.rogo-uat.com wants to share the contents of your screen.

Entire Screen Window Microsoft Edge tab

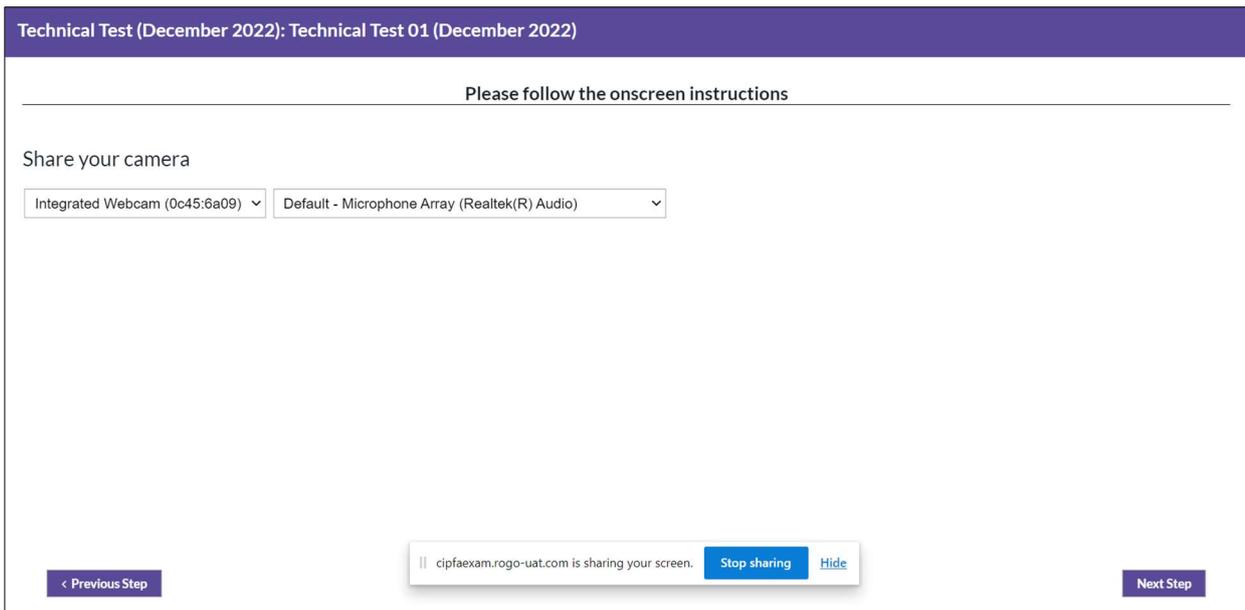


Share Cancel

Click on **Entire Screen**



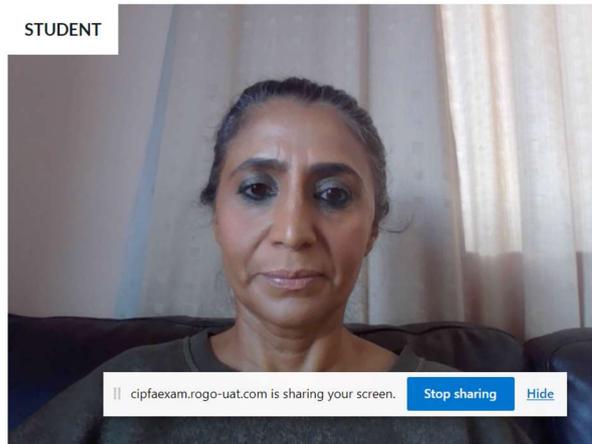
Click **Share**



Click on **Next Step**

Can you see yourself in the window below? (you may need to scroll down)

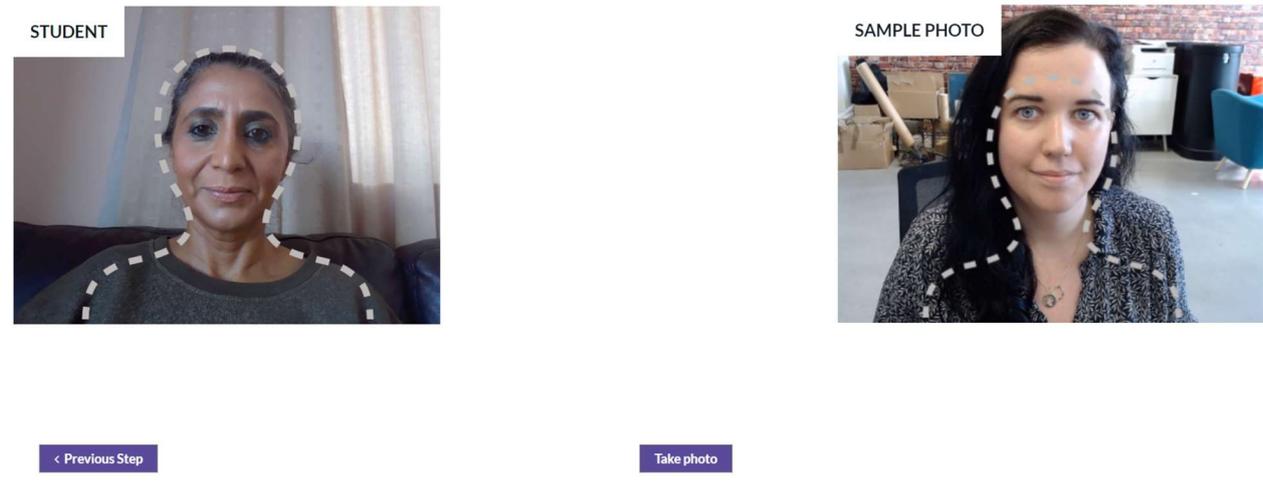
From this point you are being recorded.



You can hide the sharing your screen banner by clicking on **Hide**

Click on **Yes – Next Step**

Take a photo of yourself



Follow the instructions and make sure your face is within the dashed lines

Click on **Take Photo**

Take a photo of yourself

STUDENT



< Previous Step

Take photo

Next Step

Click on **Next Step**

Take a photo of your Identity Document

STUDENT



SAMPLE PHOTO



< Previous Step

Take photo

Hold up your ID document and click on **Take Photo**

Take a photo of your Identity Document

STUDENT



< Previous Step

Take photo

Next Step

Click on **Next Step**

Camera setup

Make sure that you are sitting directly in front of your webcam, you can see yourself and your face at the centre of the frame.

STUDENT



< Previous Step

Done - Next Step >

Click on **Done – Next Step**

Setup is complete

Press continue to start the exam

< Previous Step

Continue >

Press Continue

The purpose of this test is to ensure that your computer operating system, browser and security settings are compatible with the Rogo exam system.

Please ensure you undertake this test on the same computer as that on which you're expecting to sit your final exam.

As part of this system test you will have been led through similar steps to those you will experience in a real CIPFA exam. You will have been asked to:

- Allow Rogo to share your computer screen, camera and microphone
- Allow Rogo to photograph a form of ID
- Allow Rogo to capture a head and shoulders image

Since this is purely a system test to ensure your computer or laptop will run successfully with Rogo in advance of your exam, you were not required to provide genuine ID documents for the purposes of the test.

When you click **Start**, you will be asked a single question, to which you can answer 'Yes' or 'No', subject to your experience during this technical test.

For students sitting an exam with Online/Remote Investigation, it is a requirement to undertake this technical test in advance of the exam.

Students who do not take the technical test may not be eligible for Special Considerations in the event of technical issues during the live exam.

Once you have completed and submitted your answers, you will receive an email confirming completion. This indicates that your computer operating system, browser settings, system camera and equipment system are set up correctly for your live exam to run smoothly on Rogo.

If you experience difficulties during the test, please exit the test and contact studentsupport@cipfa.org.

If you are expecting to sit your exam on a laptop or computer which is different to that on which you have undertaken your Technical Test, you will need to re-attempt the test on the correct laptop/computer.

Please click **Start** when you are ready.

Start >

Read the instructions and press Start

Technical Test

This section contains 1 Mark

Time remaining: 59 minutes

Finish >

Thank you for undertaking your Technical Test in advance of your exam.

The goal of this equipment and system test is to succeed in:

- Sharing your screen
- Allowing access to your camera and microphone
- Allowing Rogo to capture a head and shoulders image of you
- Allowing Rogo to capture an image of a form of ID - genuine ID not required for this test

Have you been successful in each of the steps above?

Please answer 'Yes' if you have achieved each of these steps, and 'No' if you have experience an issue with any of the steps above

- Yes
 No

Finish >

Confirm whether your test was successful or successful by clicking on either the **Yes** or **No** button and then press **Finish**

Technical Test (December 2022): Technical Test 01 (December 2022) Finish: 58 minutes 53 seconds Finish >

You can now submit your answers and complete this test.

	Marks
Technical Test	1 Mark

< Back Finish >

Click on **Finish**

Overview

Student	Hercule Poirot
Test Date	10-Nov-2022 08:29 GMT
Time Taken	1 minute 24 seconds

If you have completed the test with no technical issues on the laptop or computer you will be using for your exam, your set up is correct for Rogo use.

If you change the laptop/computer on which you will sit your exam, please undertake another Technical Test Record and Review test to ensure a trouble-free exam experience.

Back to Technical Test (December 2022)

Click on the **Back to Technical Test (December 2022)** button

Technical Test (December 2022)

Technical Test (December 2022)

Technical Test (December 2022)		
✓ Technical Test 01 (December 2022)		Waiting to be marked
Technical Test 02 (December 2022)		Take now
Technical Test 03 (December 2022)		Take now

Click on the **Home** breadcrumb to return to your home page

You will see how much technical tests you have remaining in the **Assignments** section

Welcome Hercule

Assignments

Course/Module	Exam/Test	Start	Deadline	
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Tests 2 and 3 should be taken if you were unsuccessful in your first (or second) attempt or will be using a different laptop/computer to take your exam if you were successful in completing your first test

Please note, if you do not undertake your Technical Test(s), you may not be eligible for Special Considerations in the event of technical issues during your live exam

If you are unsuccessful in completing your technical test after three attempts, please contact the Assessments Team using the following contact channels:

- Email: studentsupport@cipfa.org
- Telephone: +44 (0)20 7543 5600
- Webchat: www.cipfa.org. Click the web chat icon on our homepage

Our office hours are Monday to Friday, 09:00 – 17:00 GMT excluding UK Bank Holidays.



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