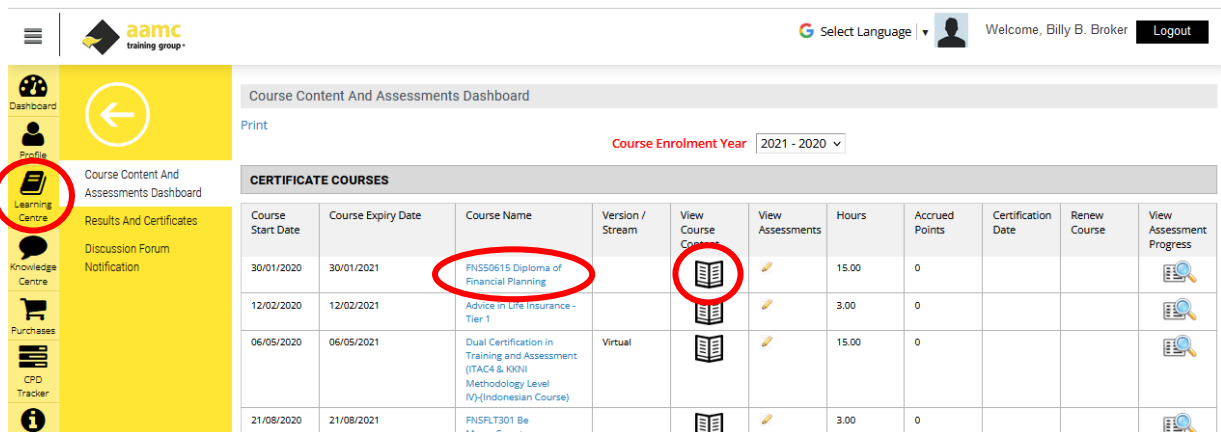














# How to access your Course Content and Assessments

The following information will guide you through the process to access your course materials – learning guides, all assessment types, resources, etc. Follow the step-by-step instructions, should you have any queries during this process, please contact us.

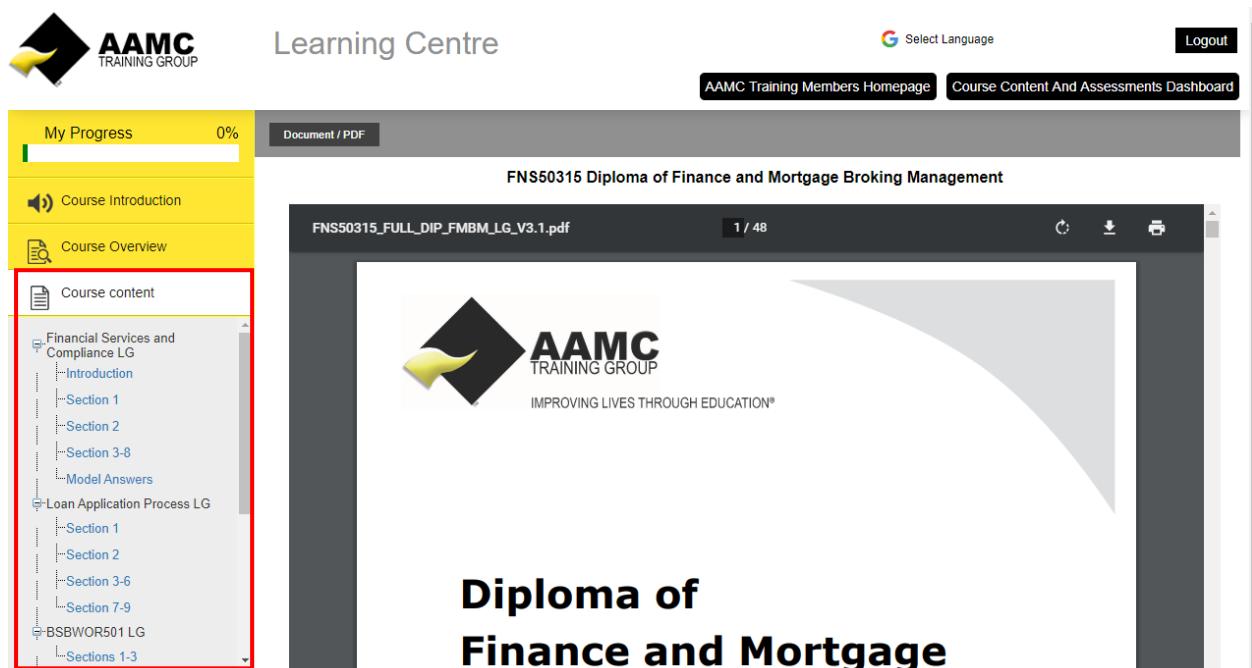
1. You can access the course content and assessments from the **'Learning Centre'** button of your Members Area dashboard. This area will also show you details of any other qualification/CPD courses you are also enrolled in. select the course name under the **'Certificate Courses'** heading or the **'View Course Content'** icon.



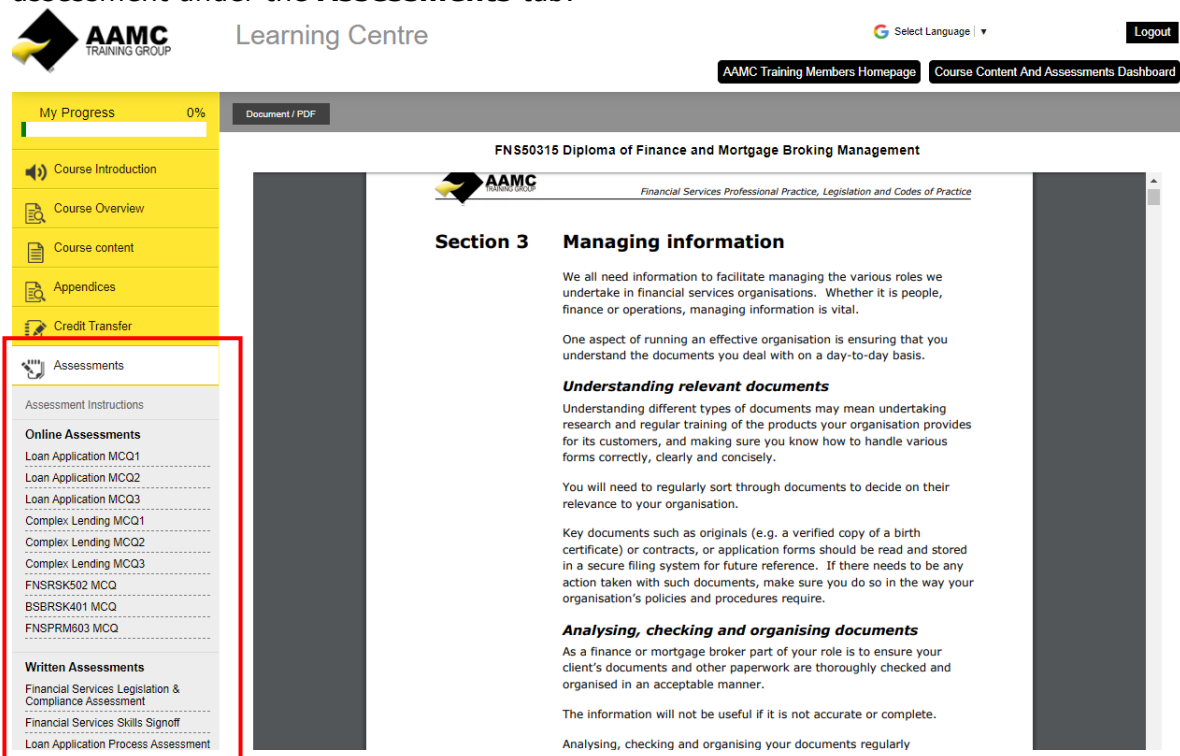
Course Start Date	Course Expiry Date	Course Name	Version / Stream	View Course Content	View Assessments	Hours	Accrued Points	Certification Date	Renew Course	View Assessment Progress
30/01/2020	30/01/2021	FNS50615 Diploma of Financial Planning				15.00	0			
12/02/2020	12/02/2021	Advice in Life Insurance - Tier 1				3.00	0			
06/05/2020	06/05/2021	Dual Certification in Training and Assessment (ITAC4 & KKNII Methodology Level IV)-(Indonesian Course)	Virtual			15.00	0			
21/08/2020	21/08/2021	FNSFLT301 Be MoneySmart				3.00	0			

Once either link is selected, the **Learning Centre** page will open. Here you will be able to view the course content and assessments and other resources. Please ensure all pop-up blockers are turned off. (Try holding down the CTRL key when clicking on your course if it does not respond by simply selecting it.)

2. The Learning Centre will open to the **Course Overview**. Read the relevant information. To read through the main body of material, select **Course Content** on the left-hand side to view each module accordingly. Once you have read through your course content you can commence the relevant assessments as prompted.



3. When you are ready to complete any of your assessments, select the appropriate assessment under the **Assessments** tab.

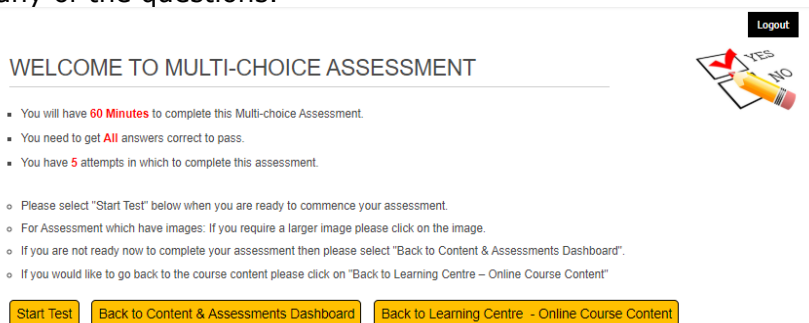


The screenshot shows the AAMC Learning Centre interface. The 'Assessments' tab in the left-hand navigation menu is highlighted with a red box. The main content area displays 'Section 3 Managing information' from the 'FNS50315 Diploma of Finance and Mortgage Broking Management' course. The 'Assessments' menu includes sections for 'Assessment Instructions', 'Online Assessments' (with various MCQs), and 'Written Assessments' (with various assessment types).

Your course may only consist of **Online** (multi-choice) **assessments** and/or **written assessments**, and/or **Short Answer Assessments**. Once you have selected your chosen assessment to complete you will be guided through this process with on screen instructions.

### Online (multi-choice) Assessments:

Please be aware that clicking on **Start Test** will be considered as one attempt, even if you do not answer any of the questions.



The screenshot shows the 'WELCOME TO MULTI-CHOICE ASSESSMENT' screen. It includes a 'Logout' button in the top right corner and a graphic of a pencil and paper with 'YES' and 'NO' options. The main content area lists instructions for the assessment, such as 'You will have 60 Minutes to complete this Multi-choice Assessment' and 'You need to get All answers correct to pass'. At the bottom, there are three buttons: 'Start Test', 'Back to Content & Assessments Dashboard', and 'Back to Learning Centre - Online Course Content'.

### Written Assessments:

- Click on **View Assessment** to download the document to work on.
- If you require any assistance with interpreting what this assessment is asking, please select **View Assessment Video** to watch the recording.
- When you have completed your written assessment, save it to your device and **Upload your Assessment** via the link below.

### Loan Application Process Assessment

[Back to members home page](#)

[Back to Content & Assessments Dashboard](#)

[Back to Learning Centre - Online Course Content](#)

[View Assessment](#) [View Assessment Video](#)  
[Upload your Assessment](#)

## Short Answer Assessments:

Please be aware that clicking on **Start Test** will be considered as one attempt, even if you do not answer any of the questions.

### WELCOME TO SHORT ANSWER ASSESSMENT



- You will have **60 Minutes** to complete this Short Answer Assessment.
- You need to get **ALL** answers correct to pass.
- If you get any incorrect answers you will only be required to re-submit those.
- You have **5** attempts in which to complete this assessment.
- Once you have submitted your short answer assessment it will go directly to the assessor for marking. You will receive an email response with your results within 5 to 10 working days.
- Please select "Start Test" below when you are ready to commence your assessment.
- If you are not ready now to complete your assessment then please select "Back to Content & Assessments Dashboard".
- If you would like to go back to the course content please click on "Back to Learning Centre – Online Course Content"

[Start Test](#)

[Back to Content & Assessments Dashboard](#)

[Back to Learning Centre - Online Course Content](#)