1. Preliminary Information

When completing an online exam, you are declaring that:

- All of your answers are entirely of your own work.
- Should any form of examination misconduct be detected, breaching the WeldQ Terms of Use, Weld Australia may declare your exam invalid and may take disciplinary action.

Day(s) Before the Exam:

- Double check the date and time of your examination.
- Decide where you are going to complete the examination.
- Download the Chrome extension (if using a company device, you may need IT assistance).
- Ensure your device meets the system requirements.
- Complete the WeldQ trial examination.

Examination Rules:

- Conduct yourself in a professional manner.
- Ensure that you are situated in a quiet and private room.
- The room must have good lighting to ensure your face is clearly visible.
- No other persons are allowed in the room.
- You are not allowed to wear headphones.
- Ensure your webcam cover is open.
- Remove hats, hoods and sunglasses.
- Pen, paper and a calculator may be required for any examination, please have them handy.
- If you are sitting an open book exam you can only use the approved standards.
- Do not refer to any secondary material, notes, websites or devices.
- Do not copy, write or record any of the examination questions.
- Weld Australia reserves the right to carry out an oral examination following the online examination should it be deemed necessary.

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Weld Australia **QUALIFICATION & CERTIFICATION BOARD** **WELDQ – ONLINE EXAMINATIONS**	Rev. 0 Date of Issue: April 2025 Page: **2** of **10**

Suite G1, Ground Floor, 25 Ryde Road, Pymble, NSW 2073   PO Box 197, Macquarie Park BC, NSW 1670
Phone: 1800 189 900   **Email:** qnc@weldaustrala.com.au

2. System Requirements

Processor and RAM requirements

Recommended – Dual Core 2Ghz or Higher (i5/i7 or AMD equivalent) with at least 4GB RAM

Supported operating systems

MacOS X with MacOS 10.14 Mojave or later

Windows 10 or later

Screen size and resolution

Minimum screen size: 13"

Screen resolution: 1920 x 1080 – Click here to view your screen resolution.

Browser window size: 1200 pixels wide – Click here to view your browser window size.

Supported browsers

Chrome
Microsoft Edge

Bandwidth requirements

Minimum of 15/30 Mbps (up/down speed). Click here for a speed test.

Video/Webcam requirements

A built-in or external webcam is required with a minimum video resolution of 720p

Audio requirements

A microphone is required to record the audio

Multiple monitors

Only the built-in monitor should be used in case of a laptop or computer and only one monitor can be connected in case of a desktop computer.

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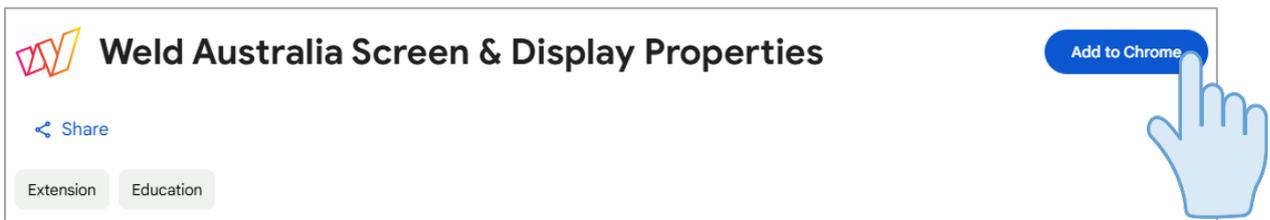
3. Chrome Extension

The Chrome extension **must** be installed prior to the examination date. (MAC Users please see Section 7). Please note that you **will not** be able to proceed with the examination if the extension is not installed.
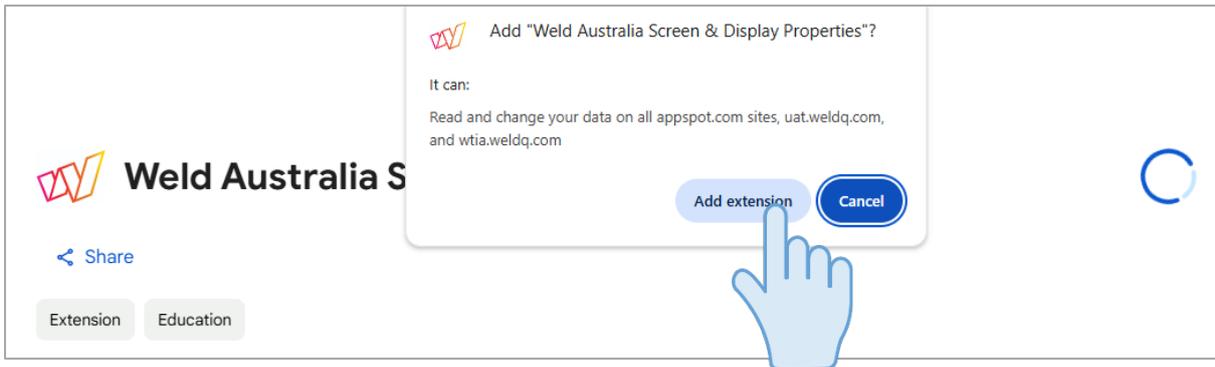
3.1 To install the Chrome extension "Weld Australia Screen & Display Properties" from the Chrome web store, click here: https://chromewebstore.google.com/detail/weld-australia-screen-dis/mmhbbeehondeennfkmdhfbckajajfgmb

3.2 Click the button "Add to Chrome"

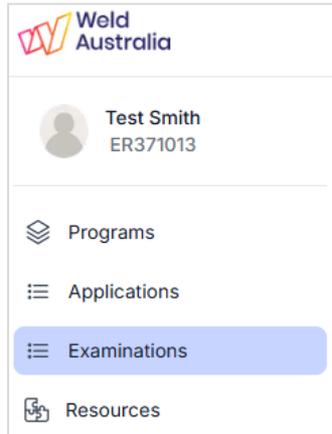3.3 Click the "Add Extension" button

3.4 If you now see "Remove from Chrome" the extension has been added successfully

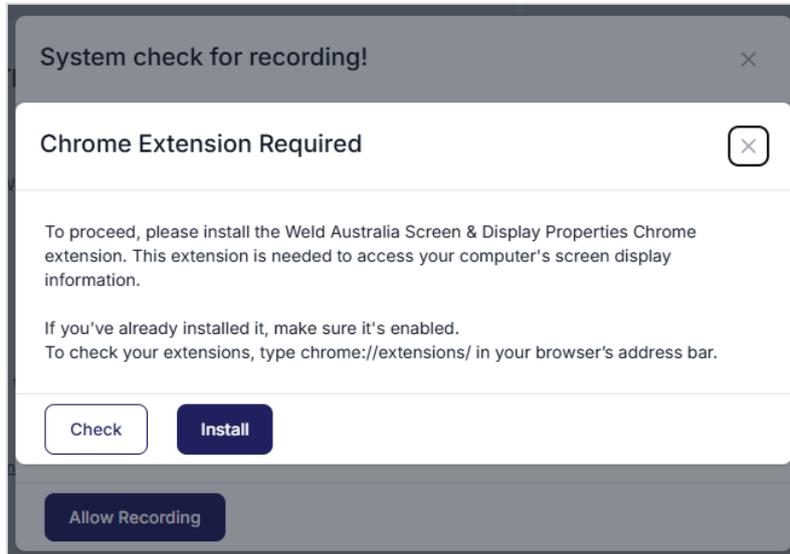## 4. Starting Your Exam

4.1 Sign into your WeldQ profile at
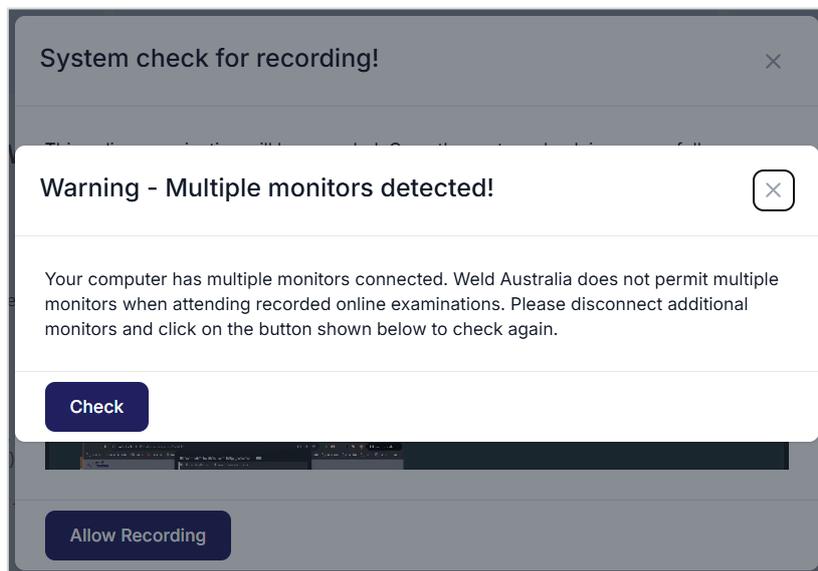
4.2 Go to the Examinations menu

4.3 The Start Exam button will become available only at your start time

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![Weld Australia logo] **Weld Australia** **QUALIFICATION & CERTIFICATION BOARD** **WELDQ – ONLINE EXAMINATIONS**	Rev. 0 Date of Issue: April 2025 Page: **5** of **10**

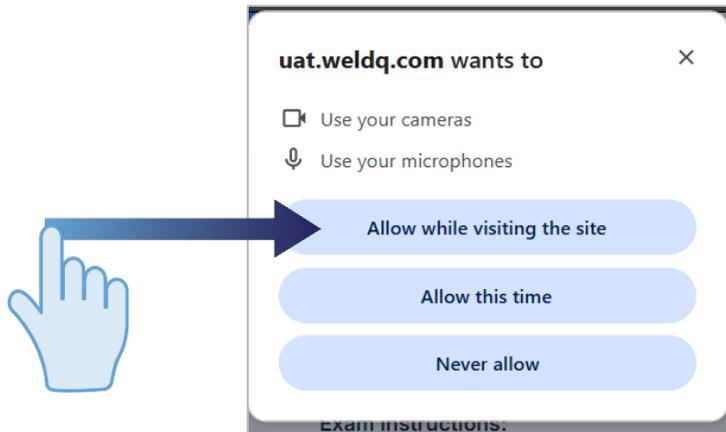| Suite G1, Ground Floor, 25 Ryde Road, Pymble, NSW 2073 **Phone:** 1800 189 900 | PO Box 197, Macquarie Park BC, NSW 1670 **Email:** qnc@weldaustrala.com.au |

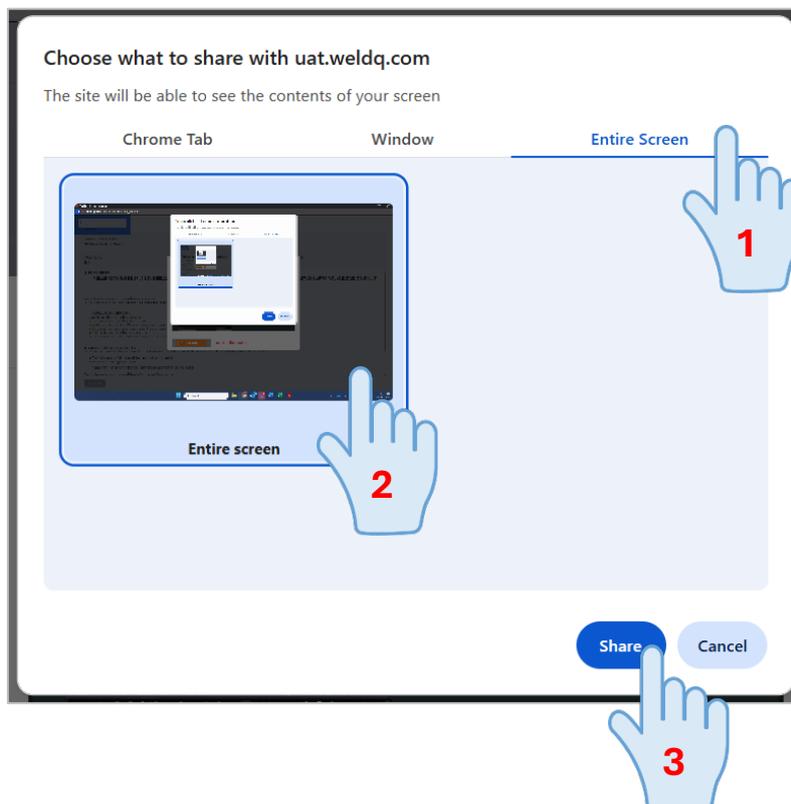4.4 If alerted to add Chrome Extension, click the Install button and refer to Section 3.

4.5 If alerted that you have more than 1 monitor attached, unplug all monitors and then press the Check button.

4.6 When prompted, click the **"Allow while visiting the site"** button for access to your webcam and microphone

4.7 Follow instructions to share your entire screen. You must click the **ENTIRE SCREEN** option. **NOTE** you won't be able to start the exam if you select other options.

4.8 Read the exam instructions and then click Continue to start your exam.

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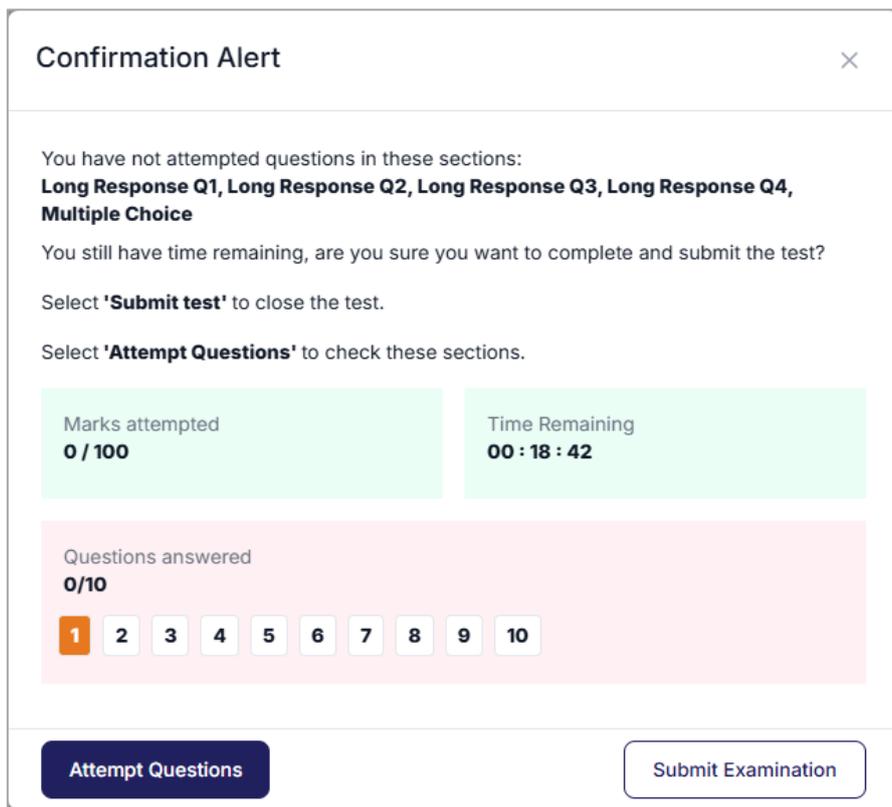| Suite G1, Ground Floor, 25 Ryde Road, Pymble, NSW 2073 | PO Box 197, Macquarie Park BC, NSW 1670 |
| **Phone:** 1800 189 900 | **Email:** qnc@weldaustrala.com.au |

5. Submitting Your Exam

Once you have completed and reviewed all questions
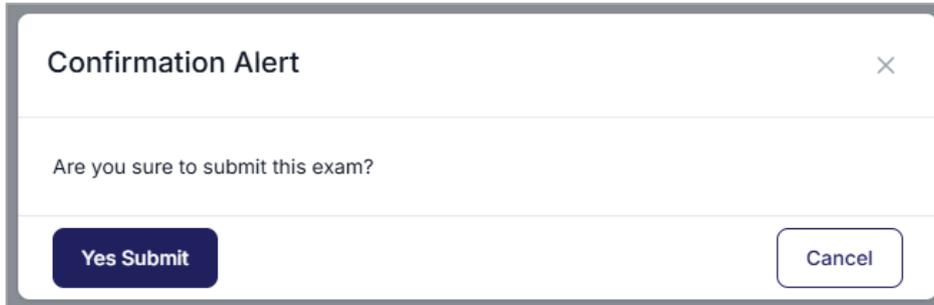
5.1 Click the Review button in the top-right corner

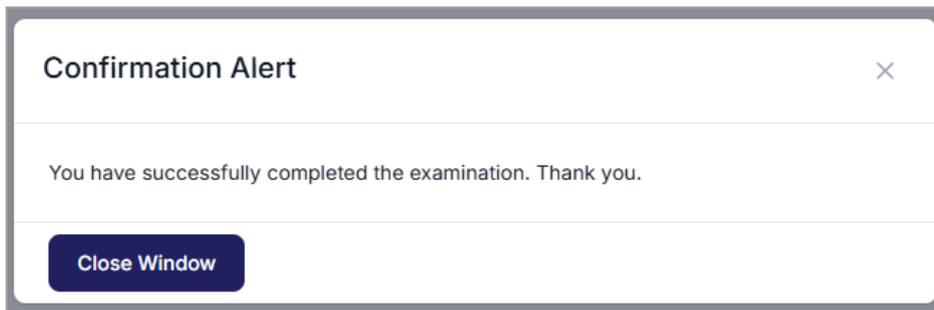5.2 Click Attempt Questions or the X to return to answer more questions

5.3 Click the Submit Examination button to submit your exam

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5.4 Click Yes Submit button to submit your exam

Confirmation Alert   ✕

Are you sure to submit this exam?

Yes Submit   Cancel

5.5 Your exam has now been submitted, click the Close Window button

Confirmation Alert   ✕

You have successfully completed the examination. Thank you.

Close Window

6. Technical Issues

Should you come across any technical issues, please contact one of our Q&C Team members between the hours of 08:00 am to 03:00 pm Sydney time. If you can't get onto a team member right away, text a photo of where you are stuck, and we will call you back as soon as possible.
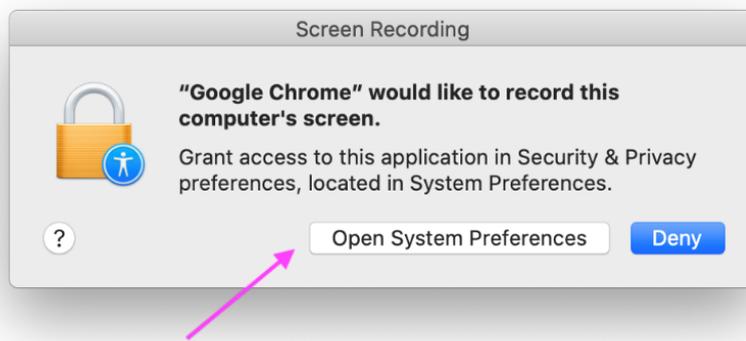
Jessica Bousimon   0419 274 932

Angela Pucciarelli   0490 394 873

Luke Nicholls   0487 487 985

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7. Screen Recording Permissions – MAC Users Only

Due to Apple security and privacy features, you must grant access to the "Screen Recording Permission" for WeldQ to be able to record your screen during an online examination.

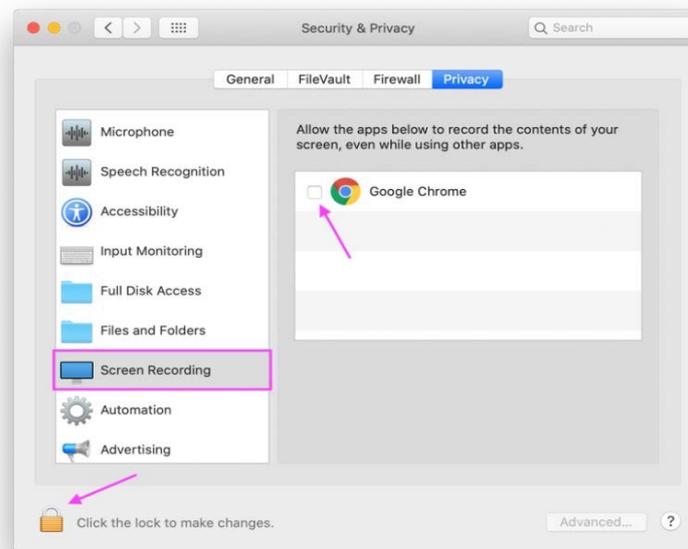7.1 When you see the following dialog, click "Open System Preferences"

7.2 If you do not see the dialog above or are unable to screen share, manually open System Preferences by clicking the Apple icon.

7.3 Click the "Security and Privacy" icon and then choose "Screen Recording" in the sidebar.

7.4 In the Screen Recording section, click the box next to Google Chrome to allow screen sharing. You may need to click the unlock icon in the bottom-left.

7.5 Close all Google Chrome windows and restart Chrome. You will not be able to start the exam until you have quit and restart Google Chrome.