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

1. Preliminary Information

When completing an online exam, you are declaring that:

- All of your answers are entirely of your own work.
- You will only use a mobile phone to upload written answers on contact Weld Australia for assistance.
- 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:

- Read the WeldQ Online Exam Instructions
- 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.

Examination Rules:

In addition to the regular examination rules:

- If the question does not contain a QR code, you **MUST** type your answer into the answer box. Written answers to these questions will not be accepted.
- You must use clean, white sheets of paper for your written answers.
- You may not use a note book or paper that has previously been written on.
- You are not permitted to copy, write, record or replicate any examination questions at any point in time.
- You may only use your mobile device to contact Weld Australia for assistance or to upload your written responses.
- Do not refer to any secondary material, notes, websites or devices.
- Weld Australia reserves the right to carry out an oral examination following the online examination should it be deemed necessary.

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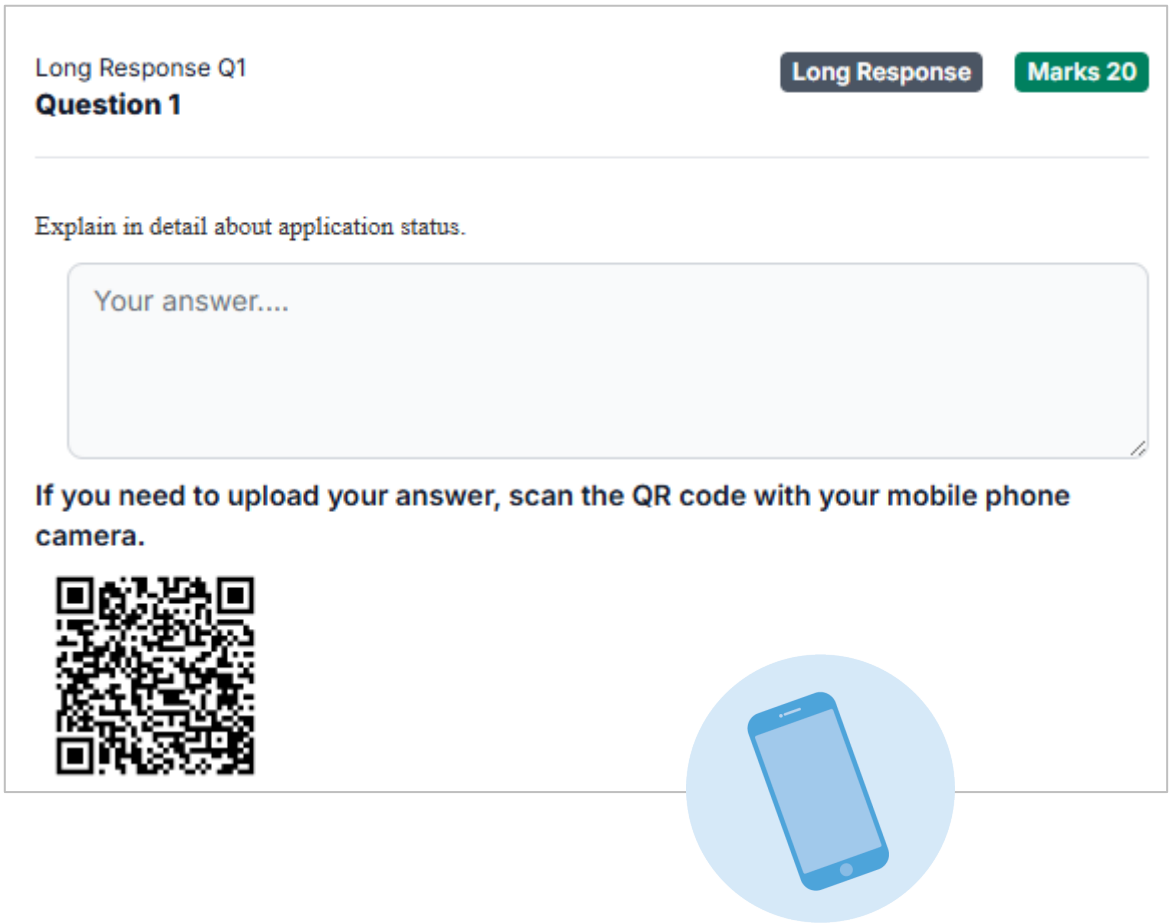
2. Uploading Written Answers

2.1 Start each question on a new sheet of paper provided by Weld Australia labelled with the question number.

2.2 Separate each question part and record all calculations, working out or diagrams in a neat and tidy manner. Enter the final answer for the question into the WeldQ answer box.

2.3 Hold your handwritten answer up to the webcam.

2.4 Using your mobile phone camera, scan the QR code at the bottom of the question and tap the link to be directed to the WeldQ upload page.



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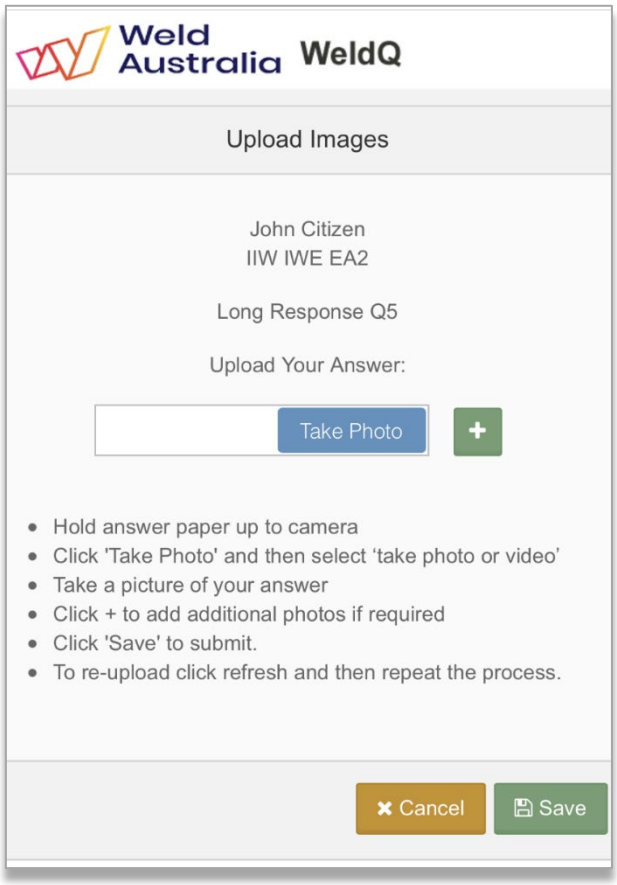
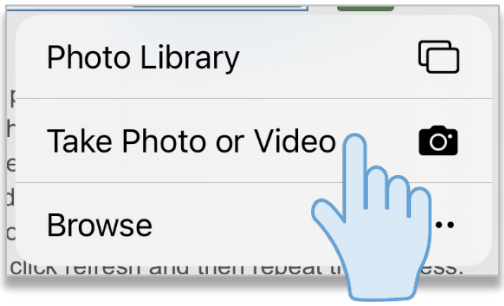
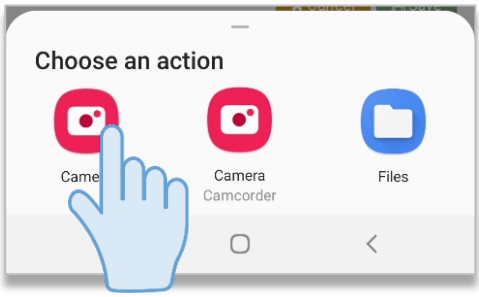
2.5 Check the question number and then tap the Take Photo button, and then select "Take Photo or Video" for iOS, or "Camera" if using an Android device **(Note: you may need to allow access to your camera and/or microphone to continue)**



iOS:



Android:



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2.6 Take a photo of your answer (1 page at a time) and then click "Use Photo" for iOS or "OK" for Android devices.

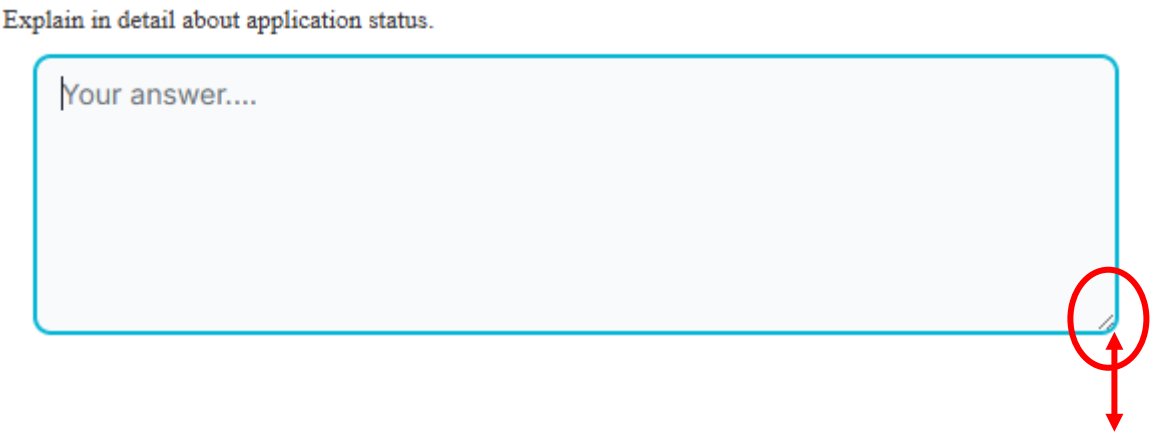
2.7 If you need to submit additional images, click on the green + button (maximum of 6 uploads per question).

2.8 To remove an upload, click the ✖ button, or to re-upload click the Take Photo button again.

2.9 To view your upload, click on the blue jpg link

2.10 When completing that question click Save and then close the window **(Important: if you don't click save, your answers won't be submitted when the exam finishes).**

2.11 For a successful upload, you will be directed to the "Upload Success" screen and may now close the window.

3. Answering in WeldQ

If the question doesn't require you to upload an image or you would prefer typing the long-response answer directly into WeldQ, it is possible to drag the text box window to a larger size by clicking and dragging from the bottom right-hand corner. This can be repeated for each long-response question. You do not need to scan the QR code or submit anything for this instance.