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:

<table>
<thead>
<tr>
<th>Standard use (for example undertaking CIPFA Specimen Tests)</th>
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| **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 |

<table>
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<tr>
<th>Exam use with Remote or Local Invigilation</th>
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</table>
| **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.

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.

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**

Click on **Share Screen**

Click on **Entire Screen**
Click **Share**

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

Click on **Yes – Next Step**

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

Click on **Take Photo**
Click on **Next Step**

Hold up your ID document and click on **Take Photo**
Click on **Next Step**

Click on **Done – Next Step**
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 Invigilation, 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.

Read the instructions and press Start

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 experienced an issue with any of the steps above

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

Click on Finish.

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

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
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.*