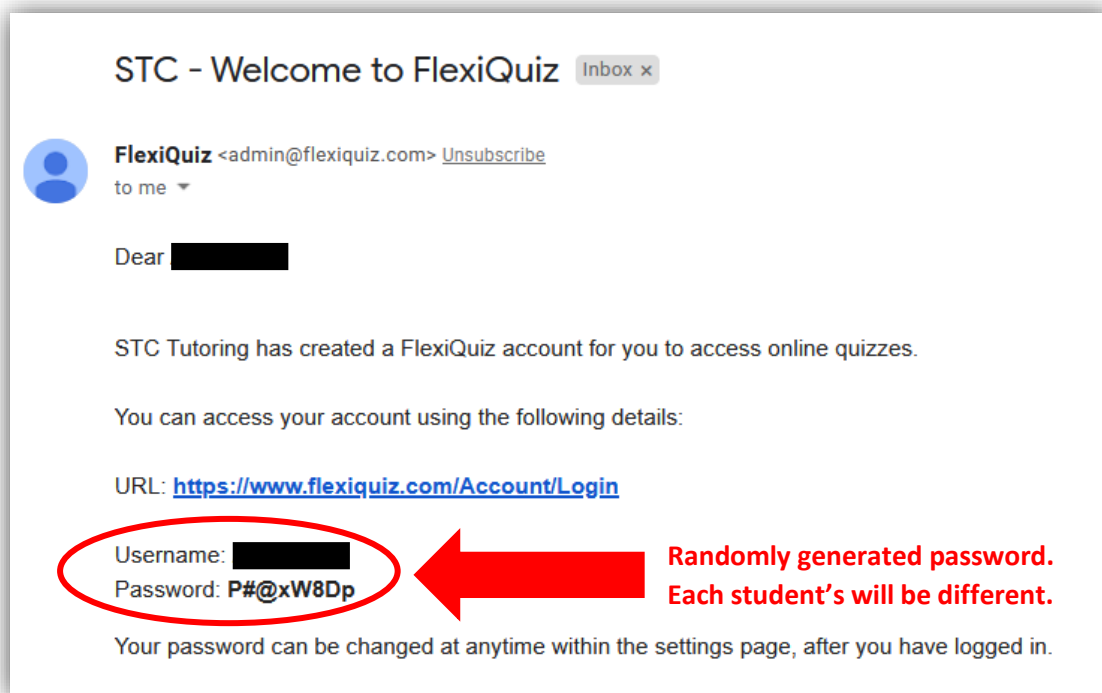


# Step 1 – Welcome Email

All STC **Main Class** students will receive a FlexiQuiz Welcome Email (see below).

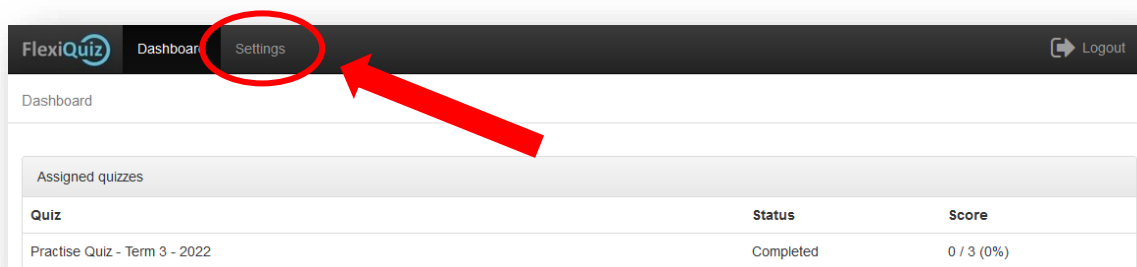
**New students:** If you do not receive one upon enrolment, please contact STC Main Centre



Users will log in with the given username and password. **(Must log in using username – not email)**

## Change Password:

We recommend that parents change their password to something easier for them to remember. Go to “Settings Tab” to change password.



# Step 2 – Logging in

After users click on the login URL in the email (or visit the FlexiQuiz homepage themselves) they will need to enter their login details as found in the Welcome Email.

## Please note:

If accessing from FlexiQuiz homepage, parents must click on the green “Login” button and **NOT** the blue “SIGN UP” button. Sign up means to create their own admin account, meaning they will not have access to our quizzes.

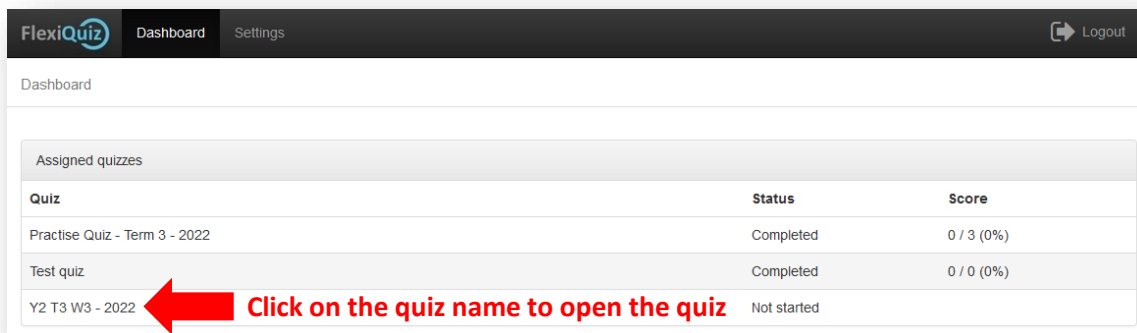
# Step 3 – Dashboard

After logging in, users will see the Dashboard – where all the quizzes assigned to the student will be shown.

## Please note:

Weekly quizzes will automatically appear on each student’s dashboard.

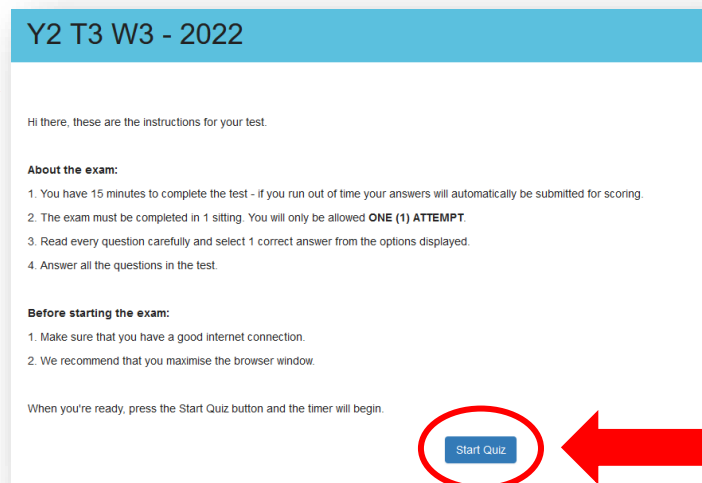
**THERE IS NO WEEKLY EMAIL REMINDER. USERS MUST LOG IN AND CHECK WEEKLY.**



The screenshot shows the FlexiQuiz dashboard with a table of assigned quizzes. A red arrow points to the 'Y2 T3 W3 - 2022' quiz name with the text 'Click on the quiz name to open the quiz'.

Quiz	Status	Score
Practise Quiz - Term 3 - 2022	Completed	0 / 3 (0%)
Test quiz	Completed	0 / 0 (0%)
Y2 T3 W3 - 2022	Not started	

Opened quiz looks like this



The screenshot shows the quiz page with instructions and a 'Start Quiz' button circled in red. A red arrow points to the button with the text 'Must click "Start Quiz" to begin.'.

Y2 T3 W3 - 2022

Hi there, these are the instructions for your test.

**About the exam:**

1. You have 15 minutes to complete the test - if you run out of time your answers will automatically be submitted for scoring.
2. The exam must be completed in 1 sitting. You will only be allowed **ONE (1) ATTEMPT**.
3. Read every question carefully and select 1 correct answer from the options displayed.
4. Answer all the questions in the test.

**Before starting the exam:**

1. Make sure that you have a good internet connection.
2. We recommend that you maximise the browser window.

When you're ready, press the Start Quiz button and the timer will begin.

Start Quiz

## Quiz Details & Attempts:

- Students will be able to see their old quiz results as well as new assigned quizzes on their Dashboard.
- Students will only be able to attempt quizzes **ONCE**.
- If a student misses a quiz, this quiz will NOT show on their dashboard afterwards. They will also not be able to attempt the quiz after the quiz expires.
- Students will have from **Monday 4:00 pm – Sunday 11:59 pm** to complete each week’s quiz.