APEL(A) Online Test:
A STEP-BY-STEP GUIDE FOR CANDIDATES

Meet
JOIN

## 1 Login to Google Meet

Use your gmail account (or create a new one) and click *https://gsuiteupdates.googleblog.com/2020/04/meet-in-gmail.html* on how to join google meet session. Make sure your google meet session is switched on and video function is enabled throughout the test session. You can only leave this session after you are told to do so by the test administrator. Show your original IC and APEL test slip by holding theme near the webcam of your computer for identity verification purpose.

2 Login to uFUTURE

Open a new tab and log in to *https://ufuture.uitm.edu.my/login* Click on **Student** and enter the **username** and **password** using your IC number (do not use the – key). Then click **LOG IN.**

3 Select Course

Once you are in uFUTURE, select **myCourses** and your course **APL100** Accreditation of Prior Experiential Learning appears. Click on **VIEW.**
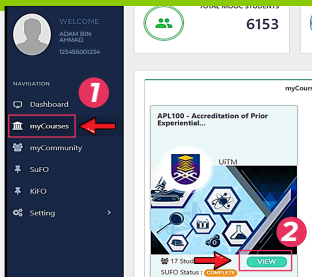
4 Choose Test Set

At the **NAVIGATION** pane, click **Cont. Assessment** and select **Assessment**. From the list of test titles, click on the **test set assigned to you**. For example, LEVEL 4 and test SET 1, click APEL(A) LEVEL 4 SET 1. Then click **Take** and key in the **password.** Click **OK**.

5 Start the Test

The test has timer ON. One question appears at a time with **four (4) options** for multiple choice questions. For Level T7 (Master's) essay questions, type your answer in the answer box provided. Click **NEXT** to move to the next question. At any time during your test, you can review your answers by clicking on to the **FINISH** button.

6 Review Answers

Click on any of the numbers to go to a specific question. For example, if you wish to re-visit question 6, simply click on 6 and the question will appear on your screen. You can change your answer and then click **NEXT.** In addition, you can review your answers by clicking on to the **FINISH** button. To check if there are any questions that you have not answered, simply click on the answer box.

7 Submit Test

Once you are ready to hand in your test paper, simply click on **SUBMIT.** Then notify your test administrator via Google Meet to inform him/her that you have submitted. Once your submission has been confirmed by the administrator, you may leave the test.