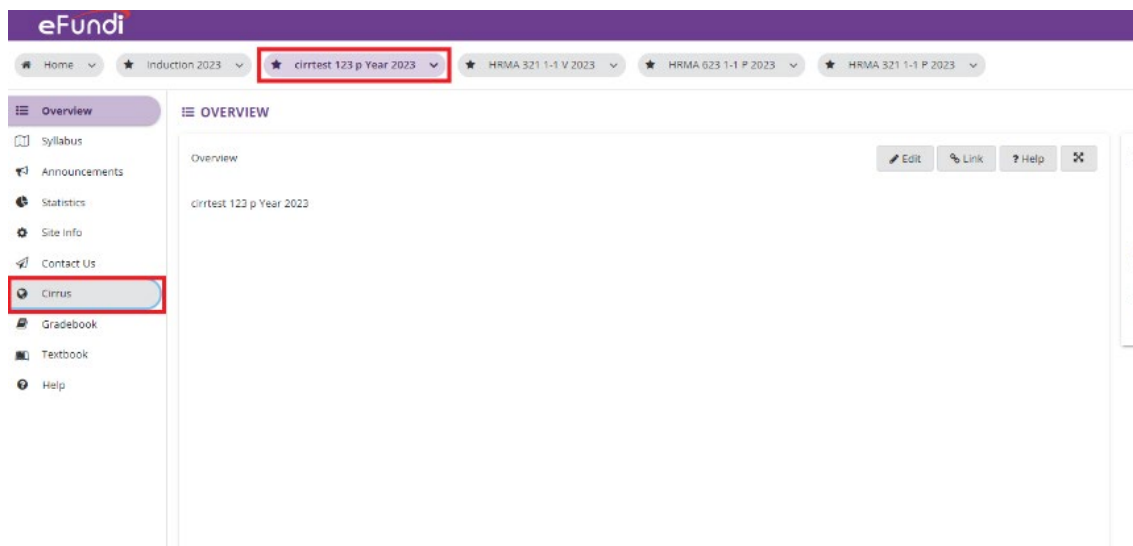# Student Tutorial: Completing an Assessment in Cirrus

Step 1: Log into Cirrus
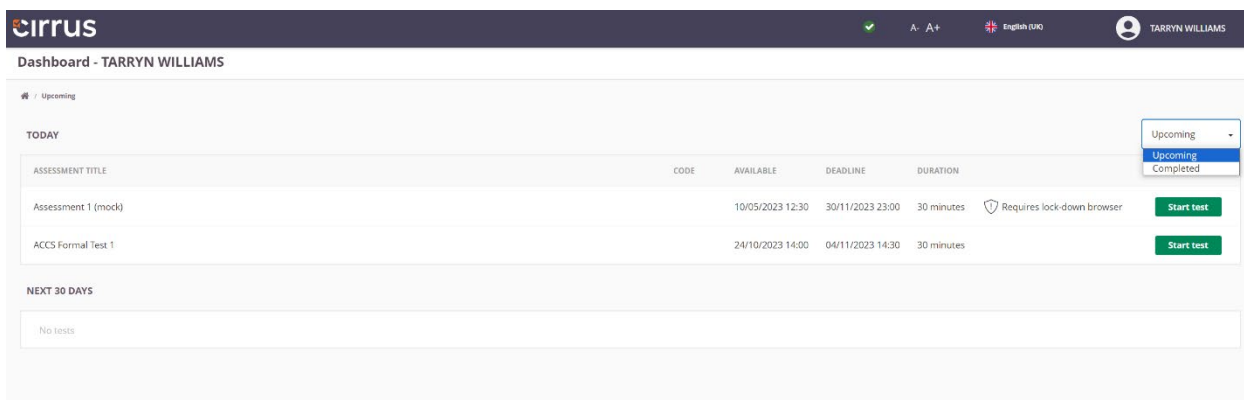
- Access eFundi and enter your CAS login name (Student number) and password.
- Navigate to the eFundi module site where you will be taking your test.
- Locate the Cirrus tool within the tool menu and click on it.

- Once you click into the tool you will see your Candidate Dashboard.

Step 2: Cirrus Dashboard

Your candidate dashboard provides access to your tests.

- In the top bar you will find some general functions (from left to right):

- Adjust the font size with A- A+

Today's assessments

Lists assessments that can be taken today by assessment title and code.

- **Available:** Lists the date and time assessment starts and becomes available.

- **Deadline:** Lists the date and time the assessment ends.

- **Duration:** Shows you the amount of minutes you have to complete the assessment.

Upcoming and completed assessments

- Underneath today's assessments you see assessments that are scheduled for you for the upcoming 30 days.

- Using the drop-down menu at the top right allows you to quickly switch between your upcoming and completed assessments.

- Completed assessments can be reviewed after.

Step 3: Starting a test in Cirrus

1. Click on "Start test" to take the test

2. The first screen you will see is the **welcome page** with an introductory text. Please read this page carefully because it contains important information about your test.

3. Once you have taken knowledge of all content on the welcome page, click 'Start Assessment' to start your assessment, once you hit 'Start Assessment' the assessment timer will officially start.

4. You are now going to take the test.

5. Below find the explanations of the general navigational functions:
   o In the top bar you will now also find your remaining time for this exam.
   o Below you see the question number, the question itself and the answer field.

At the bottom of the page, you will find a number of buttons:

Button	Explanation
Previous/Next	Navigate through the key (requires free navigation is not disabled)
Overview	shows a list of all questions and which you answered. Click on questions to quickly navigate through your exam.
Introduction	view the introduction page again and (re)open it there if necessary source file of the test.
Flag	flag individual questions. For example, because you want to have a second look at them later on. A flag appears next to the question number and it will be visible in the Overview.
Resource	When individual questions have a resource file, a 'Resource' button will appear at the bottom.
Notepad	If a question has a notepad, an additional button appears to activate it.
Complete assessment	Only click here if you want to complete the test and hand it in. The system asks for a confirmation twice.

Step 4: Logging out of Cirrus

- Auto logout after exam:

  In the heat of the moment, candidates sometimes forget to logout after they finish their exam.

  To prevent abuse, especially on shared PCs, you are automatically logged out after you submit

  your test.