

A guide to using your Online PassKit (OPK)

You'll quickly find that your OPK is very simple to use. But if you're just starting, we thought you might like some guidelines. If you have access to a printer, print out this guide and keep it by you during your first use of Profex online products.

When you first purchase an OPK, you'll receive a welcome email, with a password. Use your email address and the password to log on to passkits.profex.co.uk. You need to use Google Chrome as your browser – other browsers may make it more difficult for you to access the full functionality of the OPK. If you don't normally use Chrome, you can download it (free of charge) from [here](#).

When you log on, your screen will show you a list of the Profex online products that you've been enrolled on. There may be just a single OPK, or a single Mock Exam, or several of each of these. The screen looks like this.



Welcome Edward

Courses

Course	Progress	Status	
L2M2 Procurement and Supply Operations Online PassKit	0% Complete	Not Started	View
L2M1 Introducing Procurement and Supply Online PassKit	0% Complete	Chapter 4: Benefits of Effective Procurement: Quiz 4	View
L2M3 Stakeholder Relationships Online PassKit	55% Complete	Mock Exam: Mock Exam (Fail)	View
L3M3 Contract Administration Online PassKit	0% Complete	Not Started	View


Powered by
rogo


Click on whichever product you wish to access. For this guide, we're going to use the OPK for L3M3 Contract Administration.

Your screen will show a brief guide to using your OPK, followed by a 'Contents Page' like this.

Chapter 1: Types of Contracts


This chapter covers assessment criterion 1.1: identify types of contracts and agreements

 [Online PassKit L3M3 Chapter 1](#) [View](#)

 [Quiz 1](#) [Take now](#)


Reference Text


Access the information below for more detail on a topic

 [L3M3 Reference Text](#) [View](#)

Chapter 2: Contractual Documents

This chapter covers assessment criterion 1.2: describe the purpose of the documents that compose a contract for the purchasing or supply of goods and/or services

 [Online PassKit L3M3 Chapter 2](#) [View](#)

 [Quiz 2](#) [Take now](#)

Notice that in the top right-hand corner you can access the Reference Text for this module. We recommend that you use this just occasionally when you need to check further detail. Simply click on 'View' and a PDF opens up.

The left-hand part of the Contents Page lists a number of Chapters, each comprising two elements.

- An OPK PDF containing text covering one or more Assessment Criteria from the exam syllabus. Just click on 'View' and read through the study material.
- A related Quiz containing a number of questions in the electronic formats you'll meet with in the exam. You can either click on 'Take now' from the Contents Page, or you can first read the study material in the OPK PDF and from there click on 'Exercise' in the top-right hand or bottom-right hand corner. In this case you'll be looking at a screen like the following.

Home › L3M3 Contract Administration Online PassKit › Chapter 2: Contractual Documents › Online PassKit L3M3 Chapter 2

L3M3 Contract Administration Online PassKit

Chapter 2: Contractual Documents: Online PassKit L3M3 Chapter 2Exercise >

View Search

Assessment criterion

1.2 Describe the purpose of the documents that compose a contract for the purchasing or supply of goods and/or services

1 The form of a contract

A contract sets out the agreed roles, rights and obligations of both purchaser and supplier in a commercial transaction or ongoing relationship to which both parties agree to be legally bound. In most jurisdictions it may simply take the form of a verbal agreement or 'understanding' (eg based on a regular trading relationship that has developed over time), but more complex contracts are usually formalised in various written documents.

153%

Online PassKit L3M3 Chapter 2 (1 of 2)Back to Chapter 2: Contractual DocumentsExercise >

Complete each question in the Quiz (Exercise) by selecting the option you think is correct, and then clicking on 'Next' to move to the next question. When you have attempted the final question in the Quiz/Exercise, click on 'Finish'. You will see a screen like the following.

Chapter 2: Contractual Documents: Quiz 2

Correct: 0

Incorrect: 0

Not complete: 3

✓ Check all

🔄 Clear all

Back to Chapter

Status
2.1 Not Complete
2.2 Not Complete
2.3 Not Complete

< Back>

Click on 'Check all' to review your results. The screen changes to this.

Status	
2.1	Incorrect
2.2	Correct
2.3	Incorrect

In the section headed 'Status', click on each of the questions one by one. If you've got the answer correct, you will see a green background, like this.

2.3 This section contains 1 Mark Finish >

Model form contracts may be made available by:

- ☐ a supplier
- ☒ a trade association
- ☐ a buyer
- ☐ legislation.

1 2 3 Review Clear Answers Back to Chapter Navigation < Back Finish >

If your answer was incorrect, the background will be red. Either way, you can click on the background to bring up the correct answer and, if relevant, further feedback. Here's an example.

2.2 This section contains 1 Mark Next >

A KPI that sets a target for the maximum percentage of items rejected on inspection after delivery by the supplier is concerned with:

delivery performance

Incorrect

Available Answers

- quality (Correct)

Minimising the number and/or percentage of items rejected is an objective of quality management.

1 2 3 Review Back to Chapter Navigation < Back Next >

When you've finished the Quiz/Exercise, click on 'Back to chapter' to return to the Contents Page. You should then work through the other chapters, and their Quizzes/Exercises, one by one.

You're now ready to attempt the Mock Exam (the last item on the Contents Page).

- Complete the Mock Exam. You can do this only once so make sure you don't attempt it until you've completed all of the Chapters and Quizzes (Exercises). You should

attempt the Mock Exam in exam conditions, allowing yourself the appropriate time period for that exam with no interruptions. We strongly recommend that you switch your phone off.

- You'll receive your results immediately. Check your score – remember that 70% is the pass mark.
- Reinforce your understanding by checking the feedback to each question carefully, even the ones you got right.

And now, congratulations! You've just completed the best possible preparation for the real exam. We wish you success and look forward to welcoming you back for another Profex Online PassKit.