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.

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.

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.

L3M3 Contract Administration Online PassKit

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

View   Search   1   of 10

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 Documents   Exercise ›

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.

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.

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.

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.