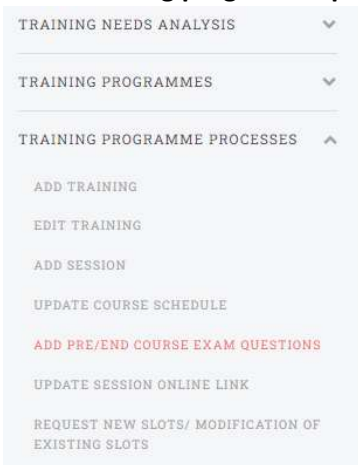


# Examination Module Help File

## Adding exam questions to a course

1. Log into SAI Training portal with “Training Institute Admin” role
2. Go to **Training programme processes** -> **Add pre/end course exam questions**, as below



3. The following page will open

4. Select the course, then select the exam type (either pre-course or end-course).
5. Add each questions with the 4 options and correct answer, and then click the “add question” button
6. Questions once added will be visible as a list below
7. Previously added questions can be edited by clicking on the “edit” button.
8. Questions added will be available to all participants of a course on the final day of the course.
9. Participants can access the examination module through the following path:  
Employee Participation ->Undertake pre-end course exam

