

## EQUIP EXAMS - FAQs

*With exams approaching students often have several questions regarding the exams, processes and other queries. This document aims to provide information on the key questions students frequently ask.*

*If you have a question which is not addressed here then please feel free to contact the Equip Team by emailing [certificate@equip.org.my](mailto:certificate@equip.org.my)*

### **Must I sit for the exam?**

The exam is optional. However, if you are looking to graduate and obtain the Certificate in Theology, you **must** take the exam.

### **Do I have to pay for the exam?**

No, you do not need to pay any additional fees for the exam. The fee is included in your registration fee at the start of the course.

### **Do I have to register for the exam?**

Yes, you will be sent a link to register later in the term so that we know you intend to sit for the exam.

### **Can I defer the exam if I can't make it?**

You may apply for the exam deferment if you are unable to sit for the exam on the exam date.

### **What's the difference between official exam date and exam period?**

For onsite students, you are required to take the exam on the scheduled date (the official exam date); for self-study students, you are required to arrange your exam within the exam period (date, time, venue, and invigilator, all to be arranged by student).

### **How long is the exam?**

The exam lasts 2 hours 40 minutes. The first 10 minutes are given for you to read through your paper. NO WRITING can take place during this time. Once the first 10 minutes have passed you may begin writing. You will have a total of 2 hours and 30 minutes.

### **What is the format of the exam?**

The exam comprises different styles of exam questions depending on the level of your module.

### Preliminary Theological Certificate (PTC)

Part	Style	Description	Marks
1	Multiple choice questions	<p>Questions with a choice of answers out of which you select what you believe is the correct answer.</p> <p><i>*Note: Some questions have multiple answers. In these cases, you must select ALL correct options. Negative marking applies – students will lose marks for selecting incorrect options.</i></p> <p><i>Questions in this section are drawn from the same bank of questions used to generate the Quiz questions in the OLE. Doing the quizzes in the OLE is thus an excellent preparation for doing well in this section of the exam.</i></p>	50 marks
2	Short answer questions	<p>You will be asked to write approximately half a page on a given topic. You will be given the choice of approximately 7-8 topics out of which you only need to select <u>5</u>.</p>	25 marks (5 marks per question)
3	Essay question	<p>You will be given a choice of 3 essay titles. You select <u>1</u> title to write your essay on.</p>	25 marks

### Intermediate Theological Certificate (ITC)

Question	Style	Description	Marks
1	Multiple choice	<p>Questions with a choice of answers out of which you select what you believe is the correct answer.</p>	9 marks
2	Short answer questions	<p>10 questions worth 3 marks each.</p>	16 marks
3	Brief notes	<p>You will be asked to write approximately half a page on a given topic. You will be given the choice of approximately 7-8 topics out of which you only need to select 5.</p>	25 marks
4	Essay Question	<p>You will be given a choice of 3 essay titles. You select 1 title to write your essay on.</p>	25 marks (5 marks per question)
5	Essay Question	<p>You will be given a choice of 3 essay titles. You select 1 title to write your essay on.</p>	25 marks

### Certificate in Theology (Th.C)

Question	Style	Description	Marks
1	Brief notes	You will be asked to write approximately half a page on a given topic. You will be given the choice of approximately 7-8 topics out of which you only need to select 5.	25 marks (5 marks per question)
2	Essay Question	You will be given a choice of 3 essay titles. You select 1 title to write your essay on.	25 marks
3	Essay Question	You will be given a choice of 3 essay titles. You select 1 title to write your essay on.	25 marks
4	Essay Question	You will be given a choice of 3 essay titles. You select 1 title to write your essay on.	25 marks

#### How long should I allocate for each question?

Bear in mind that you have a total of 150 minutes to answer all the questions which are worth 100 marks. That equates to 1.5minutes/mark which is a very approximate guide. Note that you have different styles of questions which are worth different quantities of marks. Be sure to time yourself answers proportionally ie. If two questions amount to 50 marks make sure you allocate approximately 50% of the time to answering them (75 minutes). Different people work and write at different paces.

#### What should I bring with me to the exam?

Please bring black or blue pens to write with plus spare pens just in case any run out. Answers in pencil are not permitted. Equip will supply paper for the exam. You may want to bring a drink with you.

Bibles (including Study Bibles) may be brought into the exam. Bibles contained on electronic devices (such as smart phones and tablets) will **not** be permitted in examinations. We strongly encourage you to take the Bible you use every day (other than an electronic Bible) into the exam. Although Study Bibles are permitted in the exam don't let them become a distraction. Remember that you will be assessed on your knowledge of the content in the subject study notes and the Bible itself, not the notes in a Study Bible. **You can sit the exam without using a Bible.**

No commentaries or other material can be brought in for the exam.

#### Are there any breaks during the exam?

There are no allotted break times during the exam. If you wish to use the washroom during the exam you may do so.

#### What is the mark scheme?

Fail = Below 50  
 Pass = 50% - 64%  
 Credit = 65% - 74%

Distinction = 75% - 84%

High Distinction = 85% - 100%

**Are marks deducted for wrong answers, spelling and grammatical errors?**

Negative marking only applies to Part 1 (Multiple choice questions) of the PTC level exams – students will lose marks for selecting incorrect options there. In all other parts of the exam and in other levels, elements of an answer which are incorrect will not have marks deducted but will also not earn any marks. The exam is not an exercise in English spelling and grammar but students would need to be conscious when writing to use grammar and language which can convey the ideas you are aiming to present in your answer. Please be mindful to write legibly. Markers cannot award marks for answers they cannot read.

**Will the examination marker know it is my paper?**

All marking is anonymous and the marker will therefore not know, at the time of marking, whose paper they are marking.

**When will results be available?**

We aim to have results available for students approximately 16 weeks after the end of the exam period. After papers are marked, they need to be moderated by a second marker to ensure that the marks are fair. Hence, an extended marking period.

**How will students be notified of their results?**

Your results will be emailed to you as a PDF which you can then print out.

**What happens if I do not pass?**

In the very unlikely event that you do not pass the exam we would review your paper with you if you would like us to. You need to re-enrol to the module in order to sit for the exam again.

**Where can I take the exam?**

Students will automatically be registered for exams at the centre they signed up at but they can apply to sit at another centre closer to the exam date.

**Can I apply for a Special Exam arrangement?**

A Special Exam arrangement can be organised for you if for example, you have a permanent disability or have language difficulties. This is not to be mistaken for an alternative date arrangement. Please download a Special Exam arrangement form at: <http://equip.org.my/students/forms>. Please contact us if you need further information or clarification.