

Business Research and Service Institute LLC	<b>STANDARD OPERATING PROCEDURE</b>	BRASI Policies and Procedures
Version # 20201119	<b>Self-paced Training Courses – Student Guide</b>	Effective Date: 19 NOV 2020

Dear Student,

In this guide, you will find the instructions and guidelines for completing the training and acquiring your certificate.

The course consists of several modules. Each module contains the following learning resources:

1. An interactive lesson for the module, including a built-in quiz. This quiz is a part of the lesson, to enhance the learning process. You can take the module quizzes as many times as you need.
2. The score received on the module quizzes does not affect the final TEST.
3. Handbook for the module: The handbook is downloadable and pre-set for printing. You may print it at home or have it printed at a local print shop. Printed handbooks are available at a nominal price plus shipping cost. Please send a request for details.
4. Files related to exercises and calculations in the course. These files can be downloaded for practicing the exercises.

You may see a popup, “TAKE THE TOUR”. Use it to navigate through the site, or skip if you have already taken the tour and are familiar with the navigation.

In order to begin, please click on the link [Module 1](#), to access the course contents.

It is recommended that you review the modules in their order of numbering, i.e., Module 1, Module 2 and so on. You may request a tutorial session with an instructor in case you would like to discuss a topic or have a question about the course. Use the, “Messages” link to connect with an instructor.

Once you have reviewed all the modules, taken the quizzes and are ready to take the final TEST, then please click on the link, “TEST”. You will find the following information and tips helpful:

1. It is an open-book test, consisting of multiple-choice questions.
2. Only one attempt is included in the course. In case of unsuccessful first attempt, a retake may be allowed after review by the BRASI Program Advisor Group PAG).
3. The test duration begins once you start the test. The remaining time is shown on the clock at the right-hand corner of the page.
4. Each question carries one point.

5. Passing score is 70%
6. Negative marking is not used, therefore, answer all questions.
  
7. Go through all the questions in a flow, answering the ones that you can and leaving others to attempt next. This gives you better control over timing.
8. Read the questions carefully, and try to locate the key words, as those can help in choosing the right answer.
9. You can change your answer to a question as many times as you want, before submitting the TEST.
10. Review the questions before submitting, as you can not make any changes after submitting the TEST.
11. Click on the SUBMIT button once you have answered all the questions. Result will be displayed instantly. Your certificate will be uploaded to your user account within 24 hours from the time of passing the TEST.

Certificate: All BRASI certificates are provided in PDF format, uploaded to the student's account once a course is completed. These may also be sent by email. Printing specifications are provided along with the certificate PDF copy. Printed certificates are available upon payment of USD 20 plus shipping cost.

Your feedback is important for continuous improvement of the program – please take a moment to fill out the Course Evaluation form via link provided in your home page.

For any questions or clarifications, please send a message using the, “Message” link in our home page.

Wishing you success!

BRASI Team