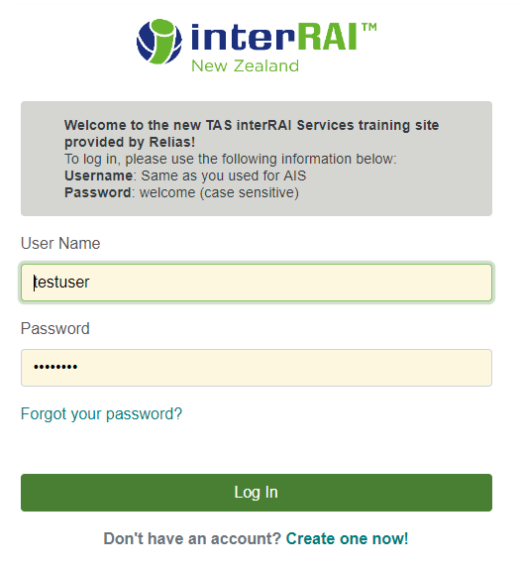


# Completing Required Competency Exams in Relias

## Completing required exams (evaluations)

### Step 1

Log in to your Relias account:



Welcome to the new TAS interRAI Services training site provided by Relias!  
To log in, please use the following information below:  
**Username:** Same as you used for AIS  
**Password:** welcome (case sensitive)

User Name

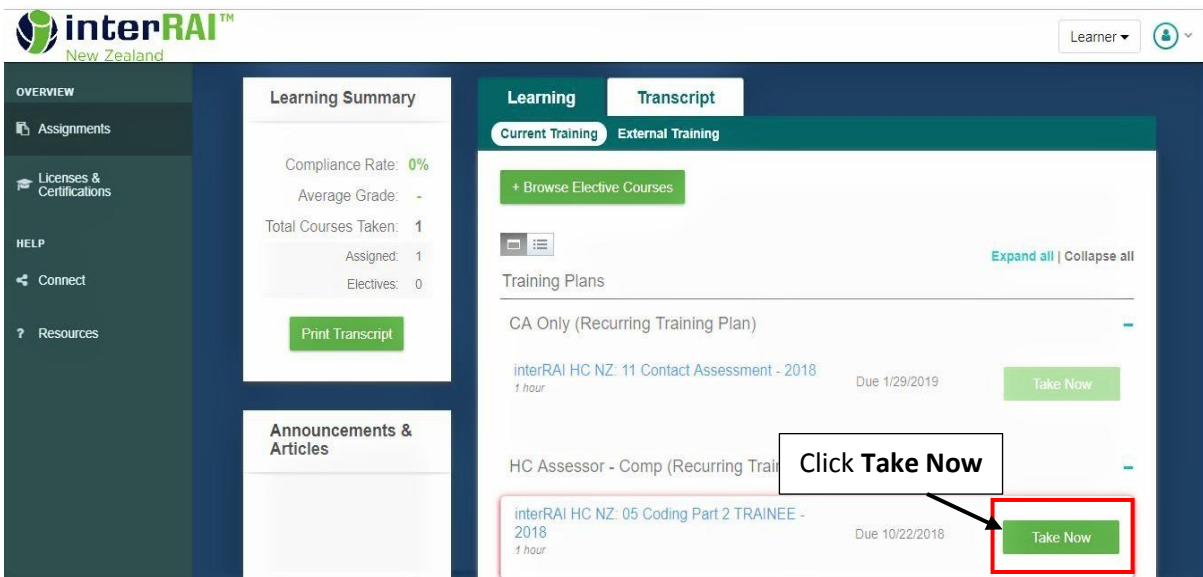
Password

[Forgot your password?](#)

Don't have an account? [Create one now!](#)

### Step 2

Select the exam you wish to complete:



interRAI New Zealand

Learning Summary

Compliance Rate: 0%  
Average Grade: -  
Total Courses Taken: 1  
Assigned: 1  
Electives: 0

Announcements & Articles

Learning Transcript

Current Training External Training

Training Plans

CA Only (Recurring Training Plan)

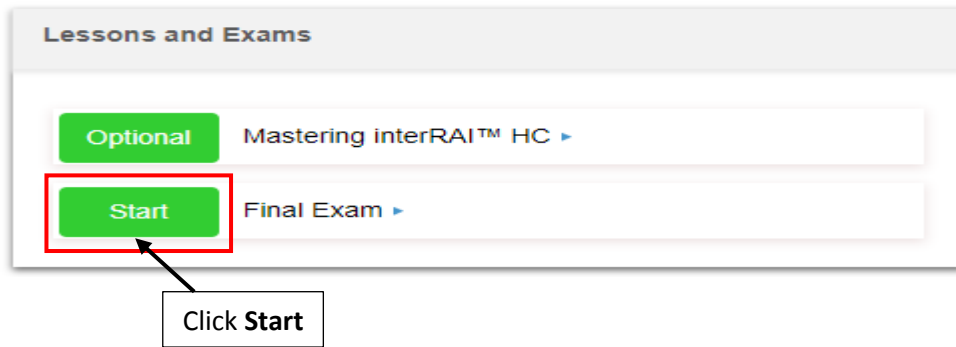
interRAI HC NZ: 11 Contact Assessment - 2018  
1 hour Due 1/29/2019

HC Assessor - Comp (Recurring Training Plan)

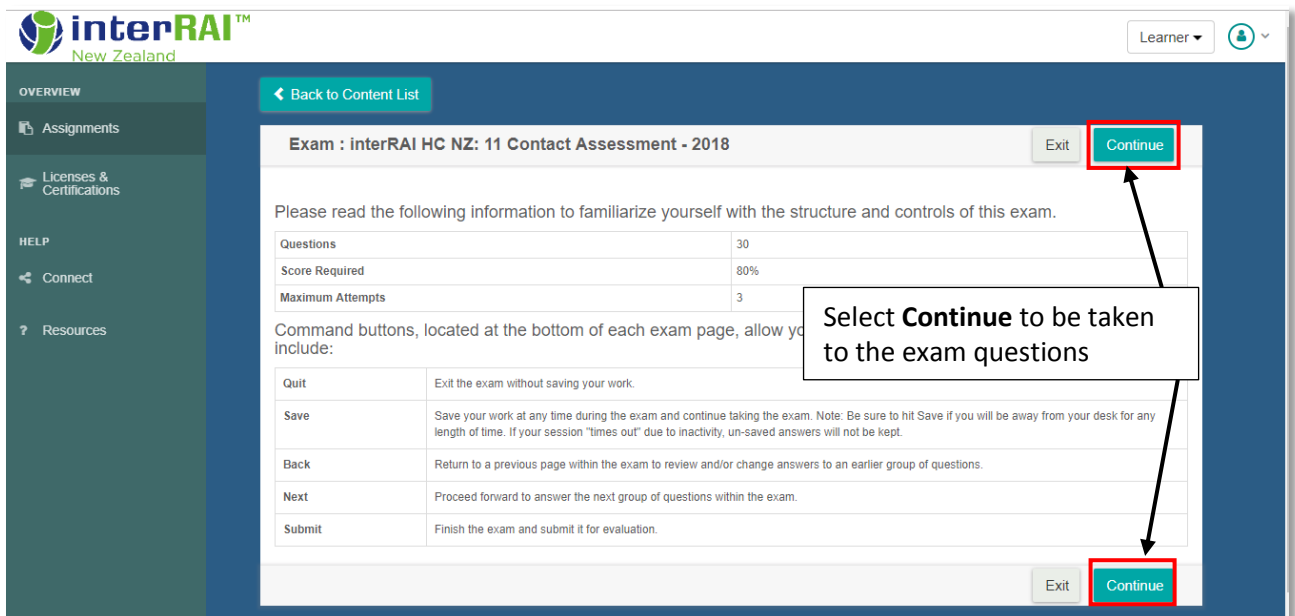
interRAI HC NZ: 05 Coding Part 2 TRAINEE - 2018  
1 hour Due 10/22/2018

Click Take Now

### Step 3

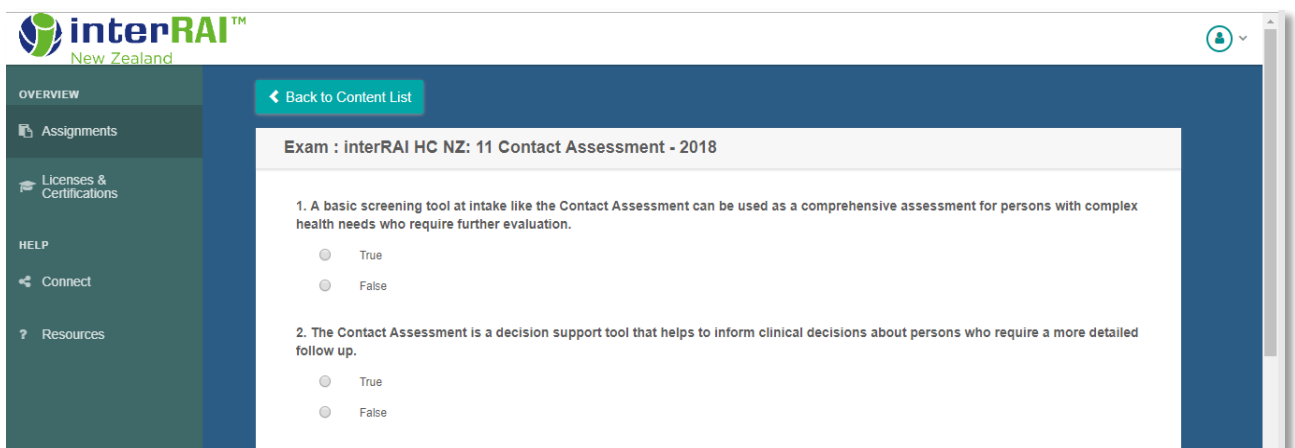


### Step 4

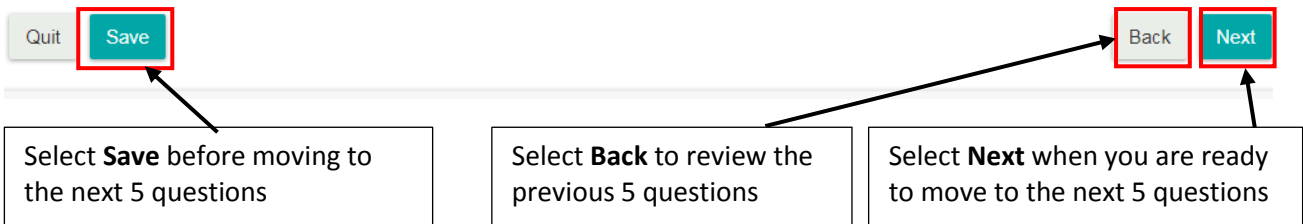


### Step 5

The exam questions will display, ready for answering.



These are 5 questions displayed on each screen page. At the bottom of the screen you will see these options.



Quit **Save** Back **Next**

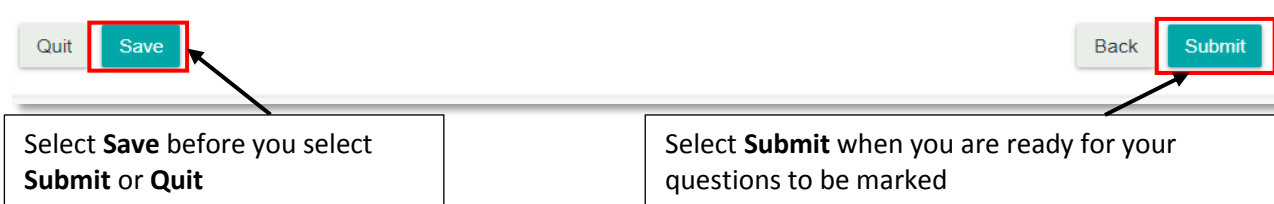
Select **Save** before moving to the next 5 questions

Select **Back** to review the previous 5 questions

Select **Next** when you are ready to move to the next 5 questions

## Step 6

On the last page of the questions you will have these options.



Quit **Save** Back **Submit**

Select **Save** before you select **Submit** or **Quit**

Select **Submit** when you are ready for your questions to be marked

## Step 7

Your exam score will be displayed automatically after you have submitted your exam questions.



Exam : interRAI HC NZ: 11 Contact Assessment - 2018 Exit Continue

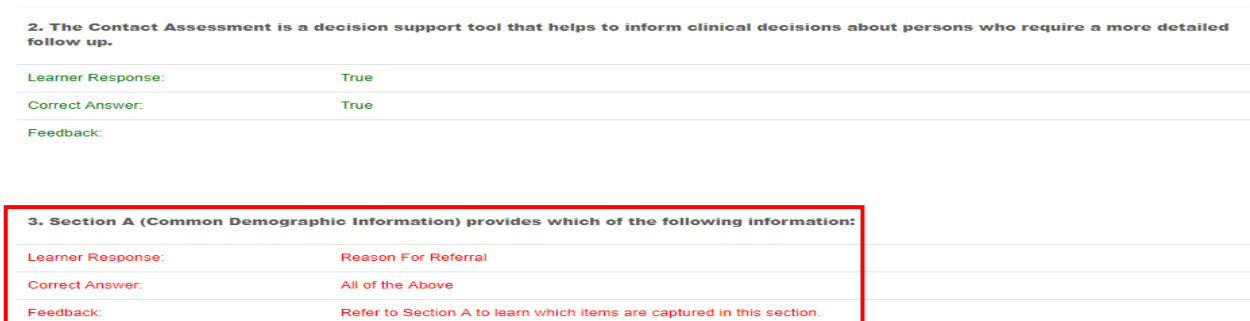
Congratulations! You have successfully passed the exam.

Exam Score: 80%

Score Required: 80%

## Step 8

Scroll down the screen to review the incorrect responses, including feedback.



2. The Contact Assessment is a decision support tool that helps to inform clinical decisions about persons who require a more detailed follow up.

Learner Response: True

Correct Answer: True

Feedback:

3. Section A (Common Demographic Information) provides which of the following information:

Learner Response: Reason For Referral

Correct Answer: All of the Above

Feedback: Refer to Section A to learn which items are captured in this section.

## Step 9

Exam : interRAI HC NZ: 11 Contact Assessment - 2018

Exit Continue

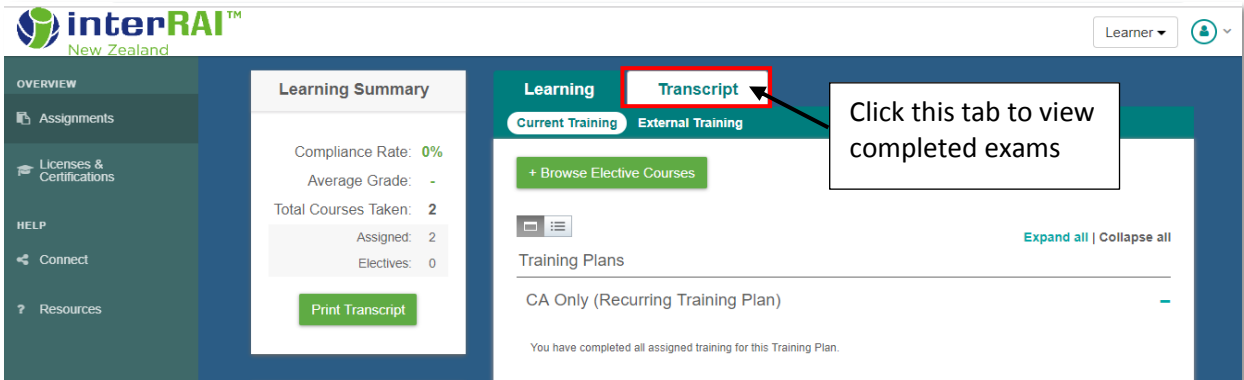
Congratulations! You have successfully passed the exam.

Exam Score: 80%  
Score Required: 80%

Select Exit to return to your home page

**Note:** If you do not pass your exam after three attempts, please send an email to [interRAI@tas.health.nz](mailto:interRAI@tas.health.nz) with a request for an additional take. Please include your name, your place of employment and the name of the exam that you need an additional attempt for.

## Step 10



Learning Summary

Compliance Rate: 0%  
Average Grade: -  
Total Courses Taken: 2  
Assigned: 2  
Electives: 0

Print Transcript

Learning Transcript

Current Training External Training

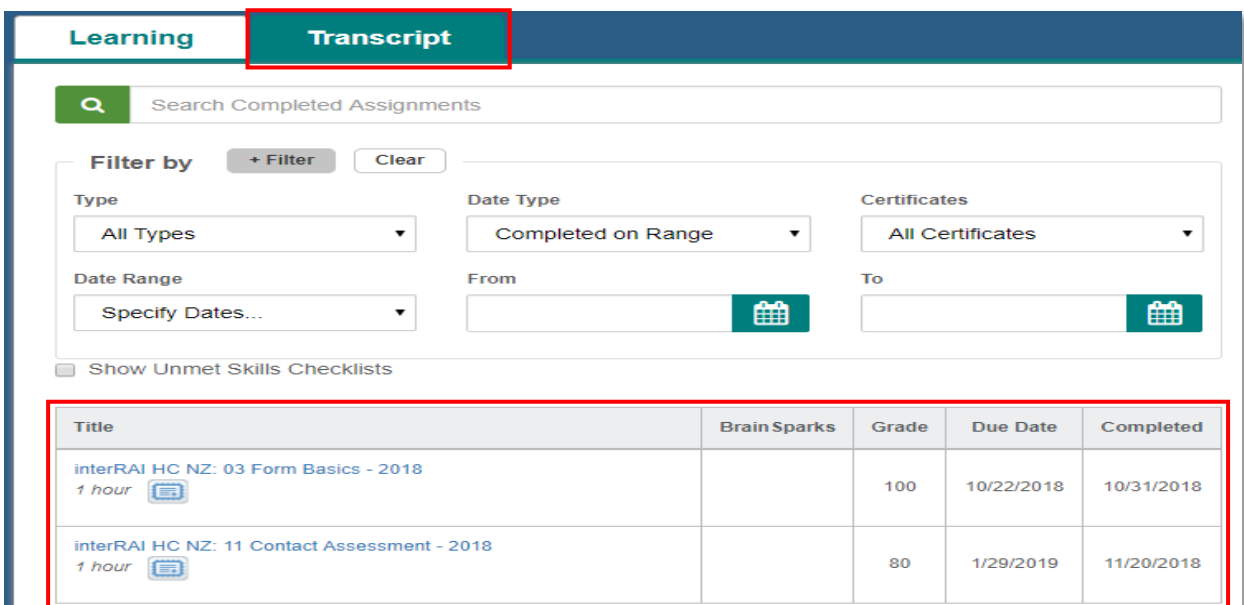
+ Browse Elective Courses

Click this tab to view completed exams

Training Plans

CA Only (Recurring Training Plan)

You have completed all assigned training for this Training Plan.



Learning Transcript

Search Completed Assignments

Filter by + Filter Clear

Type: All Types Date Type: Completed on Range Certificates: All Certificates

Date Range: Specify Dates... From To

Show Unmet Skills Checklists

Title	Brain Sparks	Grade	Due Date	Completed
interRAI HC NZ: 03 Form Basics - 2018 1 hour		100	10/22/2018	10/31/2018
interRAI HC NZ: 11 Contact Assessment - 2018 1 hour		80	1/29/2019	11/20/2018

## Step 11

### Learning Summary

**Compliance Rate: 0%**

Average Grade: -

**Total Courses Taken: 2**

Assigned: 2

Electives: 0

**Print Transcript**


This indicates there are additional exams to take before competency is achieved at this time

This indicates how many exams you have completed

Click **Print Transcript** to display a printable display of the exams you have successfully completed

## Step 12

This is an example of the printable transcript for your professional development records.



### Transcript For User, Test

Course Name	Completed	Hours	Final Exam Score	Instructor Name	Organization
interRAI HC NZ: 03 Form Basics - 2018	10/31/2018	1.00	N/A	Relias Learning	TAS interRAI Services
interRAI HC NZ: 11 Contact Assessment - 2018	11/20/2018	1.00	N/A	Relias Learning	TAS interRAI Services

**Total Hours: 2.00**

**I certify that the trainings listed above were completed by me.**

\_\_\_\_\_  
Staff Name

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Job Title

If you require assistance that is related to this transcript, please contact Relias Support by calling 1-800-381-2321 or emailing support@reliaslearning.com.