

NZIQS Code of Conduct Online Test Instructions

Introduction

The NZIQS Code of Conduct test has been created as an education tool for understanding and learning the NZIQS Code of Conduct (Code) which was revised in July 2017.

The Code is a public statement of the principles, values and behaviour expected of members. Its purpose is to ensure that high standards of corporate and individual behaviours are observed by all members.

The Code provides the minimum standard of conduct to which all members of NZIQS must adhere to. A member may be disciplined in accordance with the NZIQS Complaints and Disciplinary Procedure for a breach of the Code.

Who can do the test?

All NZIQS members are encouraged to complete the test, so they are confident they know and understand the Code of Conduct.

All MNZIQS candidates must complete and pass the Code of Conduct test before their MNZIQS interview is arranged.

You can claim 1.5 CPD hours for successfully completing the course.

How does the test work?

The online test can be taken at any time. It consists of reading each section of the Code and then answering 25 multi-choice questions based on scenarios. There are 25 questions in total and you need to answer 20/25 (an 80% pass rate) to pass the test.

Once successfully completed, you can download the certificate of completion. The certificate will also be sent to you by email.

The NZIQS office will be notified when you successfully complete the test.

If you fail the test you may resit it immediately or later.

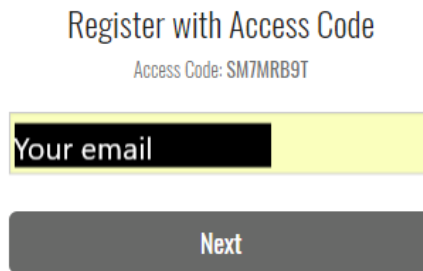
The online test is hosted on a platform called Intuto.

Before you take test

1. Download the NZIQS Code of Conduct for easy reference:
 - a. <http://www.nziqs.co.nz/About/Code-of-Conduct>
2. Allow 1 - 1.5 hours to complete the test

Access the test online

3. Click this link to access the online test:
<https://nziqs.my.intuto.com/collection/register?accesscode=SM7mRb9T>
4. Enter your email address in the “Register with Access Code Screen”



Register with Access Code
Access Code: SM7MRB9T

Your email

Next

5. If you haven’t accessed a course on the NZIQS Intuto platform it will ask you to register a new account. Enter your: First Name, Last Name, Select Country and choose a password.
6. Read and click “I agree to the terms of use and terms of service”
7. Click “Register”
8. The next screen will show the NZIQS Code of Conduct test – click “Start”

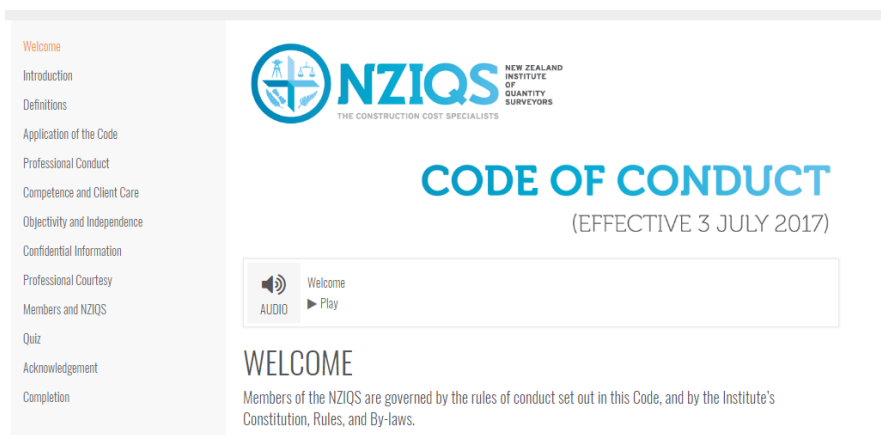


NZIQS - Code of Conduct Test

Progress:
Not started
No previous access

Start

9. Read the Code section by section on screen. You can re-read a section by clicking on it in the left-hand menu.



Welcome

Introduction

Definitions

Application of the Code

Professional Conduct

Competence and Client Care

Objectivity and Independence

Confidential Information

Professional Courtesy

Members and NZIQS

Quiz

Acknowledgement

Completion

 NZIQS
NEW ZEALAND
INSTITUTE
OF
QUANTITY
SURVEYORS
THE CONSTRUCTION COST SPECIALISTS

CODE OF CONDUCT
(EFFECTIVE 3 JULY 2017)

 Welcome
AUDIO ▶ Play

WELCOME
Members of the NZIQS are governed by the rules of conduct set out in this Code, and by the Institute's Constitution, Rules, and By-laws.

10. After reading the last section of the Code “Members and MNZIQS”, the screen will take you to the Quiz. Select “BEGIN” to start the quiz

Quiz Questions

11. Read each question carefully and if necessary refer to your downloaded copy of the Code. The section referred to is at the start of each question.
12. Click the button next to the answer you think is correct
13. When you have finished all 25 questions Click “*Submit Answers*”
14. The screen will show how many questions you got right. You need 20/25 (80%) correct to pass the test. Note: our office is not notified of your score.

If you Fail the test

15. If you fail the test (i.e. got less than 20 questions correct) you can click “*Try Again*” to re-read the Code and resit the test immediately. Or continue pressing the “*Next*” buttons until you exit the test if you want to try again later. Do not complete the Acknowledgement.
16. To sit the test later, log in with your email and password using the same website link: <https://nziqs.my.intuto.com/collection/register?accesscode=SM7mRb9T>
17. The screen will show that you are In Progress with the Code of Conduct test. Click “*RESUME*” to redo the test.



If you Pass the test

18. If you pass the test (i.e. got 20 or more questions correct) click “*Next*”

Acknowledgement and Certificate

19. Press “*Begin*” to start the Acknowledgment.
20. Click “*I agree*” if you have read and agreed to comply with the Code of Conduct.
21. Click “*Submit Answers*”
22. Click “*Exit Content*”
23. You can view/download your certificate online – this will also be emailed to you.