Delegate User Guide for ECS Online Assessments

NOTE - To take the assessment you must:
- **Be in a room on you own and not disturbed**
- **Have a current Photo ID with you**
- **Pay full attention at all times and respond to all attention prompts without delay**

This guide includes the following:

Please read ALL instructions before an assessment is taken
For more information about online remote invigilated assessments please see www.ecscard.org.uk/RIS

Online Assessment User Guide

Introduction

The Electrotechnical Certification Scheme (ECS) online assessment system allows ECS assessments to be taken by ECS cardholders via their MyECS account.

When an ECS assessment has been passed the delegates record is updated with the result and is made available for ECS card applications in MyECS and the ECS Employer Portal.

It is possible to make an ECS card application before an ECS HS&E assessment is taken. The application is simply held until the HS&E assessment has been successfully passed.

Equipment

The ECS assessment system requires a suitable laptop or desk top computer for the assessments with a working internet connection.

Computers should be running a minimum of Windows 7 or Mac OS X 10.8 with the latest version of either Google Chrome or MS Edge. The browser must have the webcam enabled and allow redirects for the assessment system to work.

Details of the minimum equipment specification are listed in the "IT Supported Systems" document available in the policies and documents section located in the footer of the ECS card website www.ecscard.org.uk

Warning

You will be monitored while you are using the ECS online assessment system.

YOU must:
- Not communicate with anyone during the assessment
- Ensure your computer is placed on a flat stable surface
- Not at any time move out of view of the webcam, your full attention MUST be on the computer screen and your face visible at all times
- Have a plain background behind you
- Not have any other computing devices around you
- Not have access to any reference material
- Not have any other person in the room with you
- Not leave or move out the browser window you are using or go to another browser window or tab with your mouse at any time for any reason

There are two ways that you can book an ECS Online assessment:

1.   Your **employer** or other **licenced provider** can setup an assessment directly for you.

2.   Via your **MyECS account**

When you log on to your MyECS account you will be able to purchase an online assessment via the "My Health & Safety Awareness" tile.

Once your assessment is booked you will receive an email with instructions and your login details.

The assessment is available to you to take at anytime you have prepared for the assessment and are ready to take it.

Note: It is possible to make an ECS card application before the ECS HS&E assessment is taken. The application is simply held in our systems until the HS&E assessment has been successfully passed.

Taking the assessment

You will be sent an email with instructions and your login details
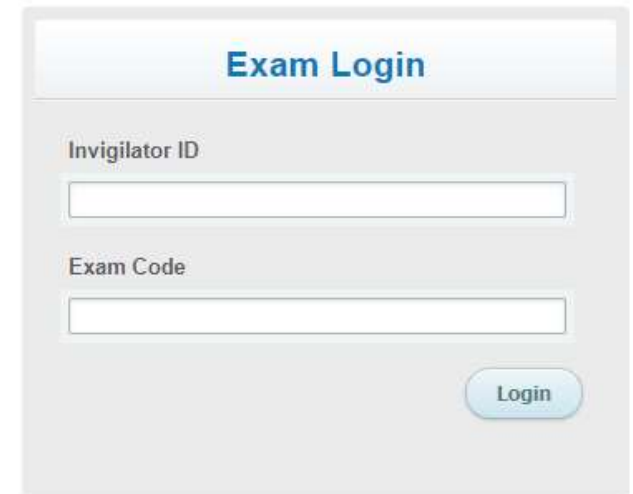
Before you take the assessment make sure you have revised for the assessment you are taking. Revision guides and more information about getting ready for an assessment can be found at www.ecscard.org.uk/onlineassessment

To take the assessment go to https://examproct.ecstest.org

You will need to enter your Invigilator ID and Exam Code and click 'login'.

Remember YOU will be monitored while you are using the ECS online assessment system.

Note: The correct webcam <u>MUST</u> be selected and "redirects" permitted in the web browser being used for the assessment to work correctly. Your own IT support will need to help you if the assessment does not work.

Taking the assessment

1. After logging in you must make sure that your details are correct and fill in any missing information

2. The email address provided is where the result letter will be sent after the assessment

Exam Type: Electrical

Title:	*	Mr	Contact Number:	*	01322 661622
First Name	*	Test	Address Line 1	*	Unit 2 Whiteoak Square
Last Name	*	User	Address Line 2		London Road
NI Number	*	AA111111A	Address Line 3		
DOB	*	01/01/2000	Town	*	Swanley
Personal Email	*	test.user@somedomain.co.uk	County		
Business E			Post Code	*	BR8 7AH
Nationality					
Ethnic Origins					

☐ * I confirm that all information provided above is true and accurate.

☐ * By continui   gree to the JIB securely storing your personal informa
purposes of an ECS application.

Please Note:
Your details must be correct **before** you start this test.
Once you click Start your details are locked and cannot be changed.

3. Before you can start the test you must:
A. Confirm your details are correct
B. Agree to your details being held for an ECS card application

NOTE: Attention prompts will appear throughout the assessment.
These must be responded to by clicking on them as soon as they appear.
Failing to respond to any attention prompt will mean failing the assessment.
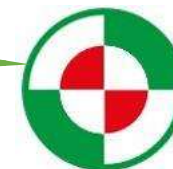
Taking the assessment

Clicking "save" takes you to the verification screen.

**You will need your photo ID to complete this part of the verification process.**

You must follow the instructions and make sure that you are always in full view of the webcam.

Before we start the assessment we will verify your identification.

Please make sure that you are sitting centrally in front of your webcam.

This picture shows the position you need to appear to the webcam.
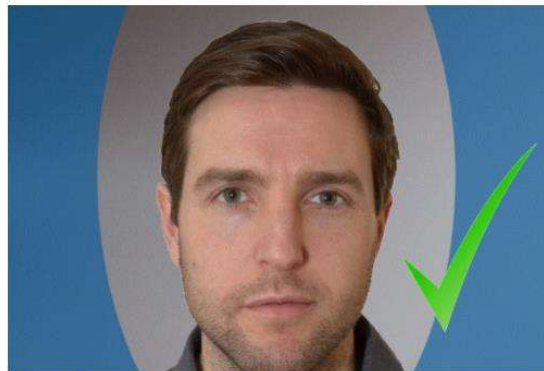
We will now take a picture of you using to ensure you are the person we are expecting.

Click the NEXT button below to continue ..

Important – Please NOTE:

There is sometimes a 30 second delay between the delegate confirming their details and the next screen.

Please wait for the system to load.

- ## In some cases the assessment may not proceed at this point

- The problem will be with the security settings on your local machine.

- The web browser being used must allow access to the webcam and allow redirects. There may also be something in the firewall or virus software that need to be changed to allow the system to work correctly.

- Some larger companies have their security settings tied down tightly which prevents the system working.

- We have some basic guidance that can be found at the bottom of the webpage www.ecscard.org.uk/onlineassessment (this link is provided in the email that you get with your login details).

Taking the assessment

After the validation process is completed the "start test" button needs to be clicked

Once the test is started no further changes can be made to your details.

Start Test

Each question is displayed in turn
The number and time remaining are displayed in the question header
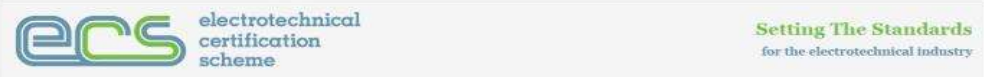
Question: 1/40   Time Left:- 29:59

A Health & Safety Executive Inspector can?

○ Only visit if they have made an appointment
○ Only visit to interview the site manager
○ Visit at any time
○ Only visit if accompanied by the principal contractor

Previous   Next

Don't forget to click on ALL those attention prompts as soon as they appear

Taking the assessment

The last question has a warning that the summary page will be the next screen

The summary screen allows all the questions in the assessment to be reviewed.
Simply double click the question to edit it and click save to continue

When you have completed the review of your assessment the "finish" button must be clicked
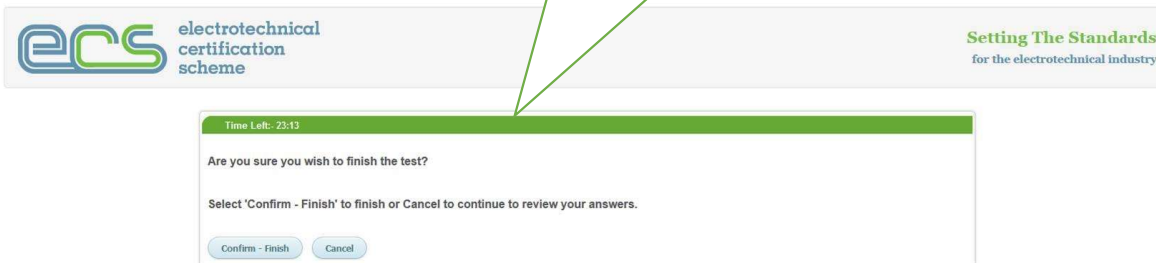
Once the "finish" button is clicked <u>the assessment is locked</u>

- no more changes can be made

The assessment is automatically stopped when the full time has elapsed. To mark the assessment the finish button must be clicked.

Taking the assessment

Before the assessment is marked an additional confirmation to finish is needed so the assessment cannot be 'accidently' finished

If there is no result issued then it may be either that the assessment has been selected for moderation or you have not finished the assessment correctly so it can be marked.

You may need to log back in and click to finish the assessment so it can be marked.

If the login does not work then the assessment will be reviewed in the moderation process.

See the next page for more details.

Time Left: 23:13

Are you sure you wish to finish the test?

Select 'Confirm - Finish' to finish or Cancel to continue to review your answers.

Confirm - Finish   Cancel
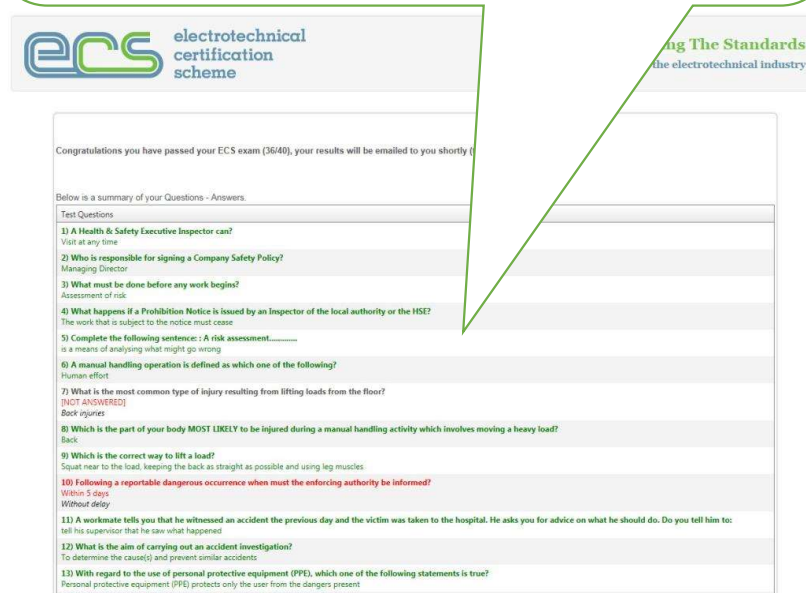
The result

When the assessment is completed:

If the online assessment system is satisfied that everything you have done complies with the online monitoring requirements the test result will be displayed.

If the online assessment system has detected any unusual activity in the way the assessment was taken the result will be held until the exam performance has been reviewed by a moderator.

Moderation may take 3 to 4 working days. The exam result will then be notified to you by email.

No other feedback will be provided apart from in the exam result letter.

If there are <u>no issues</u> with the assessment the result and feedback screen will be displayed. The result will automatically be emailed to you and your MyECS account updated if you have passed.

Remember

To take an assessment follow the instructions in the email you received and go to: https://examproct.ecstest.org

You MUST stay in full view of the webcam throughput your assessment

<u>You must have your photo ID with you to take your assessment</u>

The ASSESSMENT instructions <u>MUST</u> be followed **PRECISELY**

Make sure the correct website address is being used

An ECS card needs to be ordered separately to taking the ECS assessment

You must have your full attention on the assessment at all times

<u>Failing to respond to an attention prompt will mean failing the assessment</u>

You MUST NOT leave the assessment browser window during your assessment

Make sure the correct webcam is selected **<u>BEFORE</u>** you login.

Your web browser has the latest version/ updates installed (Chrome or Edge preferred)
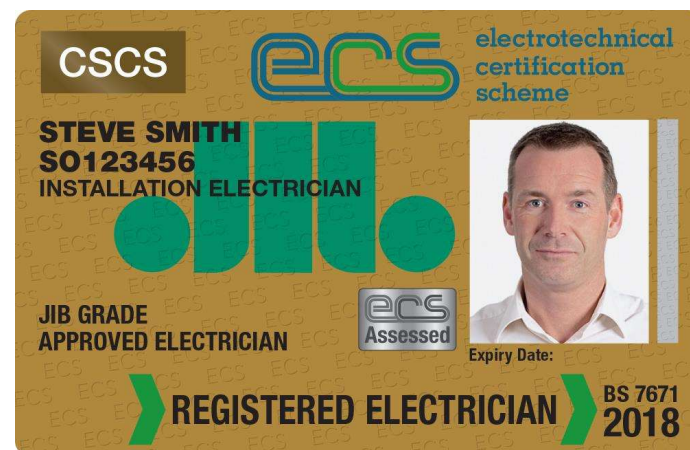
What the Delegate Sees

The following images are a copy of what you will see before and during your assessment.

Please make sure you follow all instructions, have your Photo ID (Passport or UK photo driving licence) with you and respond to ALL attention prompts quickly. You should be using the latest version of Chrome or Edge web browser and have the correct webcam selected.

1. Start

2. Environment Settings

The Room Around You

Before you carry on, take a moment to make sure that you are ready for the assessment and that you are sitting in a safe environment using a desktop or laptop computer on stable work station or desk.

You must make sure that you:

- Do not have any other computing devices around you
- Do not have access to any reference material, including electronic devices that could retrieve reference material
- Do not have any other computer screens connected to your computer
- Do not leave or move out the current browser window or go to another browser tab at any time for any reason
- Do not have any other person in the room with you
- Do not move out of view of the webcam at any time

All these things will be monitored and will result in an automatic failure of your assessment.

Only continue once you have made sure that you are ready and can comply with everything in the list above.

Next

3. Attention Information

4. Photo ID Reminder

Your Photo ID

There will now be a series of screens for you to make sure your details are correct and for us to check your identity.

You must make sure that these details are correct before you start your assessment as they cannot be changed once you have started the assessment.

Make sure you have your current Photo ID (**such as a passport or photo driving licence**) with you before you click the next button.

Next

NOTE: Attention prompts will appear throughout the assessment.
These must be responded to by clicking on them as soon as they appear.
Failing to respond to an attention prompt will mean failing the assessment.

5. Assessment Conditions Reminder

Assessment Conditions

You are about to start the assessment process.
You must:-

- Have your Photo ID (Passport or Photo Driving Licence) with you
- Be in a room on your own
- Not communicate with anyone during your assessment
- Pay attention at all times
- Make sure your face is clearly seen in the webcam
- Have a plain background
- Make sure your computer is placed on a stable flat surface
- Keep looking at the screen at all times

You must treat this assessment as if you are in an exam room with an invigilator.

Remember you are now being monitored.

Click the NEXT button below to continue …

Next >

Important – Please NOTE:

There is sometimes a 30 second delay between the delegate confirming their details and this next screen.

Please wait for the system to load.

If there is a problem with your security settings then the assessment will not continue byond this point
SEE PAGE 8

6. Instructions Webcam Position

This must be for the whole assessment.

The system prompts the delegate to have their picture taken.

The instructions must be followed and the position in front of the webcam maintained.

7. ID Verification

The system asks for your Photo ID to be presented to the webcam. You must make sure that the photo ID fills the box and is clearly visible. You can retake the photo ID image if you need to.

Note: The delegate ID will appear reversed initially. This is because of the way all webcams function. The image will be corrected once the image has been captured and the delegate confirms that it is correct to be used.

8. The Assessment

Your Assessment

Your assessment will start when you click the button below.

Each question will be displayed to you, simply select the answer that you think is correct and click next.

You will be able to review your answers before you complete the assessment.

Click the NEXT button below to continue ...

Next >

Please see pages 5 to 12 for details about taking the assessment.

9. After the Assessment

Check Image

We will now take a photograph of you before you finish.

The system will now verify your identity, please make sure that you are sitting centrally in front of your webcam.

Click the NEXT button below to continue ...

Next >

A validation photograph is taken at the end of the assessment. The procedure for this is the same as before.

The Electrotechnical JIB — Setting employment standards

ecs — electrotechnical certification scheme

9. Assessment finish

ecs

Thank you

Your assessment is now finished and you are no longer being monitored by our systems.

One of two things will now happen:

Either you will be taken to the feedback screen that will give you your assessment result and you will be sent a confirmation email.

Or, if your assessment has been selected for moderation, your assessment will be reviewed, your result will then be sent to you by email. This process can take up to 3 working days to complete.

Please remember to log into your MyECS account to keep your personal details up to date and check your result is showing on your account.

Thank you for taking your assessment with us.

www.ecscard.org.uk

Click the NEXT button below to continue ...

Next >

Important – Please NOTE:

If there are no issues with the assessment the score and feedback will be provided to the delegate on the next screen.

If the test system has picked up an issue with the way the assessment has been taken then the assessment will be referred for moderation.

This assessment may take a few days to be reviewed.

The only feedback in this case will be the information provided in result letter.