




Online Student Exam Guide

for

ECQA Certified Professions


**R. Messnarz (ISCN Ltd.)
D. Ekert (ISCN GmbH)**

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| 1 | 0 | 14.2.2008 | All | DE (ISCN) | Creation |
| 2 | 1 | 2.9.2008 | All | RM (ISCN) | Integration in the new EU Certificates Web Platform |
| 3 | 2 | 7.9.2009 | All | DE (ISCN) | Updated Screenshots and Registration Process |
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The Capability Adviser Skill & Exam Main Page and Requirements

Note: To attend the exam register to the system at least 1 hour before the exam will start.

Note: If you have registered before, just log in. You only need to register once.

To access the Capability Adviser Skill & Exam Portal please visit the ECQA web site at:

<http://www.ecqa.org>

The Main Menu

Step 1: Register

Select “Examination Service” from the left menu and click on the “Register” button to proceed.

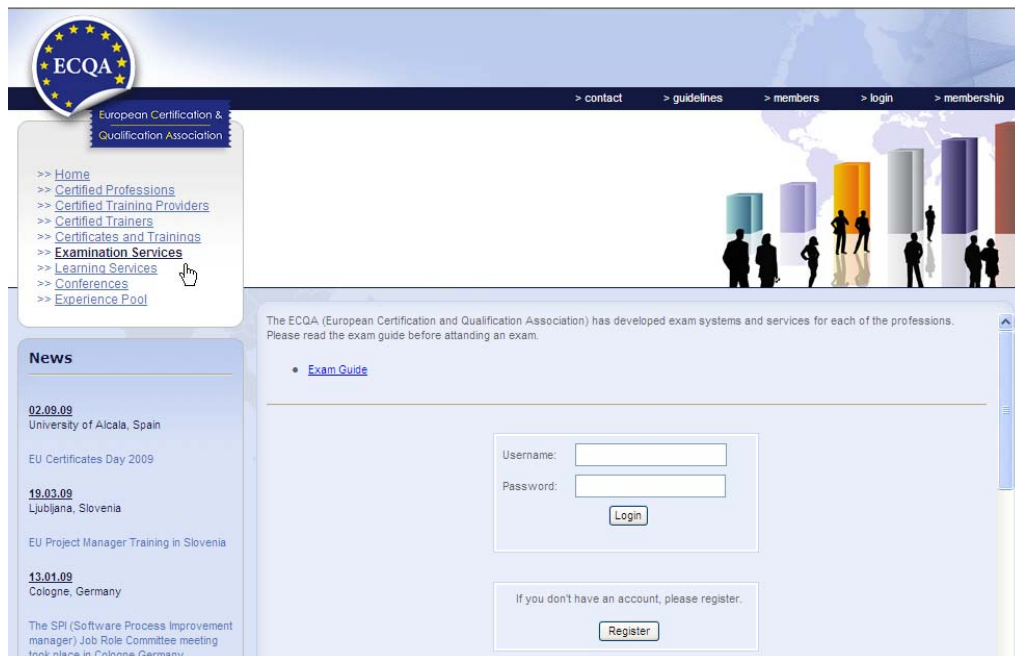



Figure 1: Exam Registration - Opening the ECQA Web Site and Select “Examination Services”

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Select “Examination Service” from the left menu. Click on the “Register” button to proceed. The next step is to select the profession and confirm it by clicking on the “Next” button.



Please, Select the Profession you would like to Register for:

- Information & Communication Systems Engineer
- Job Role Basics of Project Management
- Job Role Basics of Software Architecture
- Job Role EU Internal Financial Control Assessor
- Job Role EU Project Manager 2009
- Job Role Innovation Manager
- Job Role IT Consultant for SMEs
- Job Role IT-Security Management Basic

Figure 2: Select Profession


After the profession was chosen, select the examination body and confirm it again with “Next”.



Please, Select your Examination Body:

| | |
|---|---|
| <input checked="" type="radio"/> ISCN- Manageur | Country: Ireland and Austria Web page: http://www.iscn.com |
| <input type="radio"/> proHuman | Country: Slovenia Web page: / |
| <input type="radio"/> Alexander Technological Educational Institute of Thessaloniki | Country: Greece Web page: / |
| <input type="radio"/> Skills International GmbH | Country: Austria Web page: www.skills-int.com |
| <input type="radio"/> Skills International LLC | Country: Kosovo Web page: Skills |
| <input type="radio"/> University of Rijeka | Country: Croatia Web page: http://www.uniri.hr/ |
| <input type="radio"/> Fundacion General de la Universidad de Valladolid | Country: Spain Web page: http://www.funqe.uva.es |
| <input type="radio"/> IMC University of Applied Sciences Krems | Country: Austria Web page: http://www.fh-krems.ac.at |

Figure 3: Select Examination Body

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If you have already registered to the system before for another profession, please select the first option. If you are new to the system, please select the second option and fill out the requested fields. All fields are mandatory.

After you have registered to the system you are also automatically logged in. Once logged in you can browse the skill card, perform a self assessment and connect to the learning management system (see the Capability Adviser Users Guide for more information and step 3).

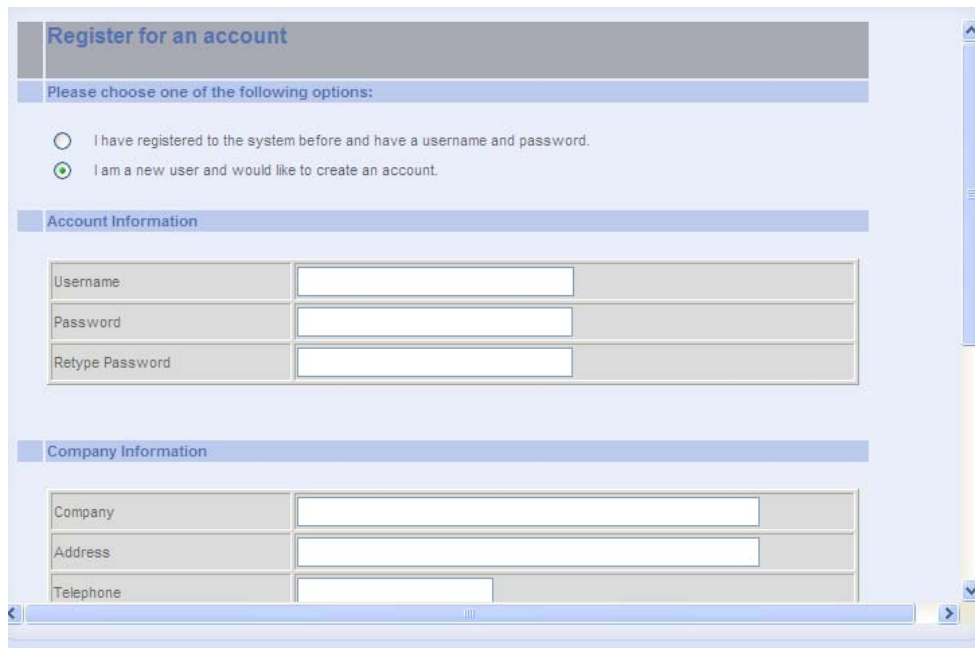



Figure 4: Register

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Step 2: Login

Select “Examination Service” from the left menu and enter your username and password. Click on the “Logon” button to proceed.

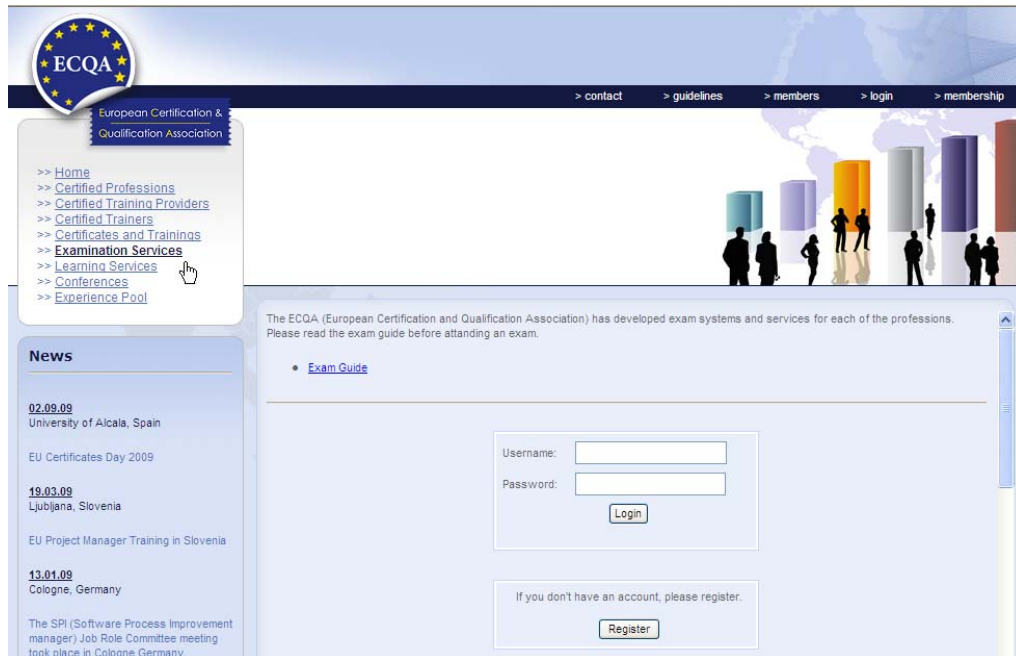


Figure 5: Login Window at the ECQA site – Examination Services

Step 3 Start the Exam

After the participant logs in the main windows with the skill card, menu and the help window opens. An additional online guide on how to perform the exam can also be found in the help window.

From the menu select *Exam* and *Perform* to start with the test.

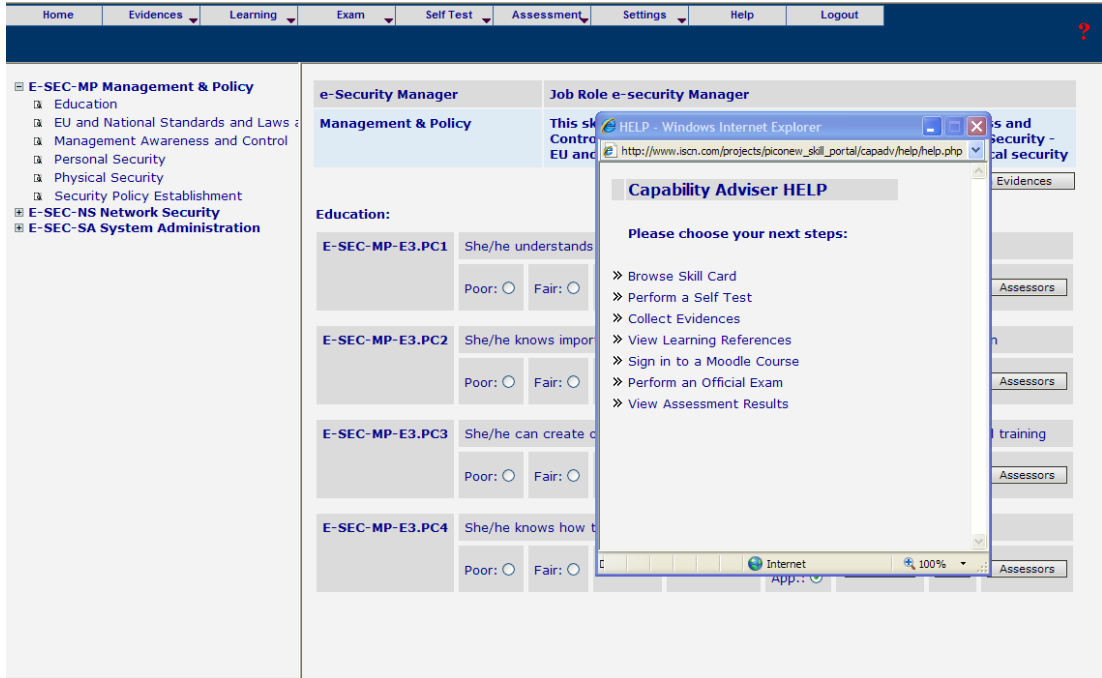


Figure 6: In the main bar select Exam – Perform
The exam with an introduction text will open in a new window.

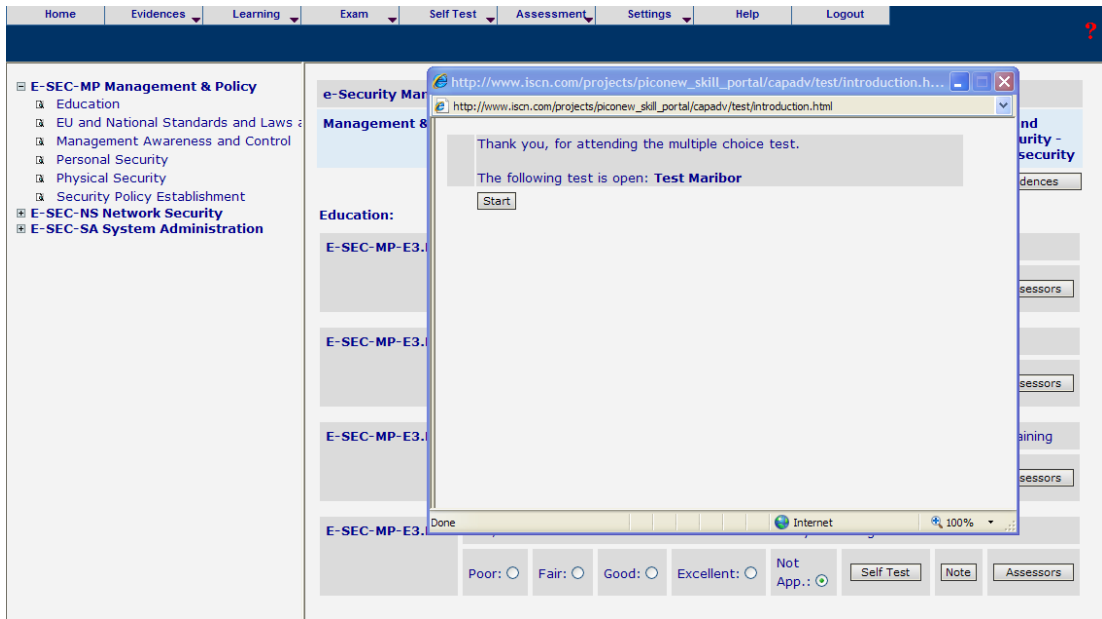



Figure 7: Introduction and the selected test

Once you selected **START** the exam begins.

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Step 4: Perform the Exam

The exam displays general personal and exam data, and a certification ID. If you pass the exam your certificate will carry this number.

The exam has been randomly generated and has been personally created by the system. Thus even with 2 people doing the exam at the same time, the questions will differ for both.

For each learning element 10 questions are generated. At least 1 minute per question must be ensured by the examination body.

Questions can be multiple-choice or Yes/No type. Each question has at least one correct answer. The number of correct answers is not given to the student. If from three correct answers only one answer is selected the participant receives 1/3 of points. If the wrong answer is selected the participant receives 0 points, regardless on the number of correct answers selected.

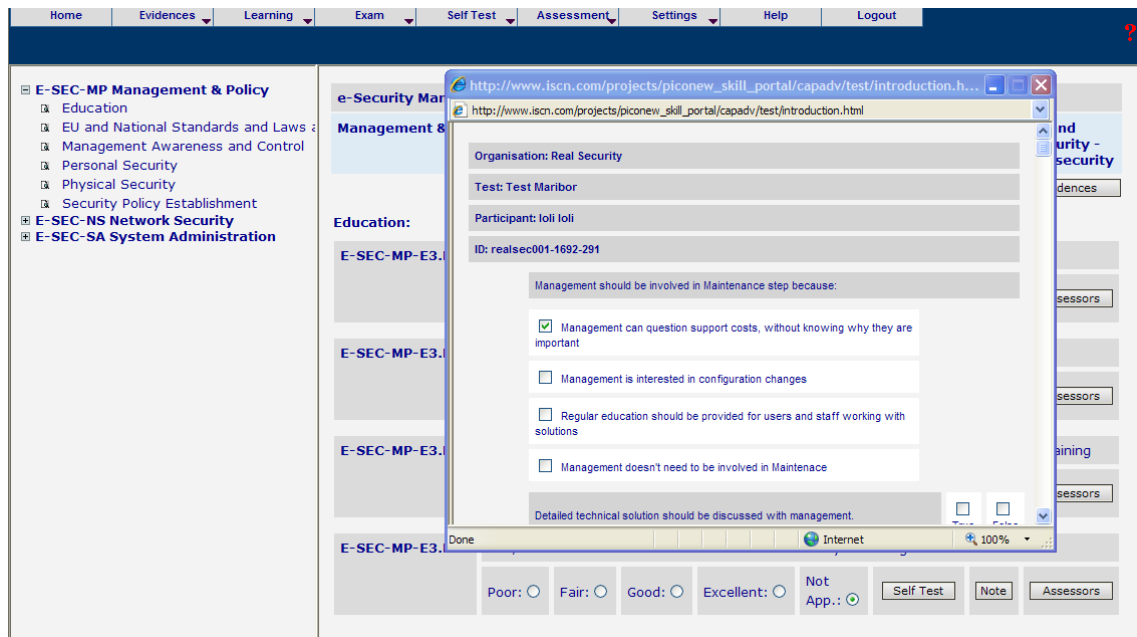


Figure 8: Sample Multiple Choice Test Questions

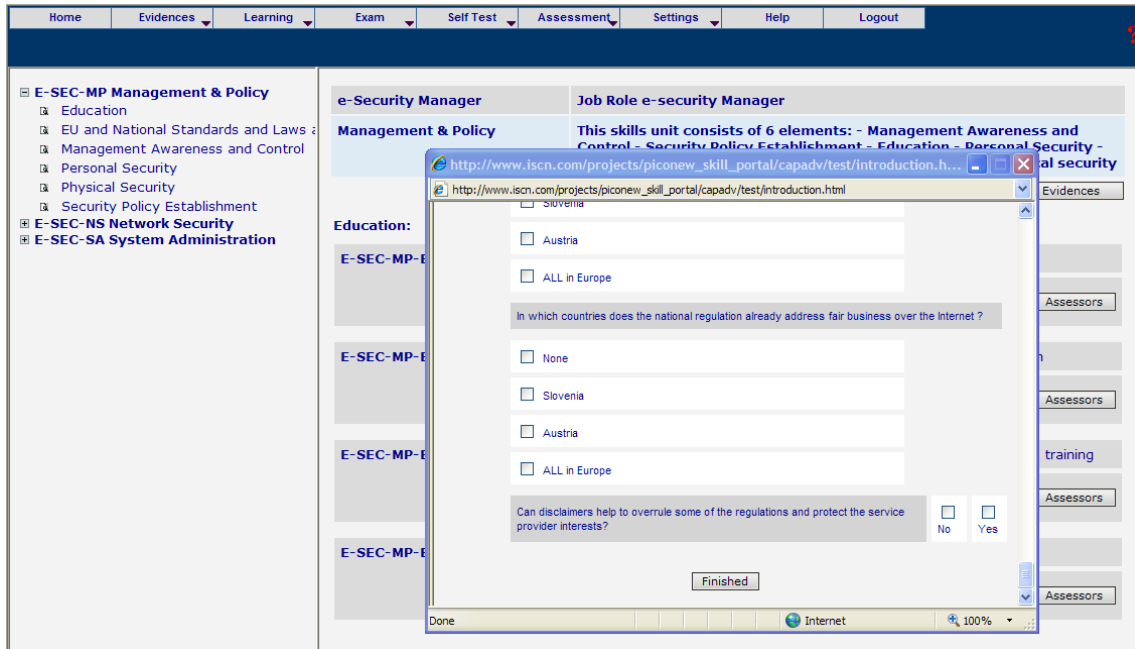


Figure 9: Select FINISHED to finish your exam

After the test is finished, the exam is locked and can't be continued.

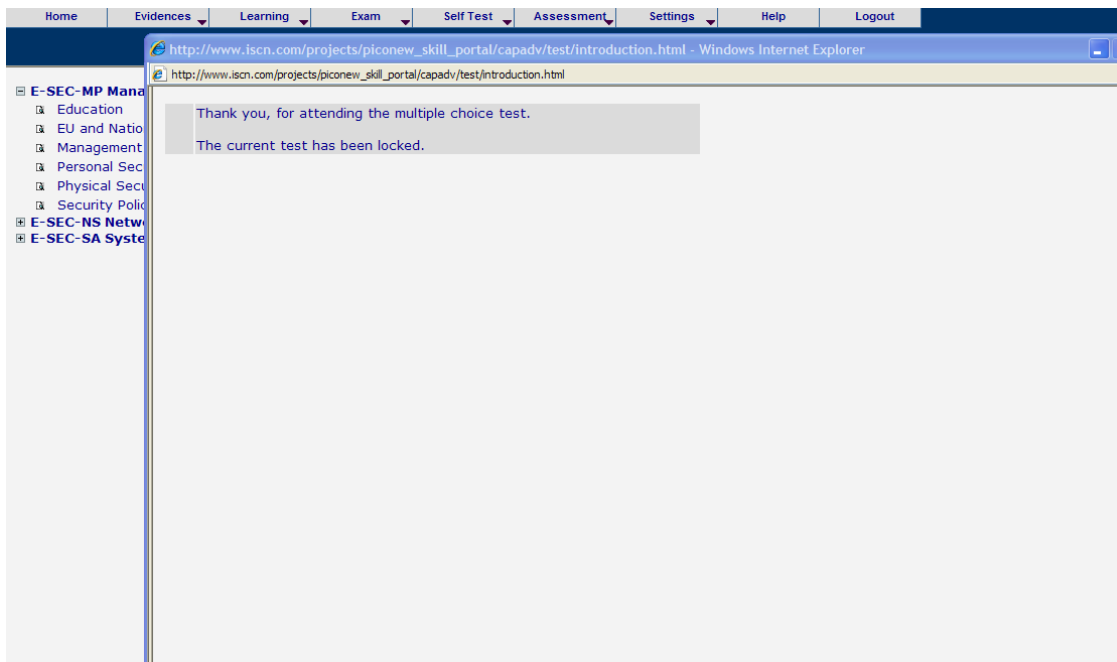


Figure 10: The Organisation has already Set the Exam-End you cannot continue with the exam again

Step 5: View the Test Results

To view the test results you need to select *Exam* and then *Result* from the menu. This will open a new window with the exam results of your achieved percent ratings. A certification requires at least 66% coverage of a learning element.

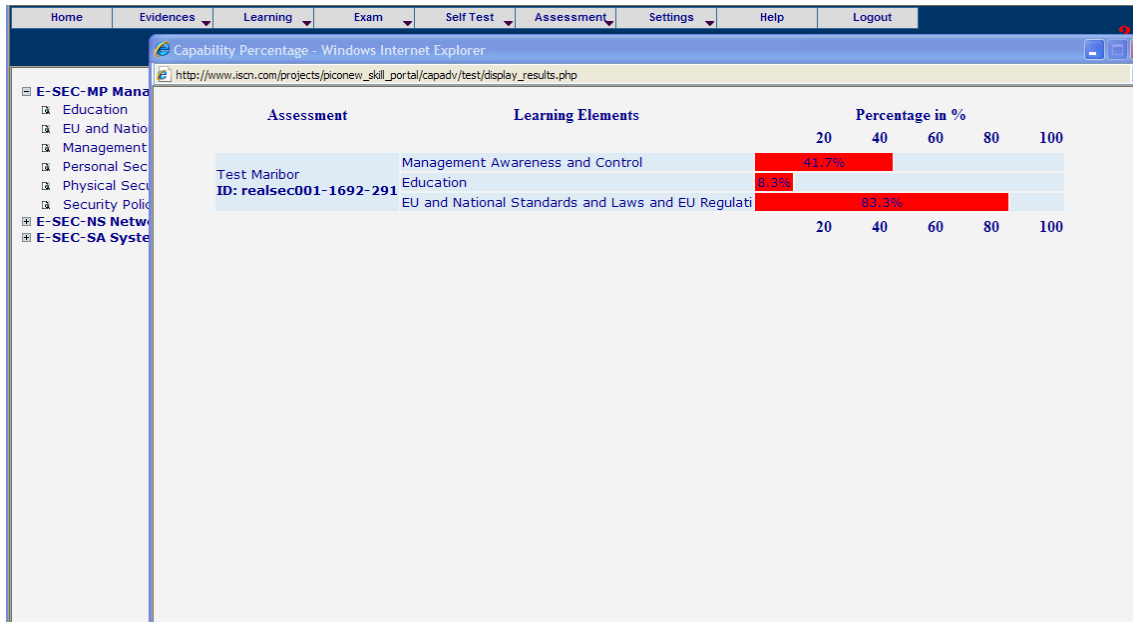


Figure 11: Exam Results Are Displayed (Certification Requires $\geq 66\%$).

Next Steps

The training organisation will submit your details to the ECQA Certification Board, which will issue and end out a Certificate.

In case of technical questions contact capadvsupport@iscn.com.

In case of certification questions contact the ECQA technical manager, rmess@iscn.com.