

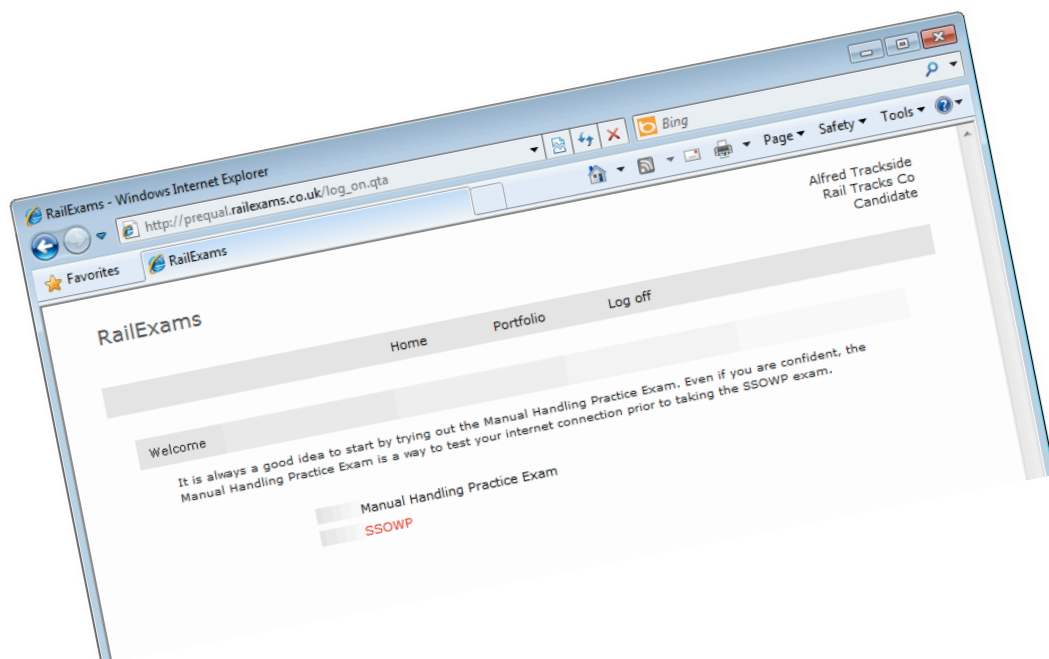
# Prequal at Railexams

## Notes for Candidates, Managers and Course Organisers

### Introduction

The SSOWP exam is a test to ensure that candidates who are sent on Safe System of Work Planning courses have a basic level of knowledge about the railways. The online examination system at [prequal.railexams.co.uk](http://prequal.railexams.co.uk) allows your staff to take the test, and produce a certificate as a PDF file. This certificate is something your staff will need before they are allowed on the course.

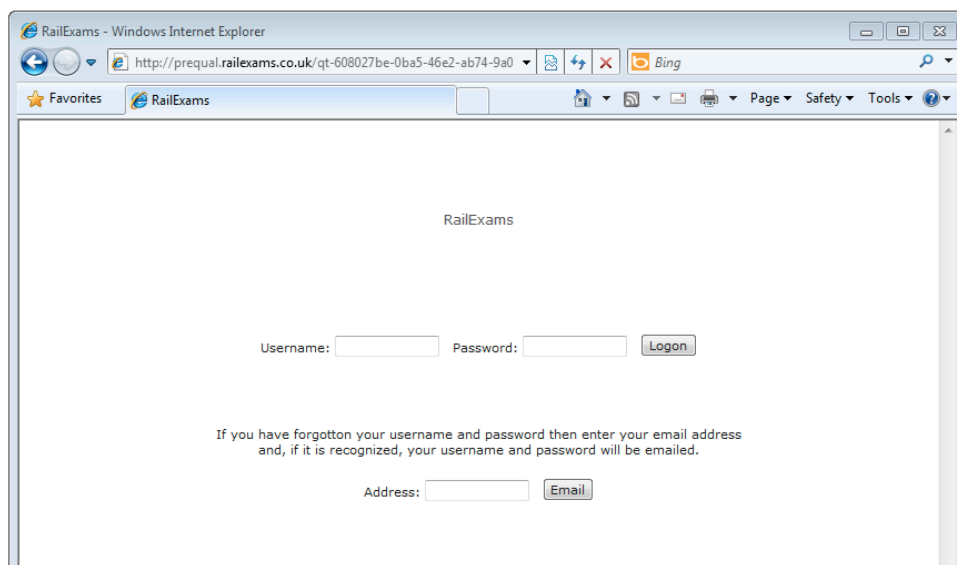
The prequal system at railexams also allows the people who run the SSOWP courses to check individual's results, as well as the authenticity of certificates.



# Candidates

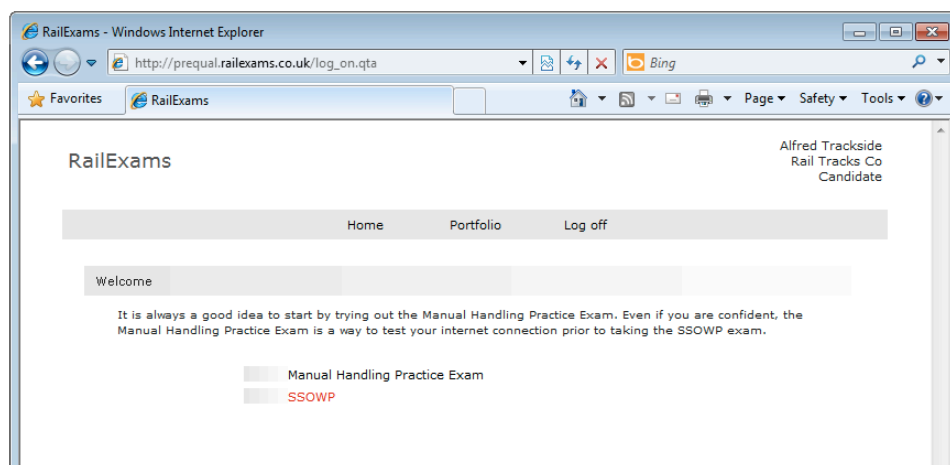
## Starting

Before you start make sure you have your username and password for the prequal system. You will also need your manager with you. She or he has to verify your identify at the start of your test, by entering his or her username and password. Enter prequal.railexams.co.uk into your web browser, and then enter your username and password.



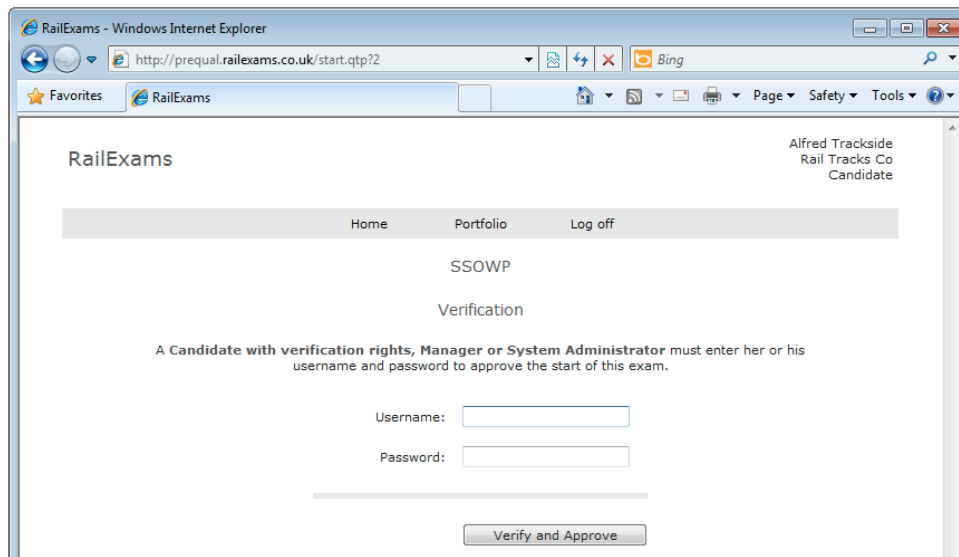
## The Practice Exam

Once you have logged on click on the Practice Exam. This exam allow you to find out how the controls work. It is also a useful check of the connection speed your computer has. If the practice exam runs very slowly then it would be a mistake to go on to take the SSOWP exam.



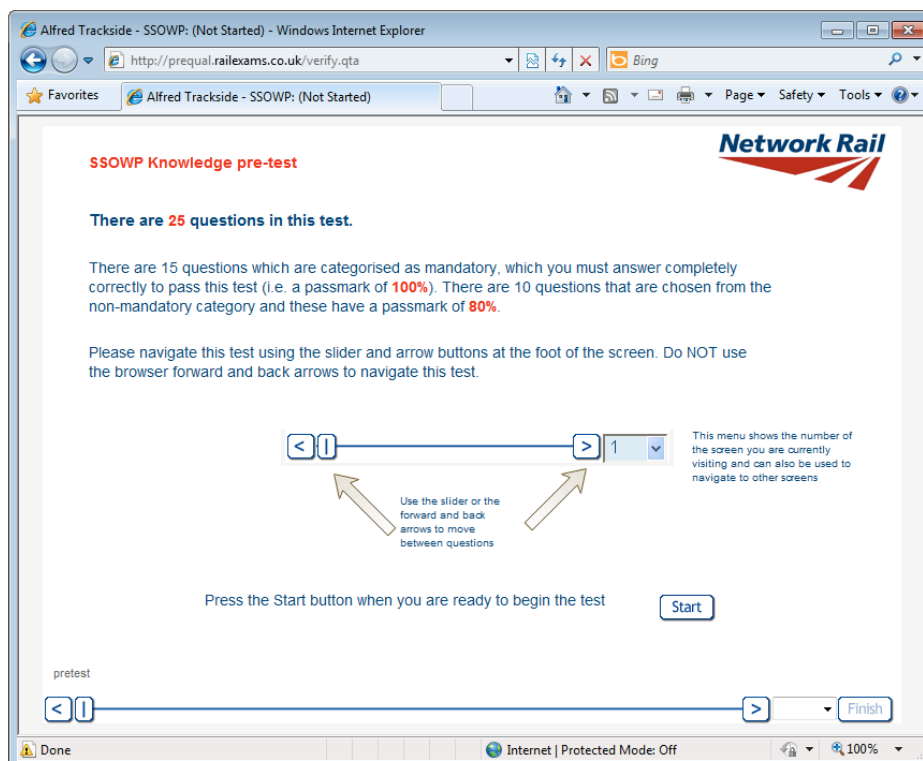
## The SSOWP Exam

Once you are ready to take the SSOWP exam click the link on the home page, and ask your manager to enter his or her username and password.



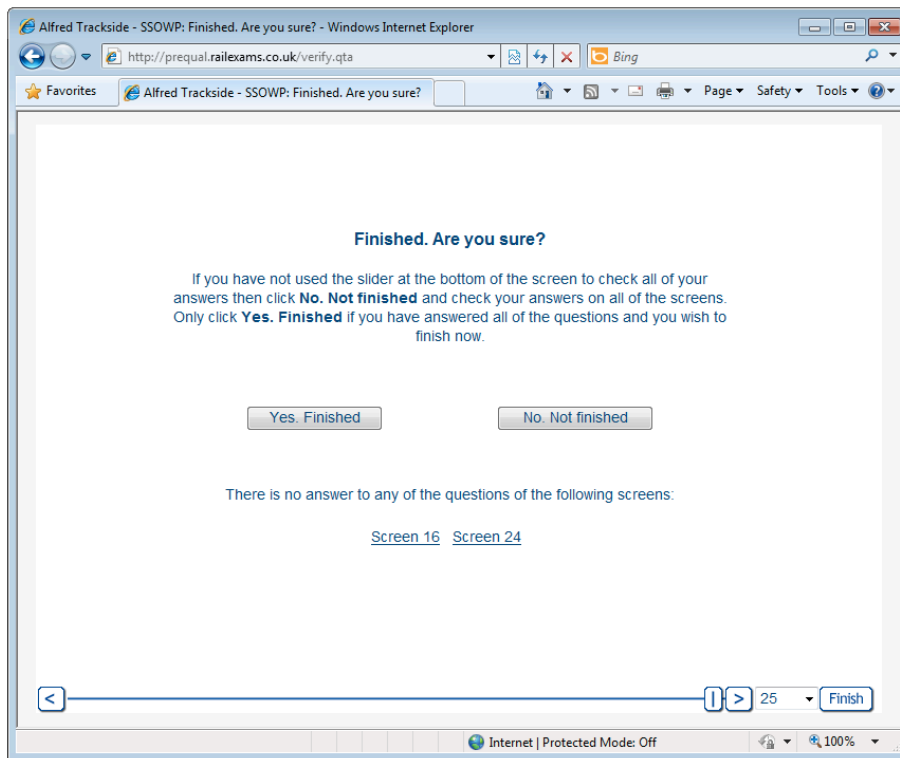
Once in the exam make sure you read and answer the questions carefully. Individuals who are too quick or overconfident often fail. They usually fail to notice that a question has asked for two or three selections, not just the one they have entered.

While you will normally move forward from one screen to the next, remember that you can also move backwards using the slider shown below to review and change your answers if needed. However, once the test is complete you should not attempt to use the browser back button to return to your answers. The server can detect this and will note and report it.



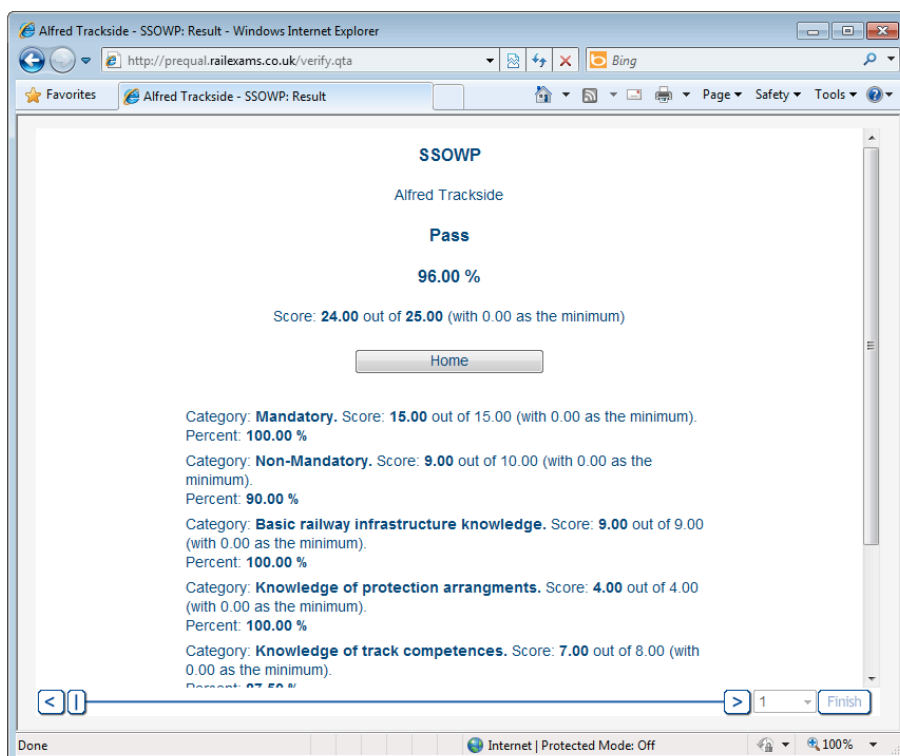
## Finishing a test

When you click on the Finish button you will be asked to confirm your choice. Any screens that do not have answers will be listed. However, these are only the screens that have no answer. Screens that ideally require three answers, but only have one answer, are not listed.



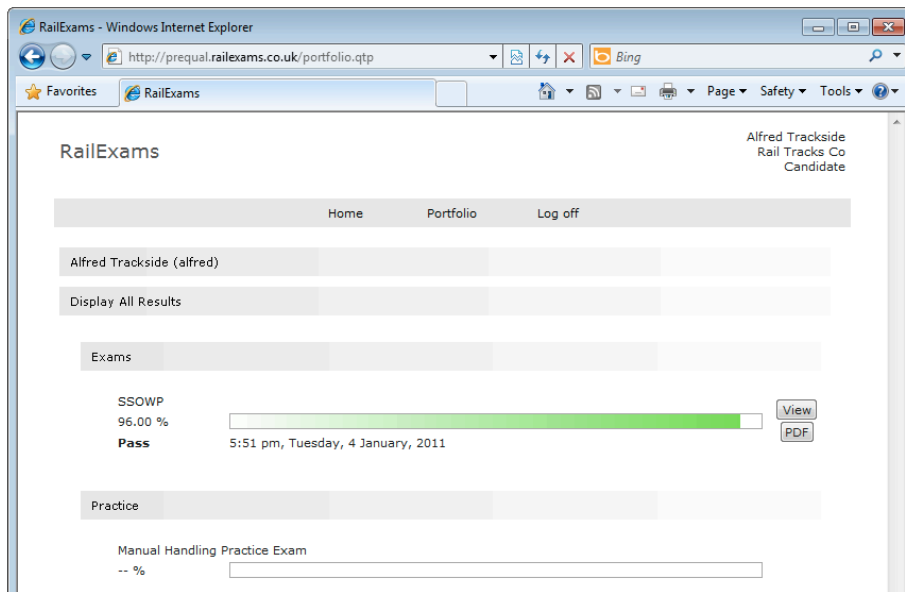
## The Result

You will be shown your result, together with a breakdown displaying how well you did in the different categories. Press the Home button once you have finished.



## Portfolio

Once back in the home screen you can press the Portfolio button to see your results.



## Certificate

Click on the PDF button to view your certificate.

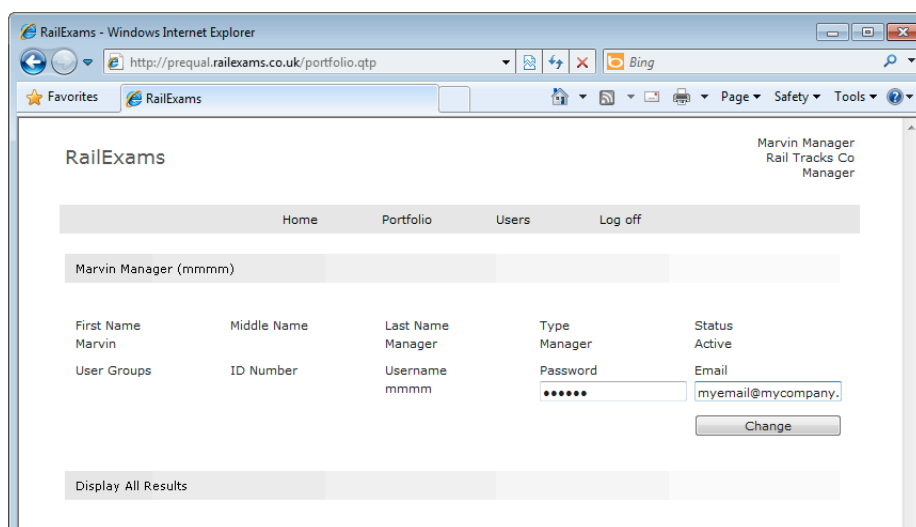


You can log back into the system at any time, click on the Portfolio button and find your results.

# Managers

## Log on and email addresses

When you first log on to the prequal site at railexams, you should click on the Portfolio button, and then click on your name. You can then enter your email address and press the Change button to record your change. Once your email address is in the system you will be able to enter it in the log on screen if you ever forget your log on details.



## Users

A manager's log on gives access to the Users button. This allows you to search for all candidates who have log on accounts in your organization. The first time you log on you might want to press the Create Users button and create user accounts for the users who need to take examinations on the system.

Before any of your staff can take the SSOWP pre-training knowledge test, you need to create a user id for them on the system. Follow these 6 easy steps to create your candidates on the system.

1. Log onto the prequal site using the manager id that you have been emailed by Question Tools.
2. Select **Users** from the grey bar at the top of the screen. You will see the following screen:

3. Select **Create Users**. You will now see this screen:

Create new users as:

Users belong to these user groups

User groups you could add

*Double click on a group to move it.*

First Name	Middle	Last Name	Username	Password
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Enter the names of the users you want to create, for example, if you had a candidate called Arthur Trackside, you would enter him as follows:

First Name	Middle	Last Name	Username	Password
<input type="text" value="Arthur"/>	<input type="text"/>	<input type="text" value="Trackside"/>	<input type="text" value="Arthur"/>	<input type="text" value="....."/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Don't forget to keep a note of the username and password you have created, so that you can pass these details to the candidate.

You can create more than one user at a time if you wish - just fill out the details for each candidate you want to enter.

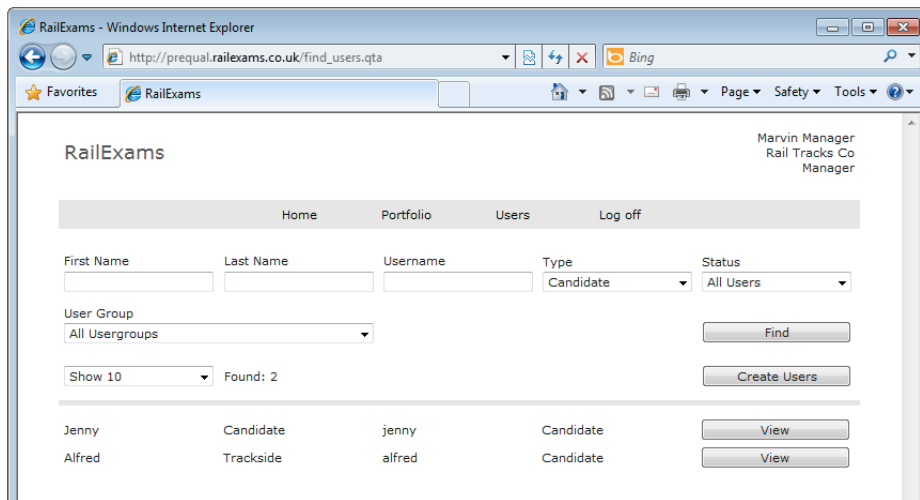
- 5. When you are happy with the details you have entered, select the **Add Users** button.
- 6. You will see a message at the top of the screen telling you whether the user has been successfully created.

[Home](#)   [Portfolio](#)   [Users](#)   [Log off](#)

User created: Arthur Trackside (arthur)

Create new users as:

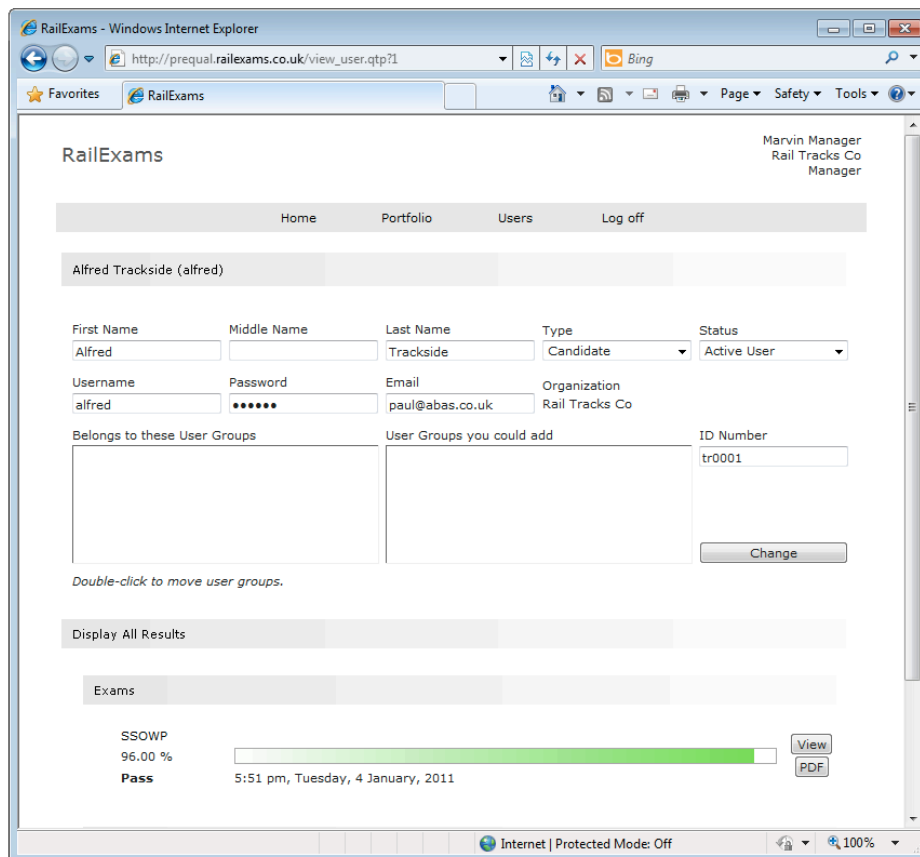
The easiest way to find a candidate is to just press the Find button, and you will be shown all of the candidates in your organization.



## Portfolios

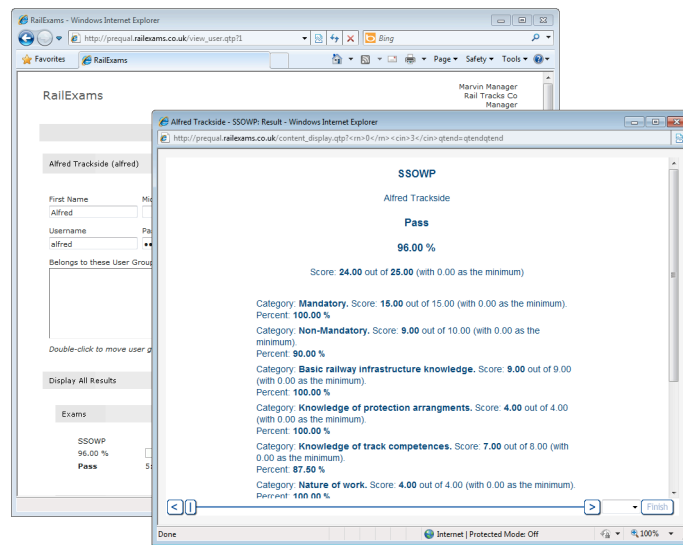
Once you press the View button by a candidate record you will be shown the candidate's portfolio screen. If you click on the candidate's name, you can see more detail, just as you can with your own portfolio. You can also change these details.

It can be a good idea to enter an ID Number for the candidate. This number will show on any certificate, and can also be used by course providers should they have to retrieve the certificate themselves from the system.



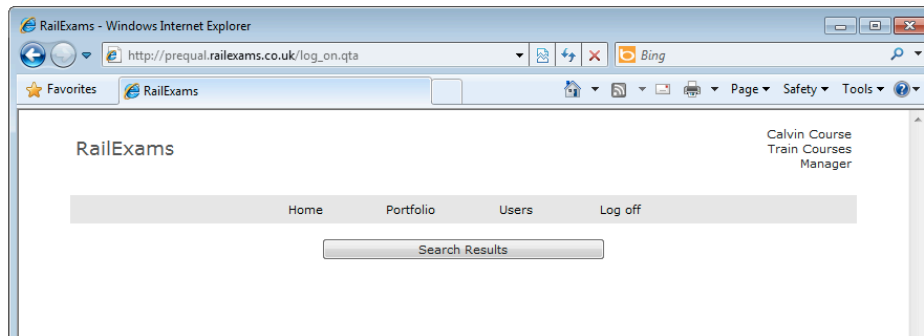


You can click on the View button by a result to see more detail, which can be useful if the candidate failed the examination and you would like to know where they need help. You can also click on the PDF button to download a PDF certificate displaying the result.

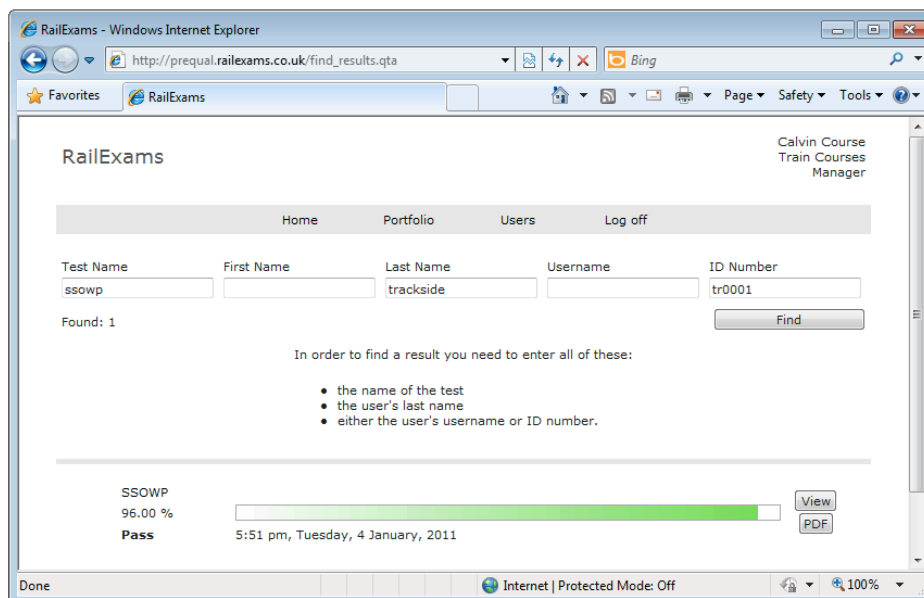


# Course Providers

With a manager log on you can normally only view candidates from your own organization. If you have the correct privilege, however, you will see a Search Results button on the screen immediately after you log on, and this allows you to search from results from candidates across all organizations that use prequal at railexams.



Once you press the Search Results button you will see the screen shown below. To find a result you must enter the name of the test, the user's last name, and either their username for the system or their ID Number (whatever they have provided to you). You can optionally enter a first name to narrow your search if needed.



You can then press the PDF button to download the certificate.

# Problems

If you have forgotten your password then try entering your email address in the space provided in the log on screen. Alternatively, ask someone in your organization to log on and change your password. It is by far the quickest route.

You can seek help by emailing [railexams@questiontools.com](mailto:railexams@questiontools.com). Emails are normally answered within one working day. It is best to allow a reasonable amount of time for the exam. It should be taken early, rather than just a day or two before the course.