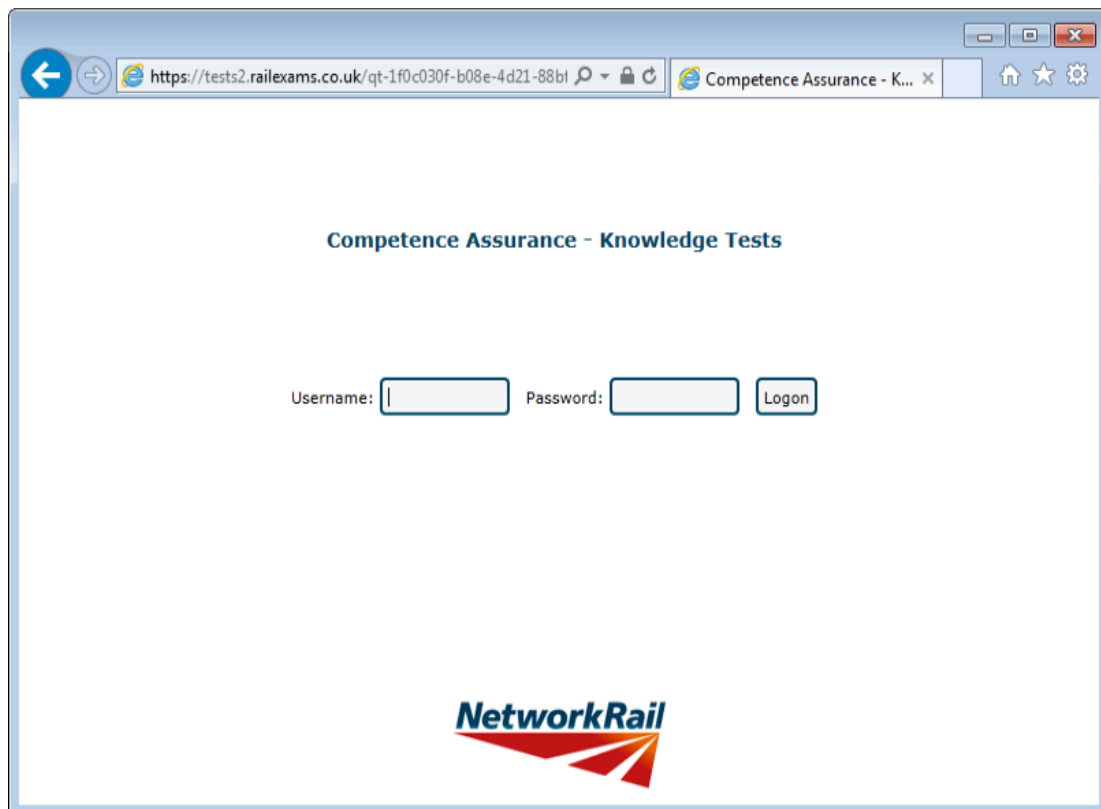


Competence Assurance — Knowledge Tests Quick Guide for Managers

Your staff can log on and take their knowledge assessment tests using Internet Explorer, or any other modern web browser, at the web address

`tests.railexams.co.uk`

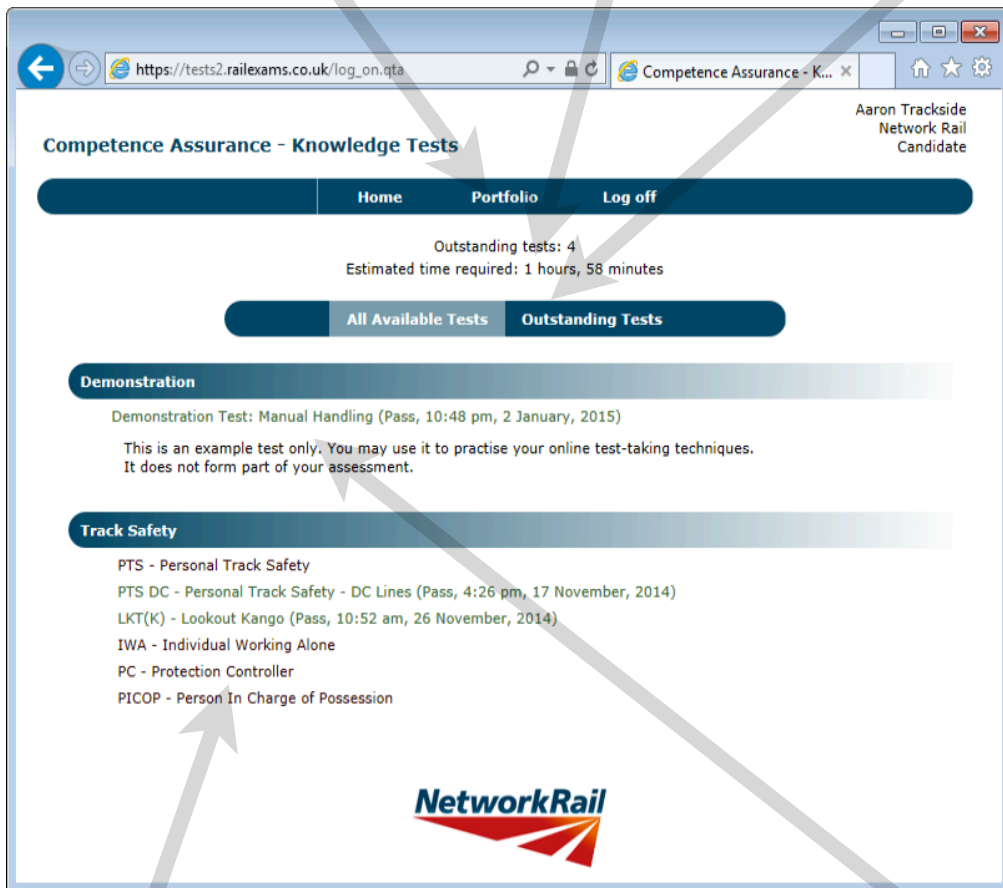


Once logged on a candidate will see a screen like the one below.

Portfolio displays the candidate's results.

There is a display showing the number of outstanding tests, together with an estimate of the time required to take them.

The All Available Test view and Outstanding are just different ways of viewing the tests to be taken.



There is a list of outstanding tests. This list is determined by the Oracle system.

The Manual Handling test is for practice. It is strongly recommended that candidates take this before every test session as it is a useful way of assessing the speed of the network connection. If it is too slow then do not move on to the knowledge assessments; find a computer with a better connection.

Verification

When a candidate starts a test you will be asked to enter your username and password to verify that the candidate is working alone without assistance, and in appropriate conditions. Your name will be displayed with the eventual result as the verifier. Use your normal candidate log on — if you have manager rights you will be able to both verify tests and take your own exams using the same username and password.

If you verify just the exam being taken then you will need to enter your name if the candidate starts another exam. If the candidate has a number of exams you can select the option to verify all tests for the next three hours. However, this prolonged approval only lasts if the candidate remains logged on.

Competence Assurance - Knowledge Tests

Home Portfolio Log off

IWA - Individual Working Alone

Verification

A Manager or Assessor must enter her or his username and password to approve the start of this exam.

Username: 12345

Password:

Verify: Just this exam
All exams until 1:34 pm
Using the new verification password below

or

Verification Password:

Verify and Approve

NetworkRail

Verification

A Manager or Assessor must enter her or his username and password to approve the start of this exam.

Username: 84763

Password: Just this exam
All exams until 11:28 am
Using the new verification password below

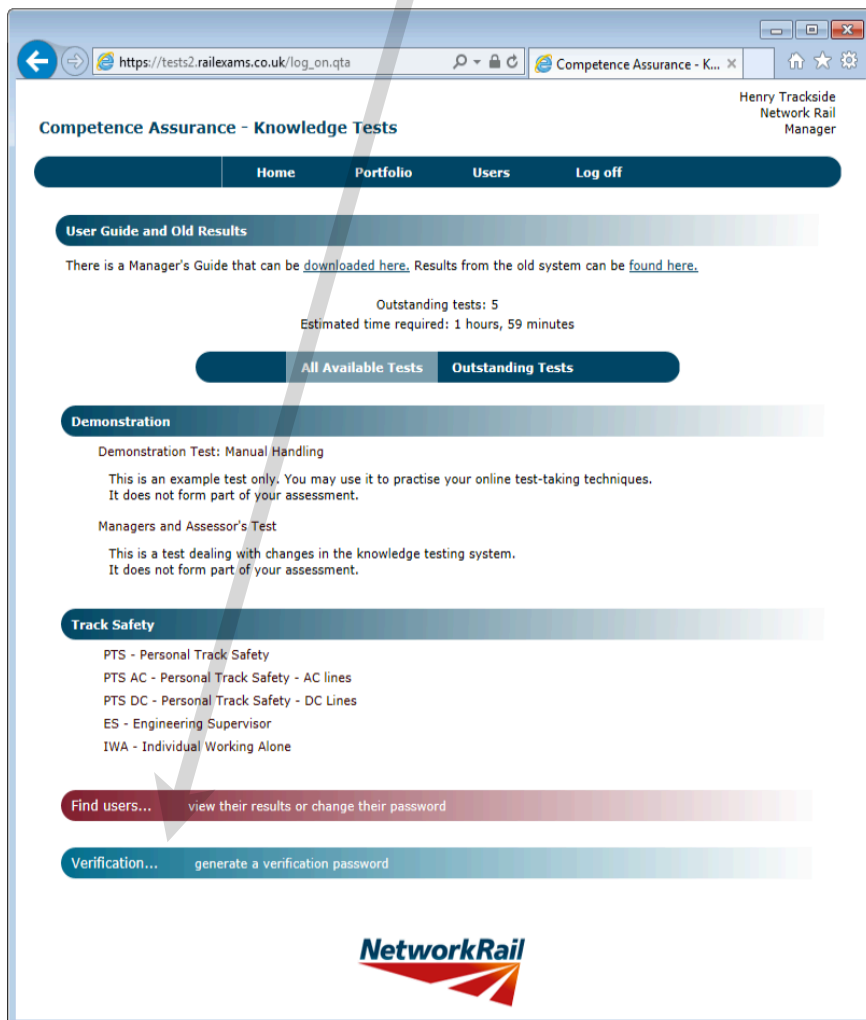
New Verification Password: h392u4jy9w (valid until 11:28 am)

You can also create a verification password to pass on to other candidates who are taking exams at the same time. If you do this then make sure you copy the password before you press the Verify and Approve button, as you will not see the password again.

Verification Passwords

If you have a number of candidates taking assessments at the same time, then you might not wish to enter your username and password into each of their computers. You can create a verification password and pass this around. Anyone who enters it will have your name listed as the person who approved the test.

You can create a verification password when you approve the first test (see the previous page). Alternatively, you can log on, scroll to the bottom of the screen, and click on the Verification link. Only people with manager rights have this option.



Track Safety - PTS

Retake Disallowed

Your result (07:25 am, Monday, 8 December, 2014) achieved Level 2 (Pass).
This exam cannot be retaken within 6 month(s).

Verification

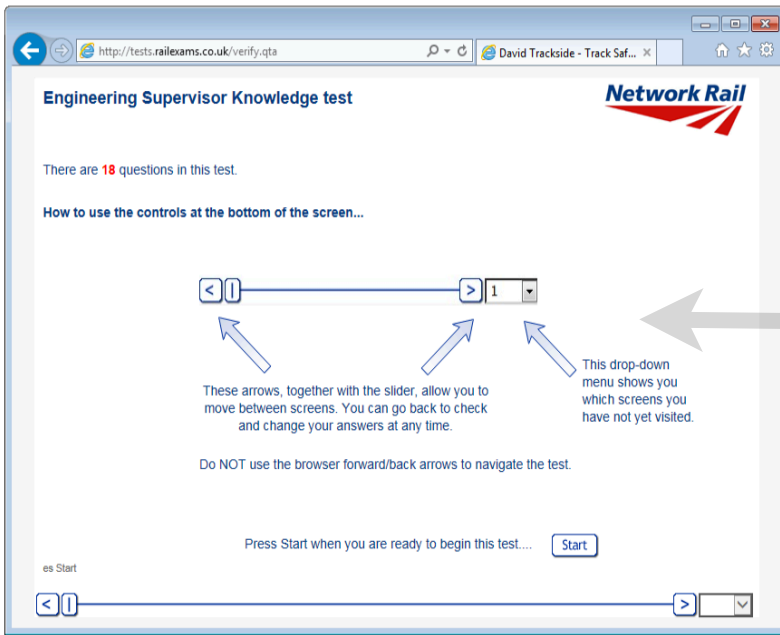
A Manager or Assessor must enter her or his username and password to approve the start of this exam.

Username:

Password:

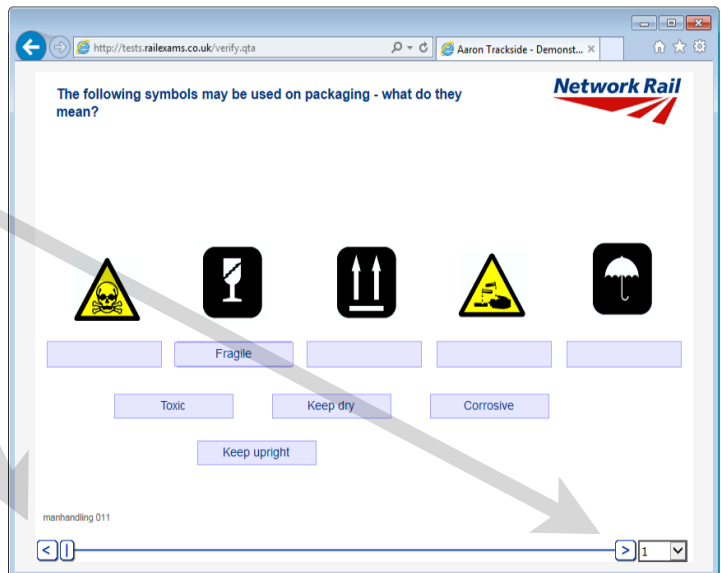
Verify:

A verification password will only work for a test when a verification password is allowed. If a user is trying to quickly repeat a failed exam then explicit verification is required to approve the exception. The text on the verification screen will explain any problem. Exceptions and unusual verification approvals show up in the daily reports the exam system produces.

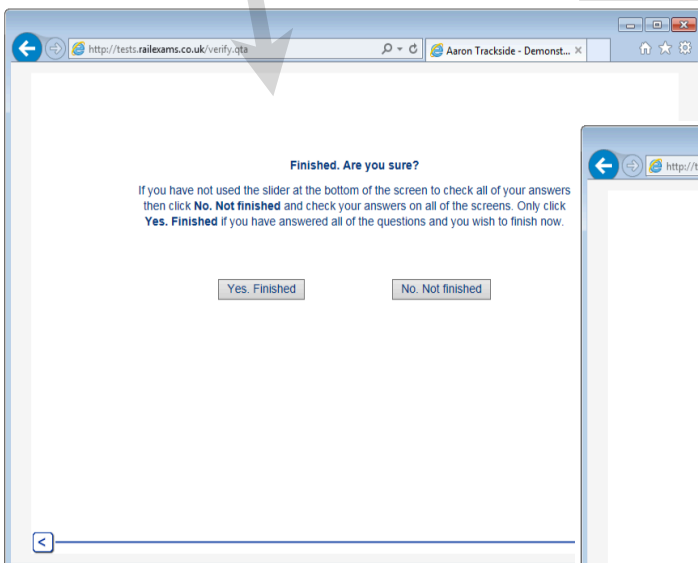


Once past verification candidates will be shown a Start screen.

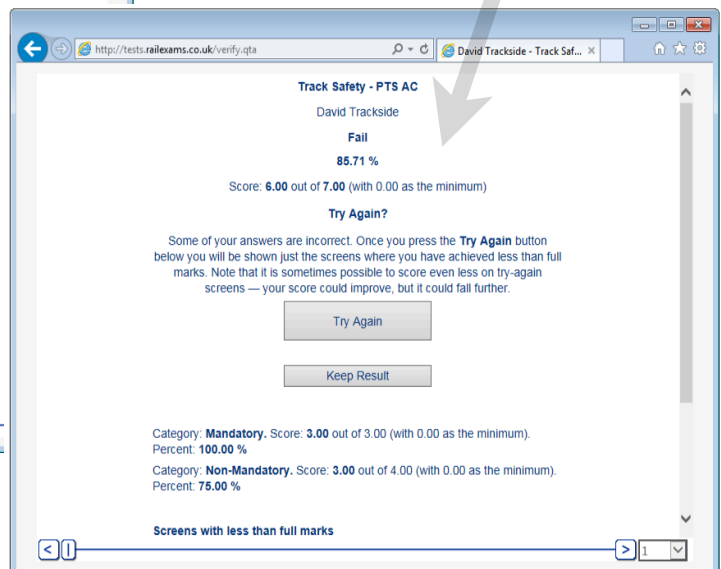
Candidates can move between the screens using the slider and arrows at the bottom of the screen.



To finish a test the candidate moves to the last screen and clicks the forward arrow. She or he will then see the screen below.



Some minor fails allow candidates to try some questions again.



Crisis

If something goes wrong with a candidate's computer or the connection then the candidate can log on elsewhere and continue the test. If the candidate is called away on an urgent task then she or he should close the browser window without completing the exam. When the candidate next logs on she or he will be automatically taken straight into the exam, to the screen they last completed.

Pausing

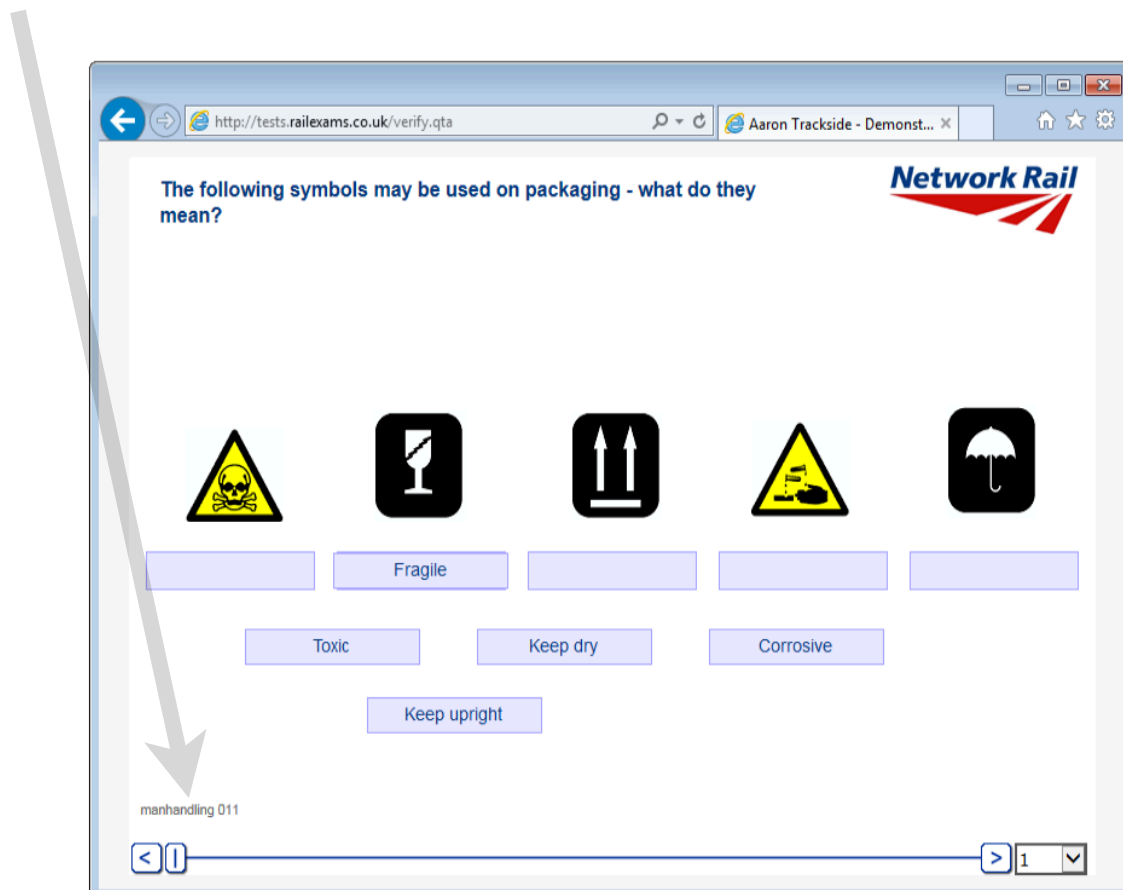
It is also possible for Assessors to pause a candidate's exam. In this way the candidate can return at a later time, log on and resume the test whenever it suits him or her. In the meantime, they can still log on and see their results — candidates with paused tests are not automatically taken into the test. Paused tests cannot time out.

Canceling

Where something has gone wrong, for example where a candidate has accidentally started a test they did not wish to take and then mistakenly finished it immediately with a score of zero, then the test result can be cancelled. Cancelled results do not automatically display in the candidate's portfolio of results, but the system always retains these records for reference.

Unique References

If you do wish to raise an issue with a question then make sure you take note of the unique screen reference at the bottom left. If appropriate, take a screen shot of the problem.



Tablets and phones

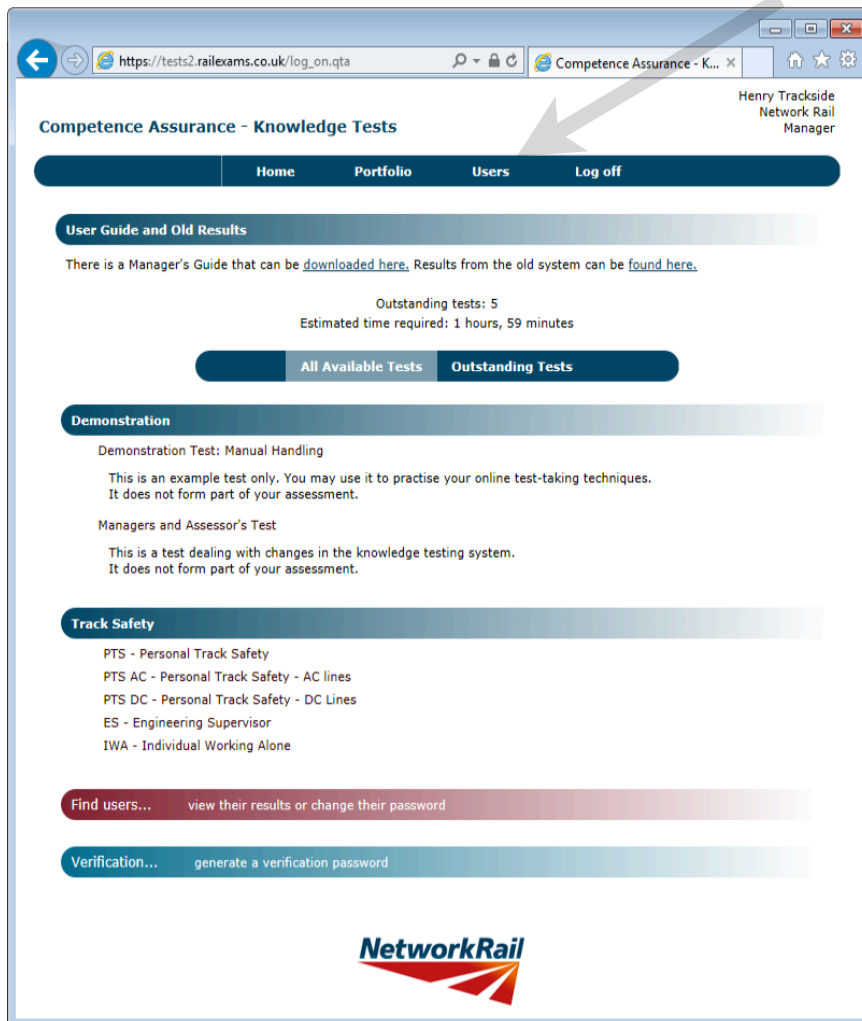
Tests can be taken on iPads and some phones (where the resolution allows). Always test both the connection and the browser's abilities by taking the Manual Handling practice test — a fail on this test does not matter.



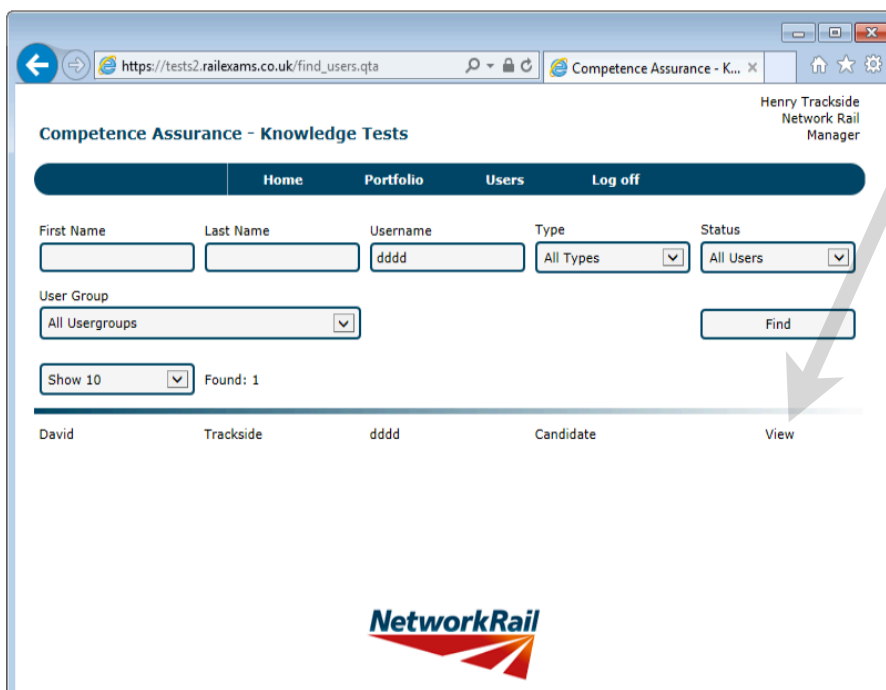
Drag and drop questions, however, can be a problem, as items cannot be easily dragged on a touch screen. The Knowledge Assessment System allows for this. To move a drag item click on it once and then click on the place to which it should be moved.

Results

When a manager logs on she or he sees a slightly different screen. Outstanding tests are ready to take, but there is also a Users link.



You can find both candidates and other managers. Click View to see their details and results.



The links on the page will briefly glow red so you know where they are.

Click on the candidate's name if you need to change or view their password.

The system automatically displays recent results, but you can change the date range for the results by clicking on this link.

You can click on a link for an exam result to see more detail.

Click here to open the exam window and see the result as the candidate saw it at the end of his or her exam.

The screenshot shows a web browser window with the URL https://tests2.railexams.co.uk/view_user.qtp?0. The page title is "Competence Assurance - Knowledge Tests" and the user is identified as "Henry Trackside, Network Rail Manager".

Navigation links: Home, Portfolio, Users, Log off

Candidate name: Aaron Trackside (aaaa)

Display All Results since 31 December 2013

Outstanding tests: 2
Estimated time required: 0 hours, 54 minutes

Demonstration

Demonstration Test: Manual Handling
86.2* % View Exam
Pass 10:48 pm, Friday, 2 January, 2015

Track Safety

PTS - Personal Track Safety
-- %

ES - Engineering Supervisor
97* % View Exam
Pass 10:14 am, Tuesday, 16 December, 2014

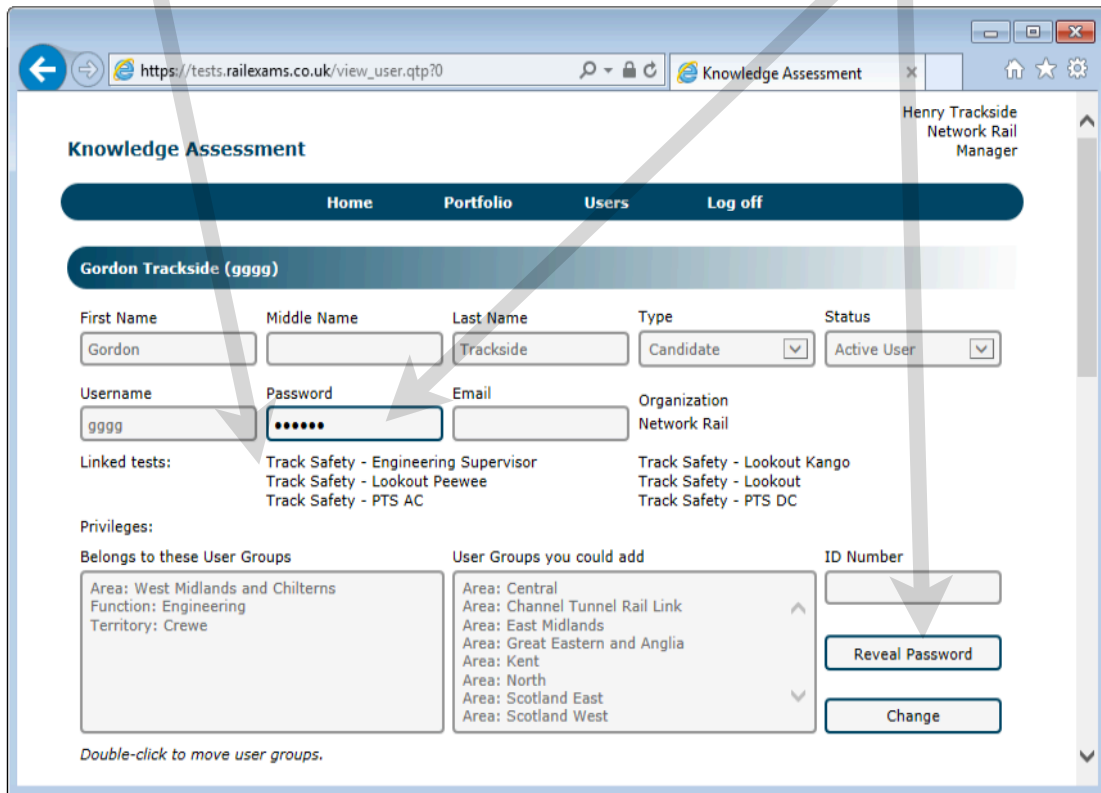
IWA - Individual Working Alone
-- %

Detailed PDF Report

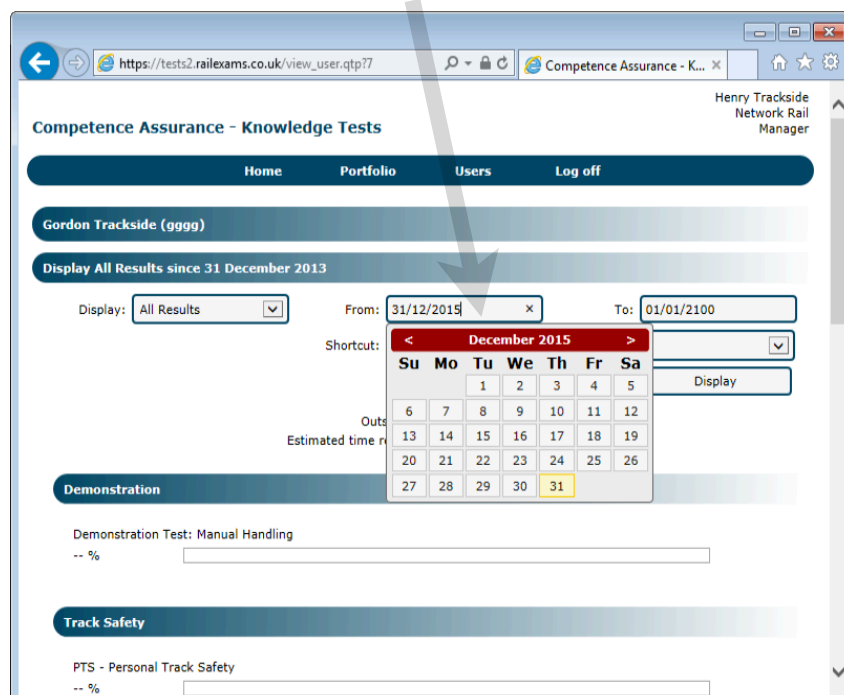
NetworkRail logo

If you click on the candidate's name you can see which tests have been linked. These links are provided by the Oracle system.

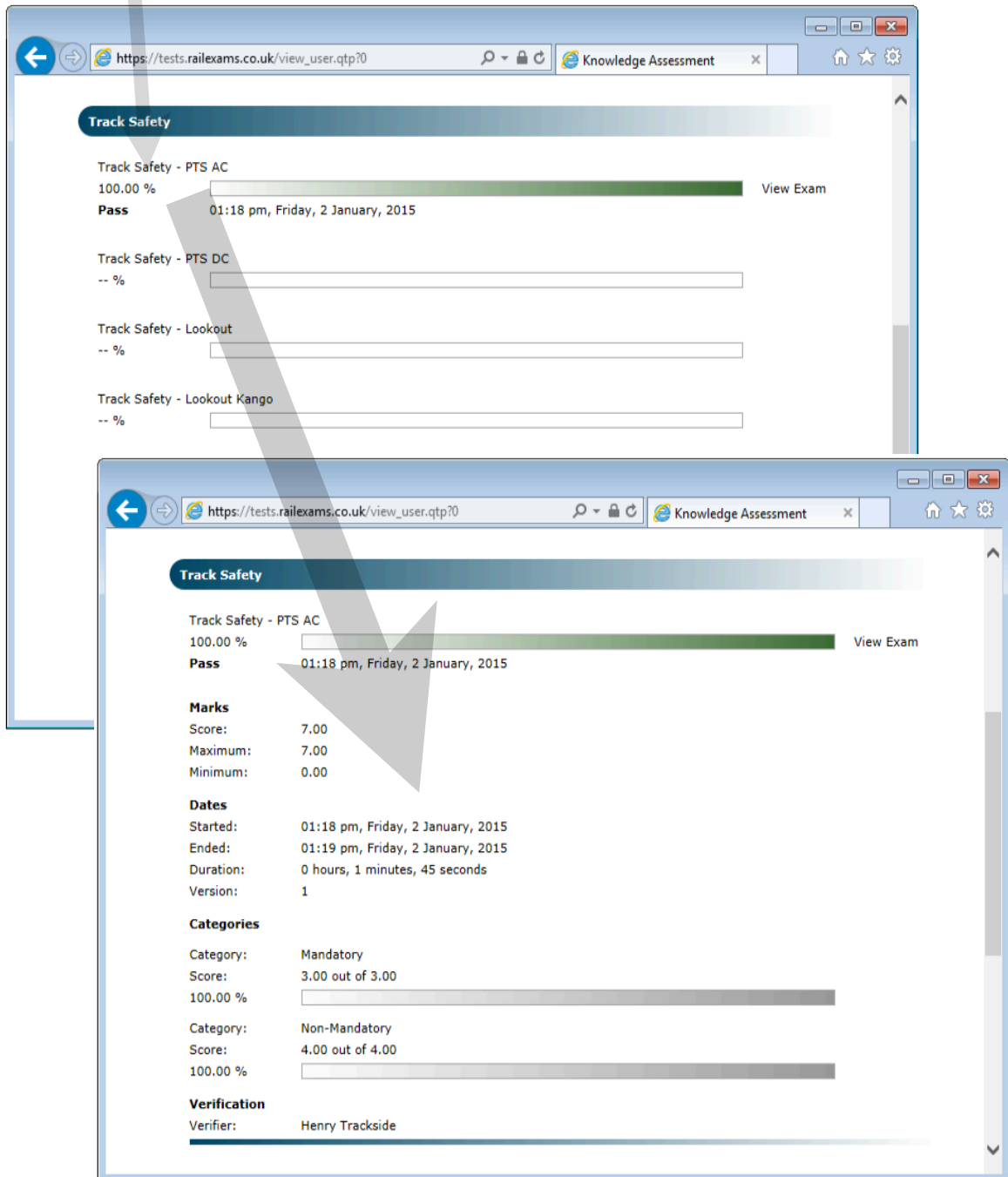
You can change the user's password, or reveal it (show it on screen). If you do this it is recorded in a security log. The system keeps track of all changes and who made them.



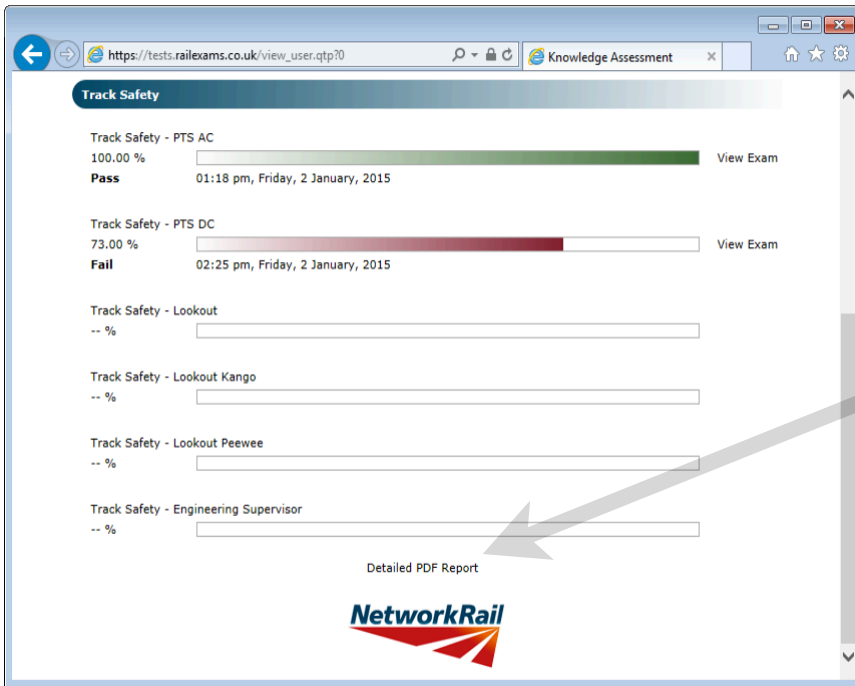
You can change the date range for displaying results, or opt to see all results using the Shortcut menu. If you make changes to the date fields, do not forget to press the Display button to update the results information.



You can click on a link for an exam to reveal more information



This detail will also reveal if an exam was cancelled and resurrected, as well as display any explanation a verifier entered to justify an unusual exam approval.



At the bottom of the results screen is a link to a PDF report.

This report displays a brief summary of the results, followed by the detail of any screens where answers were incorrect.

