



e-assessment
Record & Review

EPA Guide



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Introduction

The purpose of this guide is to support NOCN EPA Training Providers to navigate Record and Review online assessments.

Key things to know prior to assessment...

For Assessors...

Apprentices logging into the NOCN Hub

Prior to your Apprentice's assessment, you need to provide them with their log in details to the NOCN Hub. There are two ways of doing this.

If you added their email address upon registration, your Apprentice will receive an email invitation from the NOCN Hub inviting them to create a password. In this case their email address and the password they set will be their log in credentials on the day of assessment.

If your Apprentice's email was not provided at registration, you will need to provide them with their **NOCN Learner ID for their username** and their **date of birth will be their password** in DDMMYYYY format without slashes in between.

Interruptions & video calls

If you are on a video call during the assessment, it is important for your Apprentice to join the video call prior to clicking the "I am ready to begin" button and entering their assessment. Equally if they share / un-share their screen or engage in any video call chat functions, this will also be classed as an interruption.

It is also important for your Apprentice not to click on any pop up notifications or have any other windows open during the assessment. If your learners click off the test at any point, this will be classed as an interruption and their test will pause. If the test is not access within 10 seconds, their test could go into a locked state.

Instructions on interruptions are noted in the sections below.

For Apprentices...

Be sure to use Google Chrome for your assessment and this platform is only compatible with desktop or laptops for record and review assessments.

Logging into the NOCN Hub.

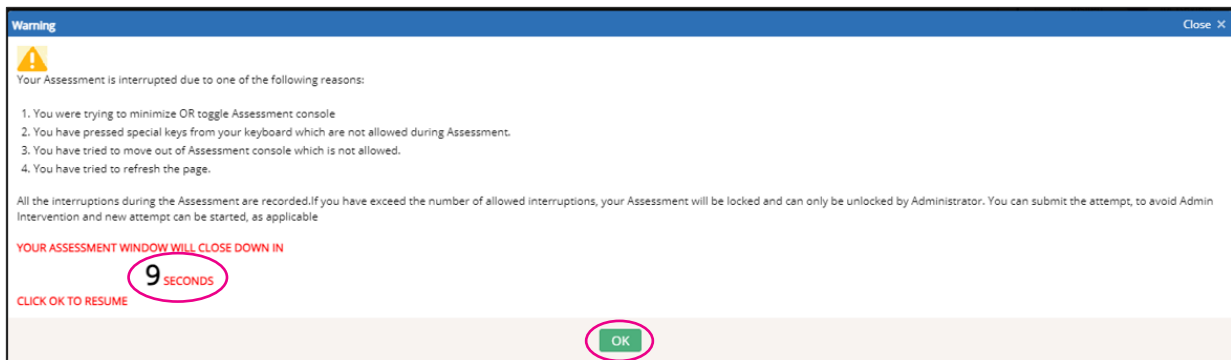
Prior to your assessment, if you have been registered using your email address, you will receive an email invitation from the NOCN Hub. Click "set your password" and this will take you to register on the system. Be sure to keep a note of your password safely, and bookmark the NOCN Hub on your Chrome Browser ready for your assessment day.

If you did not receive an email invitation prior to assessment, don't panic you can use your **NOCN Learner ID as your username** and **date of birth as your password in DDMMYYYY format without slashes**.

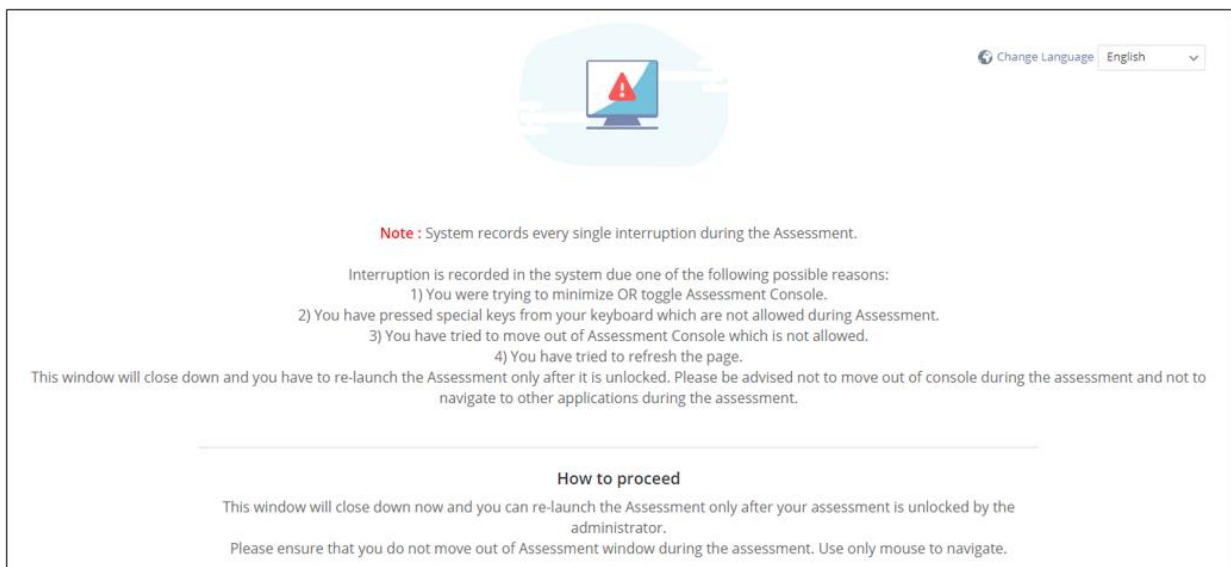
Interruptions

If for any reason you click off the test for things like dismissing notifications / pop ups, engaging in chat messages etc, the assessment platform will mark this as an interruption. Be sure to **disable pop ups prior to commencing your assessment**.

When an interruption occurs, you will be shown the screen below. A countdown of 10 seconds will start and you must click the “OK” button in order to access the test.



If you did not click “OK” in time, the assessment will go back into a locked state and the below screen will display:



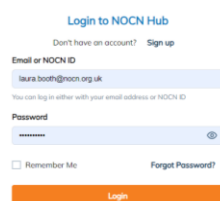
In this case, your Centre Administrator or Invigilator needs to go back in and unlock your test by following the “Unlock Exam” process noted in the Centre user guide.

Whilst this process is taking place, do not touch their device until the test has been unlocked.

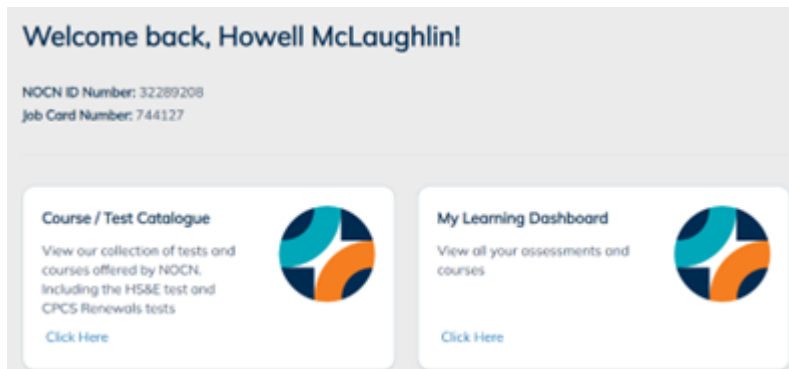
When the test has been unlocked, exit the browser tab and log back into the NOCN Hub, select “visit test dashboard” and select “take test” again.

Accessing your Assessment – Apprentices

1. Navigate to the NOCN Hub: nocr.org/login

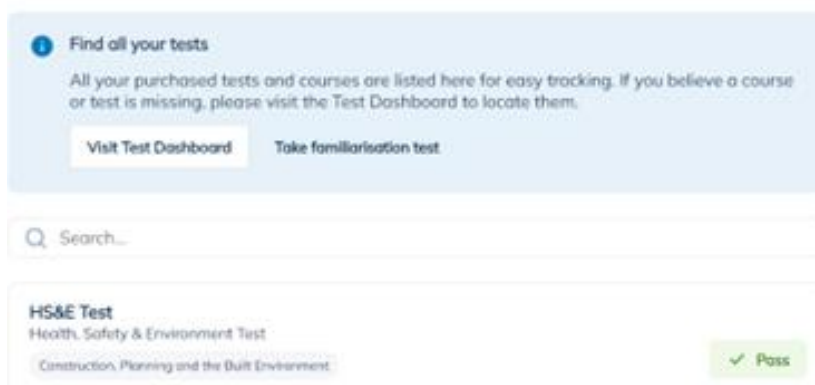


- Apprentices log in with their email address and password set when they self-registered. If they have not self-registered via email, they can use their NOCN Learner ID as their username and their date of birth as their password in the following format without slashes DDMMYYYY.
- Once logged in, Apprentices will be navigated to their homepage where they need to select “My Learning Dashboard”.

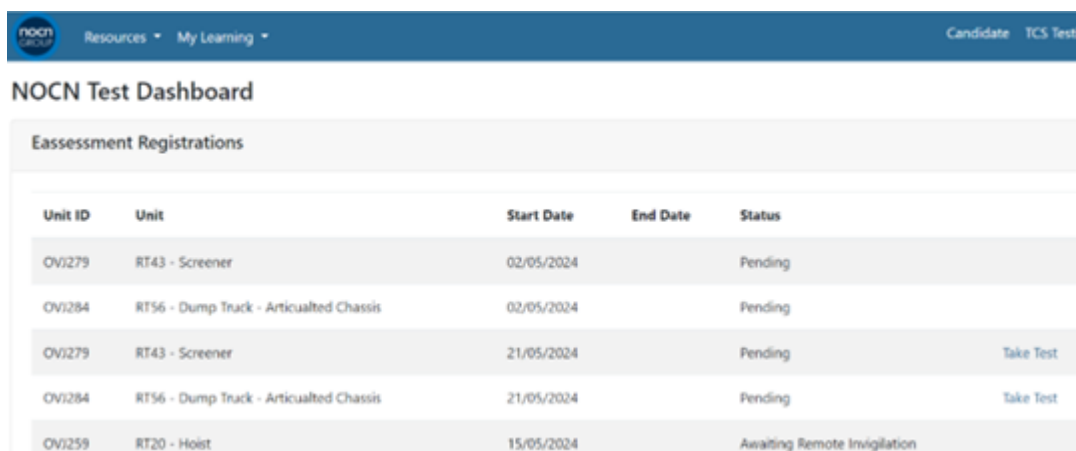


- Select the “Visit Test Dashboard” button.

My Learning Dashboard



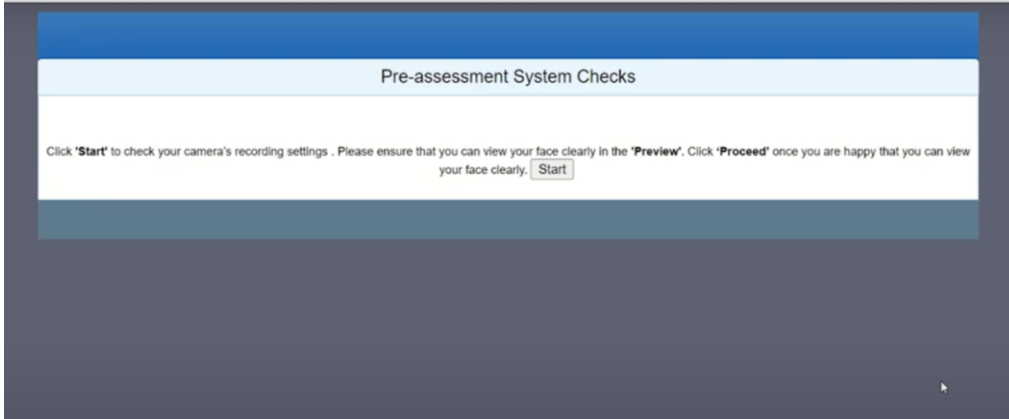
- They will be navigated to your NOCN Test Dashboard where you can select “Take Test” next to the correct assessment name.



- They will be navigated to their test, where they will need to go through the ID checks.



7. Read the information on screen and select “Start”.



8. Now you need to capture a room sweep. This is a video that captures the entirety of the room that the learner is in including a full turn showing the environment to the left, right, behind and in front of the learner, a clear view of the desk and the area above the desk. This this is performed to ensure that exam conditions are being adhered to.

Prior to completing the room sweep please ensure that the following conditions are being met:

- There should be no prohibited items within reach. These are listed below:
- Mobile phones or electronic devices
- Unauthorised Learning Aids e.g. revision material
- Background noise should be a minimum and free of music/TV
- There must be no unauthorised people in the examination room. Where learners complete examinations in-Centre, such as in an examination room, NOCN recognises that other learners may be present in the room.

Please note: All authorised learning aids must be in hardcopy format rather than electronic.

9. Click ‘Start video recording’ to begin the short recording.

RoomSweep

Room Sweep - Pre Assessment Requirements

Before starting your examination, you are required to complete and record a 360° sweep of the room you are in. A room sweep is a recording which shows your full environment – to complete this you will need to move your camera in the following directions:

- A full turn showing the environment to the left, right, behind and in front of you.
- A clear view of your desk and the area above your desk.

This must be completed to confirm that:

- You are undertaking the examination in a suitable environment, free from distraction and background noise
- You do not have any access to unauthorised materials or devices
- There is no other person in the room who could assist you, where a Reasonable Adjustment that permits this is not in place

Your examination result will be rejected if:

- You do not fully complete a 360° sweep of the room you are in
- Your 360° sweep shows evidence that you have access to unauthorised materials or devices
- There are any other unauthorised people in the room you are in
- The room in which you are seen undertaking your examination is different to the room you recorded your 360° sweep

Click 'Start Video Recording' to start recording your room sweep. You will be taken to the next page and your Room Sweep will automatically start recording. Click 'Stop Video Recording' when you have completed your room sweep, and review the footage to ensure it meets NOCN requirements.

Start video recording

Preview Video Timer : 00:00 / 01:00 (MM:SS)

RoomSweep

Room Sweep - Pre Assessment Requirements

Please complete your mandatory 360° room sweep. Ensure that the video captures the full environment you are in, including a clear view of your desk.

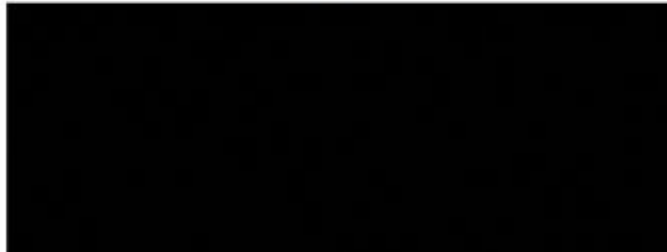
Review the video to ensure that it shows:

- You are undertaking the examination in a suitable environment, free from distraction and background noise
- You do not have any access to unauthorised materials or devices
- There is no other person in the room who could assist you, where a Reasonable Adjustment that permits this is not in place
- Your camera and microphone are in full working order and your room sweep has been clearly captured
- Your face is clearly visible and identifiable

If you are not satisfied that your 360° room sweep meets NOCN requirements, you can re-record your 360° room sweep by clicking 'Start Video Recording'.

Start video recording Stop video recording

Preview Video Timer : 00:07 / 01:00 (MM:SS)



10. Once 'Stop video recording' is pressed this will create a preview that the candidate will be able to play back as many times as they want.

11. Click 'Continue' to proceed.

Please note: The learner can re-record the room sweep video by clicking the 'Start video recording' button again. The existing footage is replaced by the new recording.

RoomSweep

Room Sweep - Pre Assessment Requirements

Please complete your mandatory 360° room sweep. Ensure that the video captures the full environment you are in, including a clear view of your desk.

Review the video to ensure that it shows:

- You are undertaking the examination in a suitable environment, free from distraction and background noise
- You do not have any access to unauthorised materials or devices
- There is no other person in the room who could assist you, where a Reasonable Adjustment that permits this is not in place
- Your camera and microphone are in full working order and your room sweep has been clearly captured
- Your face is clearly visible and identifiable

If you are not satisfied that your 360° room sweep meets NOCN requirements, you can re-record your 360° room sweep by clicking 'Start Video Recording'.

[Start video recording](#)

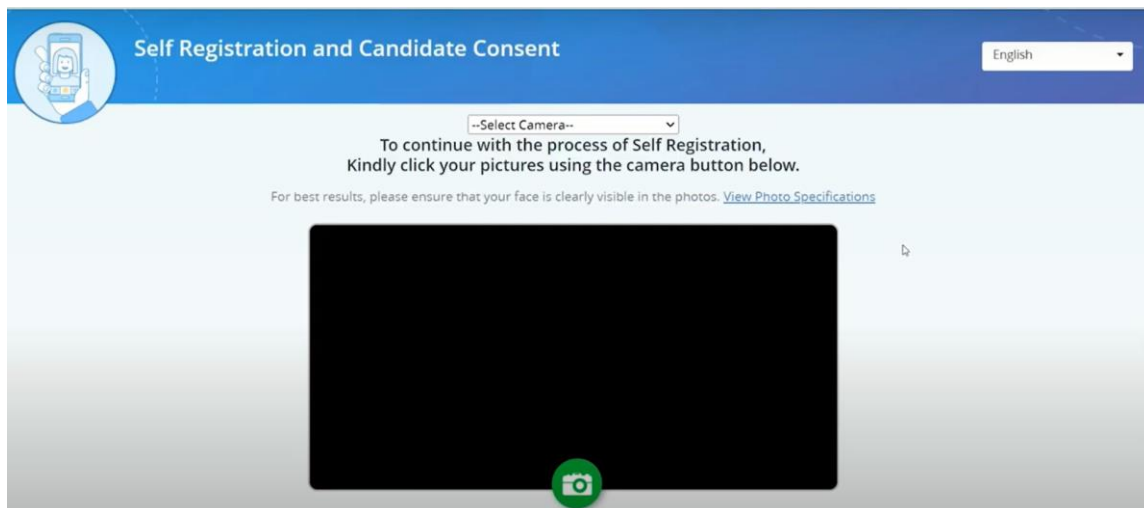
Preview Video Timer : 00:58 / 01:00 (MM:SS)



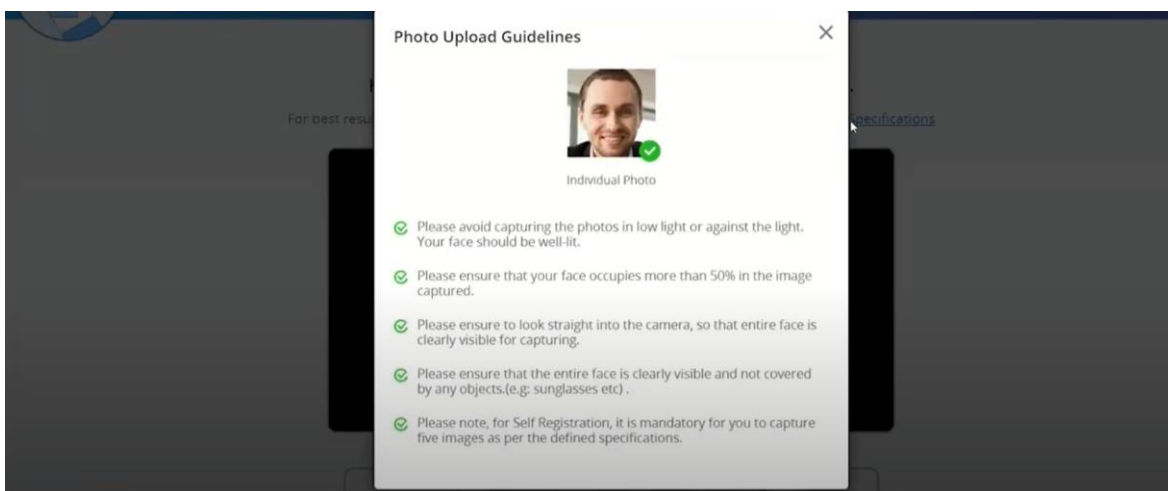
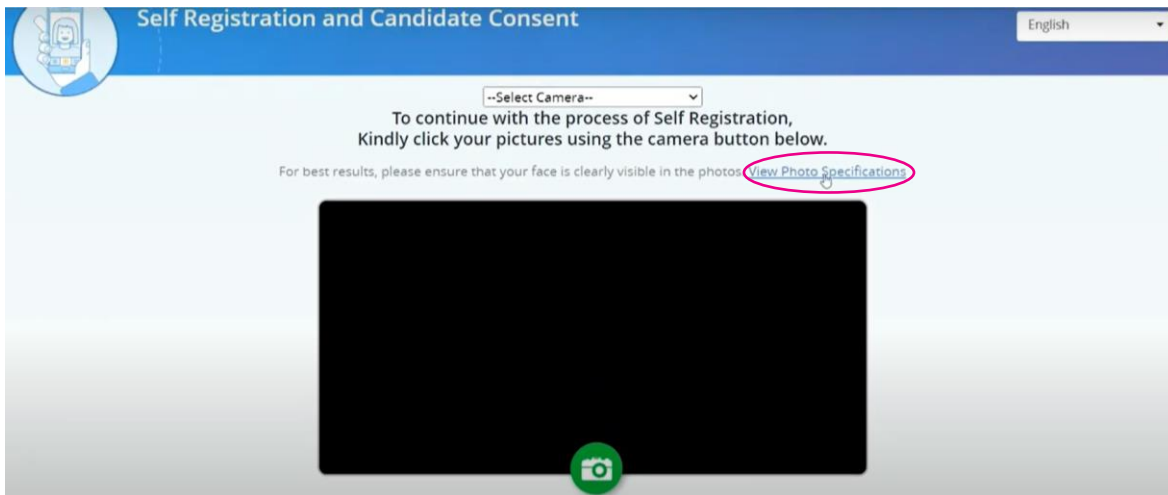
[Continue](#)

If you are unable to capture a video or require further support, please contact your test centre admin or [NOCN customer services](#).

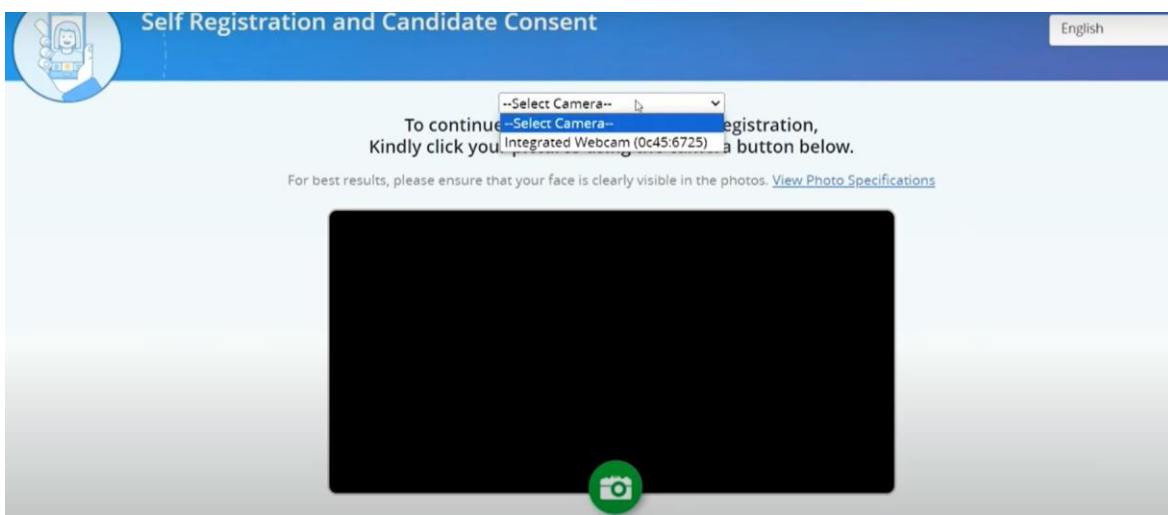
12. They will be navigated to the next part of pre-assessment checks. The self-registration and candidate consent page.



13. For guidance on taking images, select the "view photo specifications" button.



14. Select the camera from the drop down list at the top of the screen

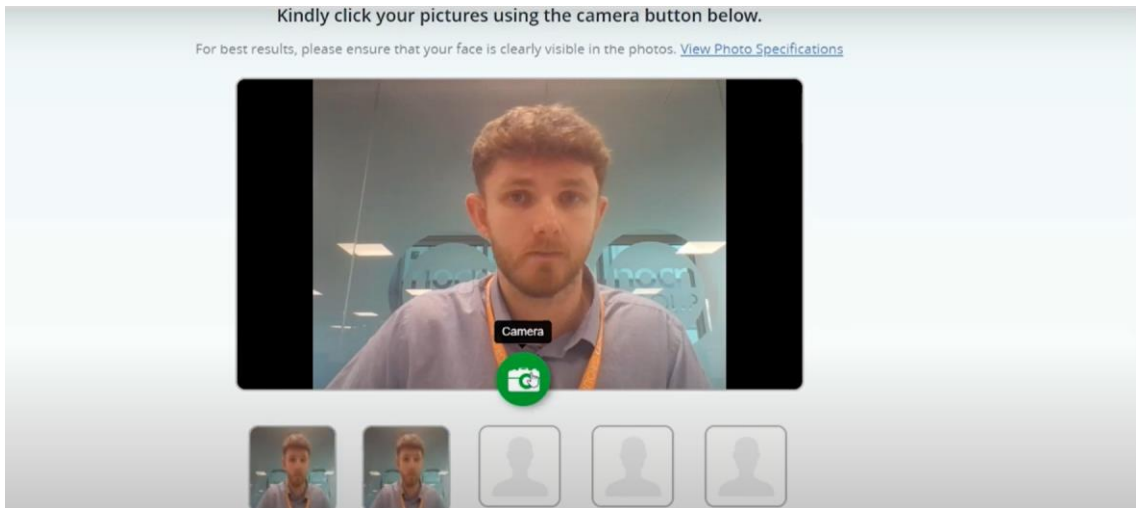


15. Once they have selected their camera, they should be able to see themselves on screen, when they can see themselves, they click the green camera icon.

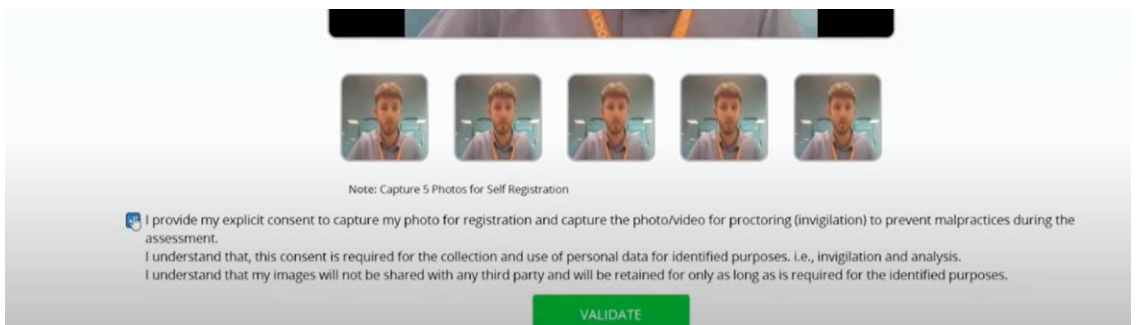
This will take a series of photos of your Apprentice, please ensure that they are facing the camera head on and nothing is obstructing the camera.



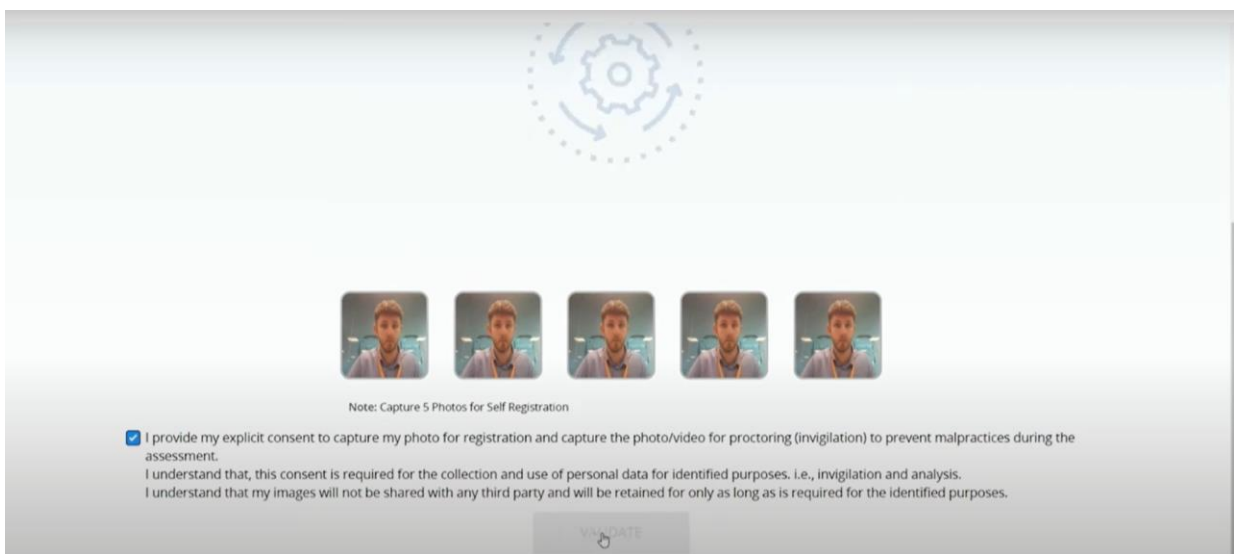
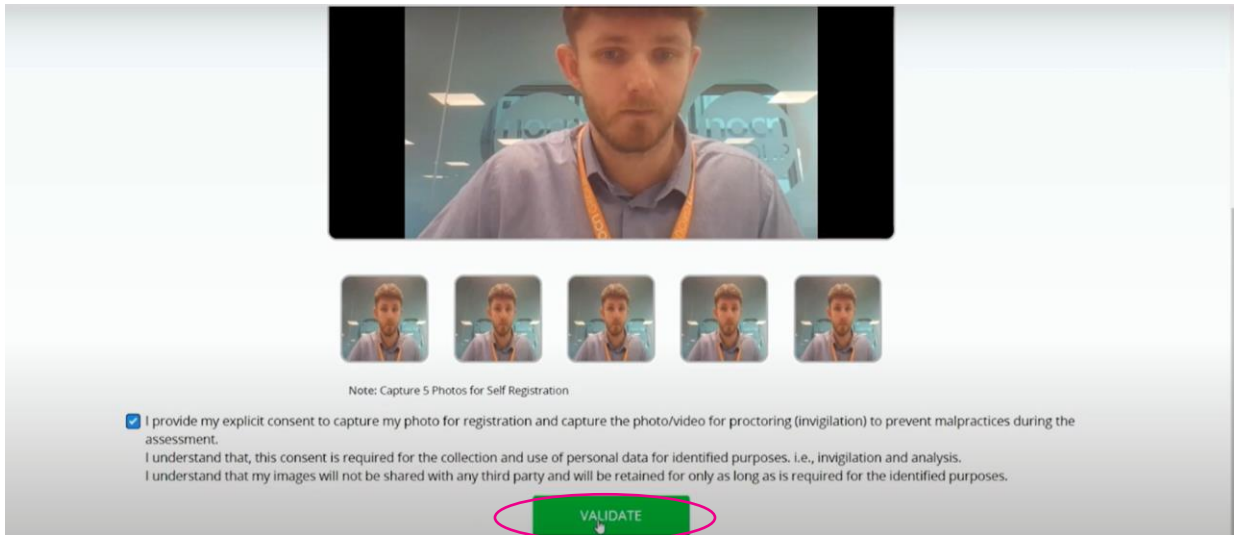
16. The system will take your photo's



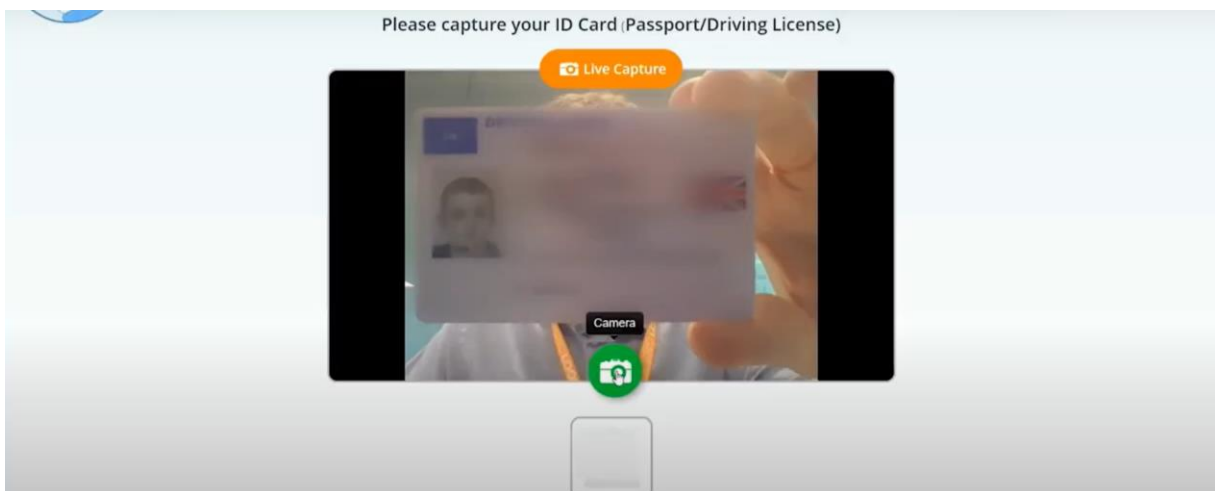
17. Once all photos are taken, select the tick box giving consent to capture your photo for the purpose of the assessment.

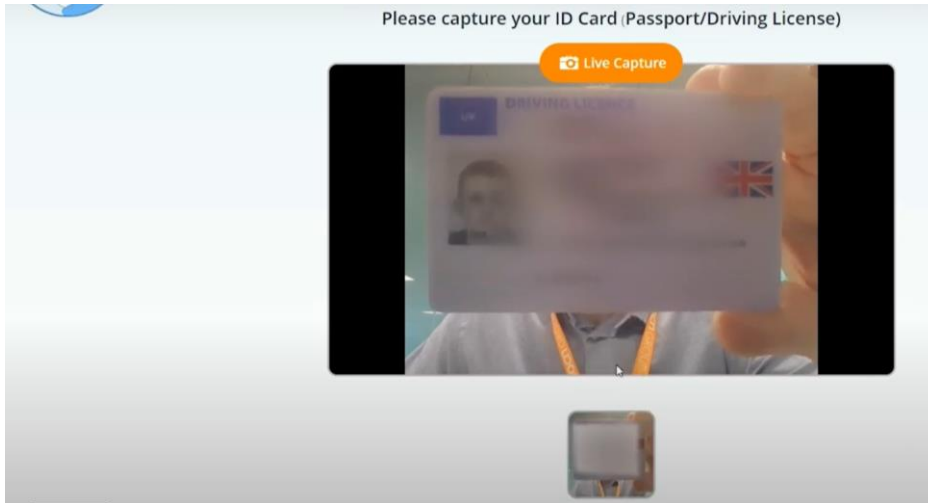


18. Once the tick box is selected, click the "Validate" button.

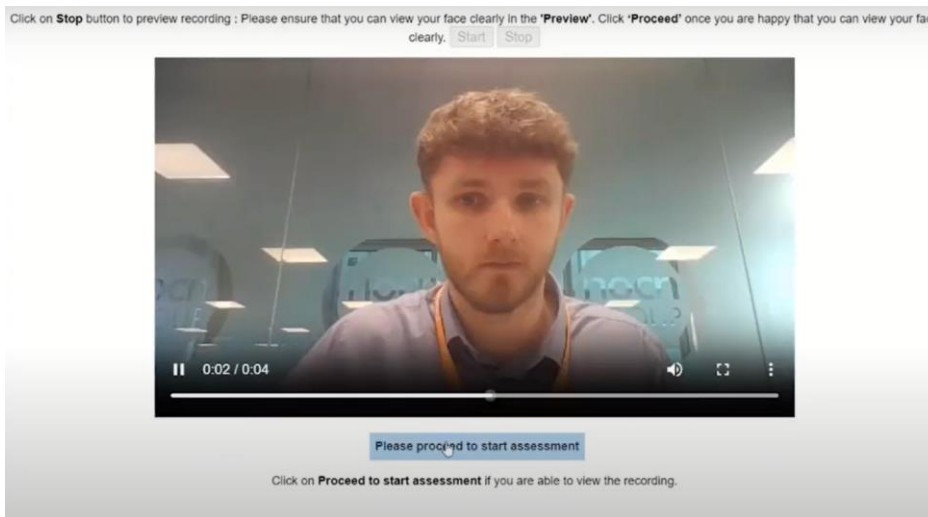


19. They may be required to show a form of identification, such as passport, driving license or national identification card. In this case, show it up to the camera and select the green camera button, then select “save”.

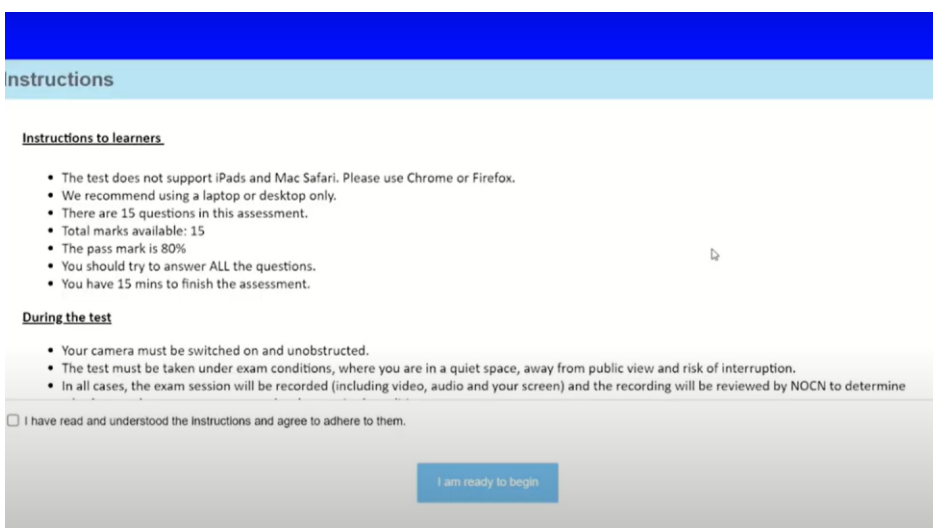




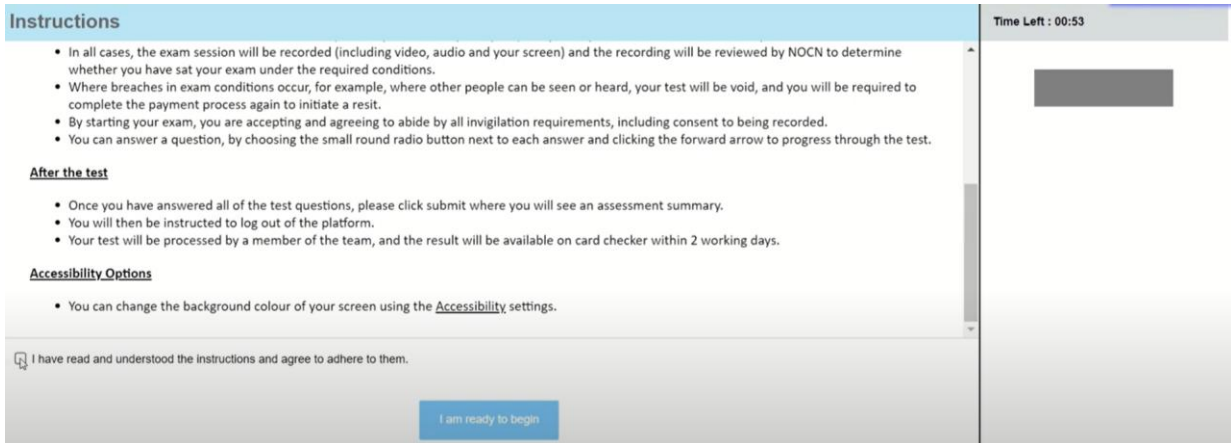
20. Scroll down and select “Please proceed to start assessment”.



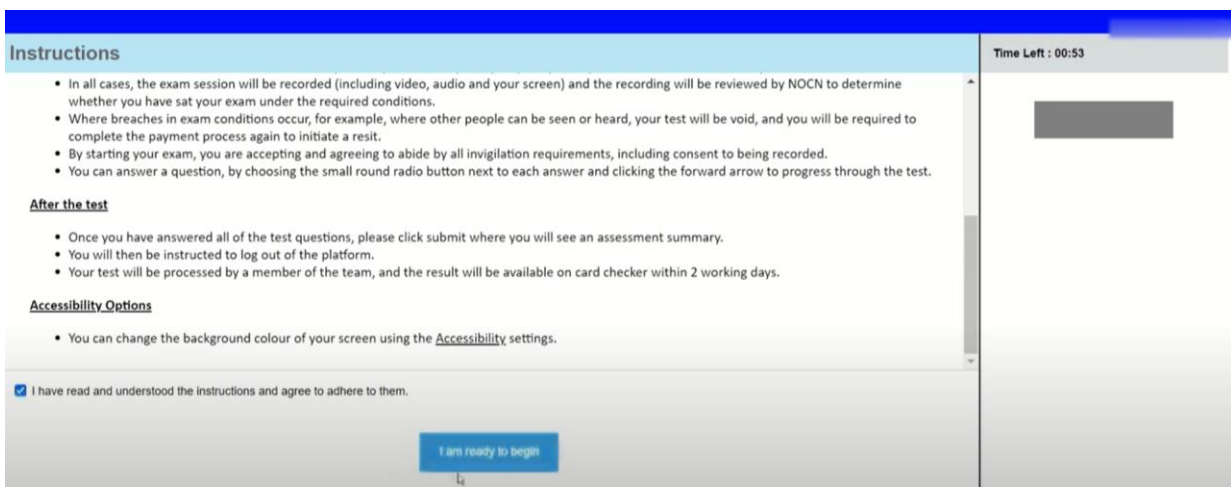
21. They will then be navigated to their test instructions, ensure they read them and scroll down.



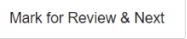
22. The Apprentice ticks the “I have read and understood the instructions and agree to adhere to them” box



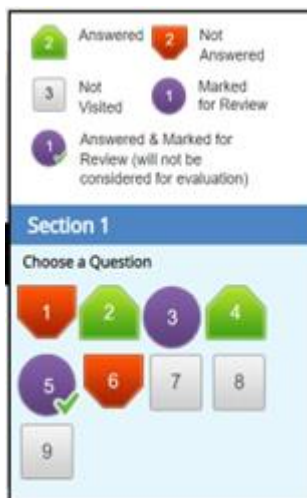
23. They then select “I am ready to begin”.



24. During their assessment, they select the answer to your question and click “Save and next”, if they are unsure, click “Mark for review” so they can come back to it before submitting their assessment.



25. The below panel displays the status of each question during the assessment.

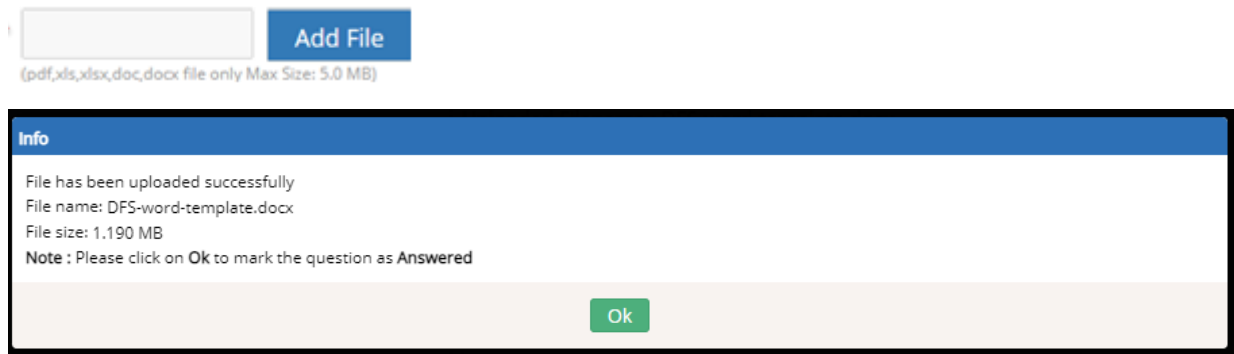


- The green irregular hexagon means that question has been answered.
- The red irregular hexagon means that question has been left unanswered.

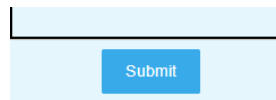
- The purple circle means that question has been marked for review.
- The purple circle with a 'tick' means that question has been reviewed.
- The grey squared means that question is yet to be viewed.

Clicking on the numbers/shape will allow navigation directly to that question.

26. If a question requires a file to be uploaded, click “add file” and once uploaded, the file name should appear in the file name box.



24. If the assessment consists of multiple parts, following completion of all questions for Part A, on the final question, instead of clicking ‘Save & Next’, Apprentice’s click the ‘Submit’ button in the bottom right-hand corner to finalise Part A and move onto Part B. The ‘Submit’ button will only become active after the assessment has been opened for 2 minutes.



25. A summary page will appear on screen for Part A, if satisfied they click ‘Yes’ to proceed.

Assessment Summary

Part A Scenario Based Task : (Current Group)

Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
Section 1	9	0	9	0	0	0

Part B Knowledge Test : (Yet to attempt)

Are you sure to submit this Group? Click 'Yes' to proceed; Click 'No' to go back.
Dear Candidate, Once the Group is submitted, you cannot revisit and edit your responses.

26. Instructions for the second part of the assessment (Part B) will appear. Once the instruction timer has counted down, in the same manner as Part A, this part of the test can be accessed for completion. All previous instructions for Part A apply to Part B.

27. If an answer is selected and then a change is required, this can be done by either selecting the circle next to the new answer or by clicking the 'Clear Response' button, which will deselect all options.



28. Once completed, as with Part A, click the 'submit' button to continue to the summary screen and again click 'Yes' if content that all is correct.

Assessment Summary

Part B Knowledge Test (Current Group)

Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
Section 1	10	10	0	0	0	0

Part A Scenario Based Task (Attempted Group) (View not allowed; Edit not allowed)

Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
Section 1	9	0	9	0	0	0

Are you sure to submit this Group? Click 'Yes' to proceed; Click 'No' to go back.
Dear Candidate, Once the Group is submitted, you cannot revisit and edit your responses.

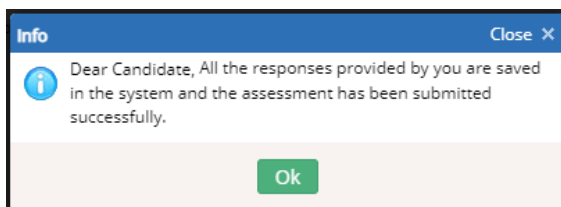
Yes No

29. Click 'Ok' to confirm that the assessment is about to be submitted.

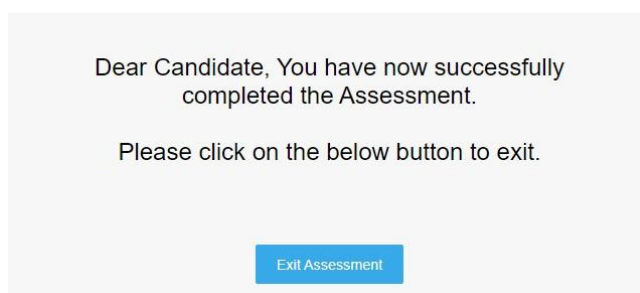
Dear Candidate, Thank you. Please note that, your Assessment is about to be submitted. Click on 'OK' to proceed further.



30. Click 'OK'



31. Click 'Exit Assessment' button.



32. The assessment window will close and the Learner Assessment Dashboard will be visible.

Accessing Apprentice Feedback Report For Apprentices...

Once you have completed your assessment and your results are ready, you will be able to access your feedback report in the NOCN Hub.

1. Log into the NOCN Hub as previously.

Login to NOCN Hub

Don't have an account? Sign up

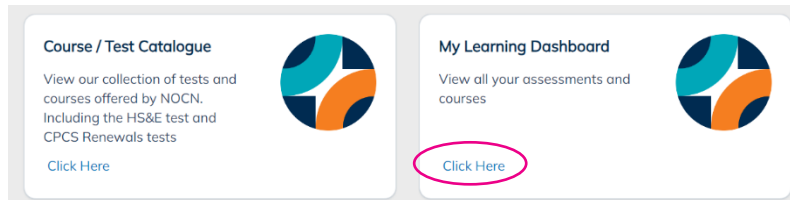
Email
operator@example.com

Password
.....

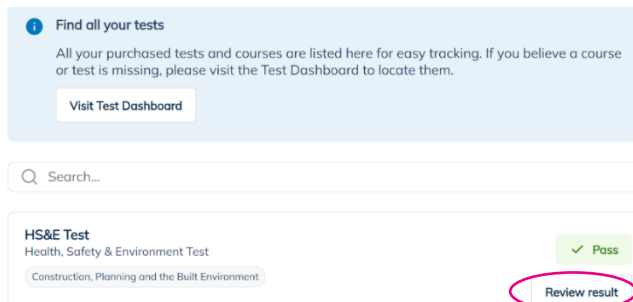
Remember Me [Forgot Password?](#)

Login

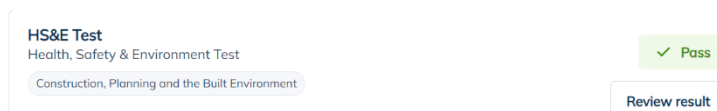
2. Select the “My Learning Dashboard” card.



3. Scroll to the assessment you have completed



4. Select “review result”



5. You can view information about your test here:

Report feedback

HS&E Test

Please see below a summary of the examination units.

Download report

Legal and Management	24/24
High Risk Activities	14/16
General Safety	20/20

Total score

Pass
96/100

Details

Full name: Howell McLaughlin
Learner ID: 32289208
Assessment date: 21 June 2024
Assessment time: 3:56 PM
Assessment: HS&E Test

6. You can also download your feedback report by selecting “Download Report”

Report feedback
HS&E Test

[Download report](#)

Please see below a summary of the examination units.

Legal and Management 24/24

Generated 22 July 2024

Feedback report
Assessment: EPA Test

Total score
Pass
96/100

Details

Learner: name xyz testnggg
Learner ID: 32339678

Assessment date: 11 July 2024
Assessment time: 4:34 PM

Total score
Pass: 19/30

Examination units summary

Unit and element name	Marks
K1: How to verify and record customer identity before providing debt advice, in accordance with both data protection (GDPR), Financial Conduct Authority (FCA) regulation and organisational procedures. Debt Advisers will know the procedures for working with formal and informal advocacy and the relevant consents and authority to act.	3/6
General Debt Advice from the Debt Advice Handbook	10/15
K8: How to access and keep up to date with Financial Conduct Authority rules, guidance and principles relevant to the provision of debt advice / debt counselling.	4/6
K9: The ethical standards that the organisation and sector requires of Debt Advisers and the implications of these for the role i.e. Professionalism, honesty, Integrity.	2/3

Accessing Apprentice Feedback Report For Assessors...

Once your Apprentice has completed their assessment and the results are ready, you will be able to access their feedback report in the NOCN Hub.

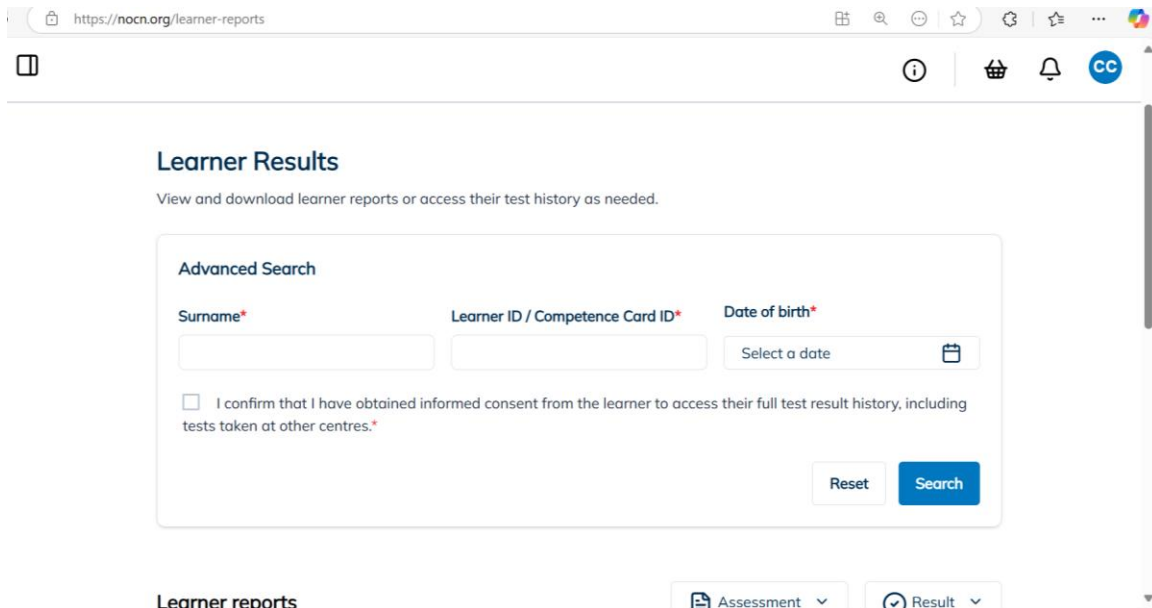
1. On your dashboard, scroll down to the “Learner Reports” tile

Your Learners Dashboard
View all learners registered for assessments
[Click Here](#)

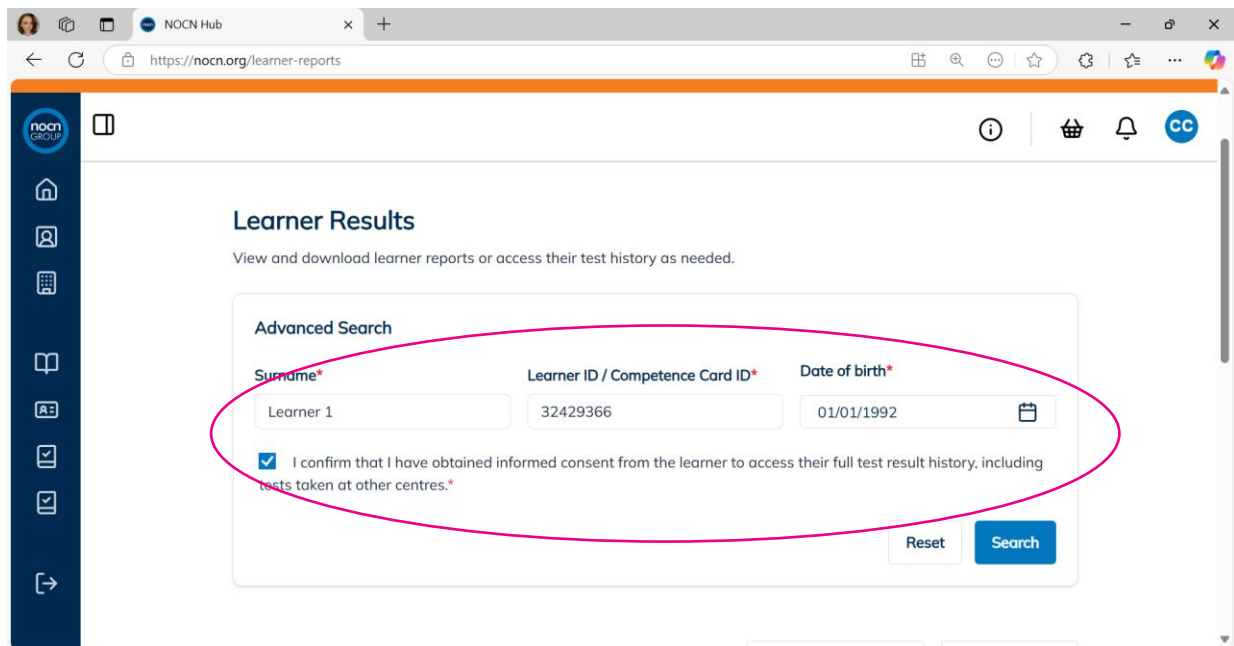
CPCS Blue Card Renewal Application Form
Application Form to Renew a Blue CPCS Competent Operator Card via logbook hours
[Click Here](#)

Learner Reports
View and download learner results and feedback
[View More](#)

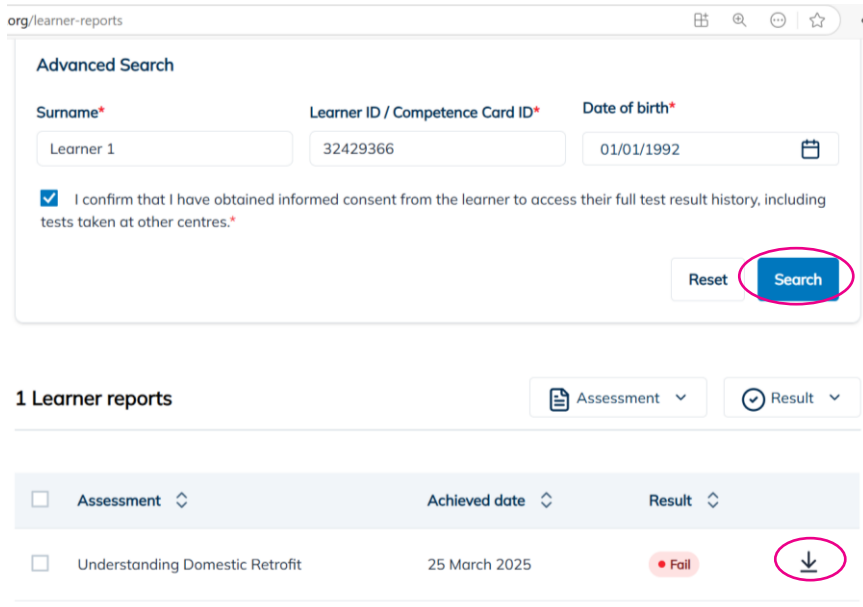
2. You will be navigated to the “Learner Results” search page



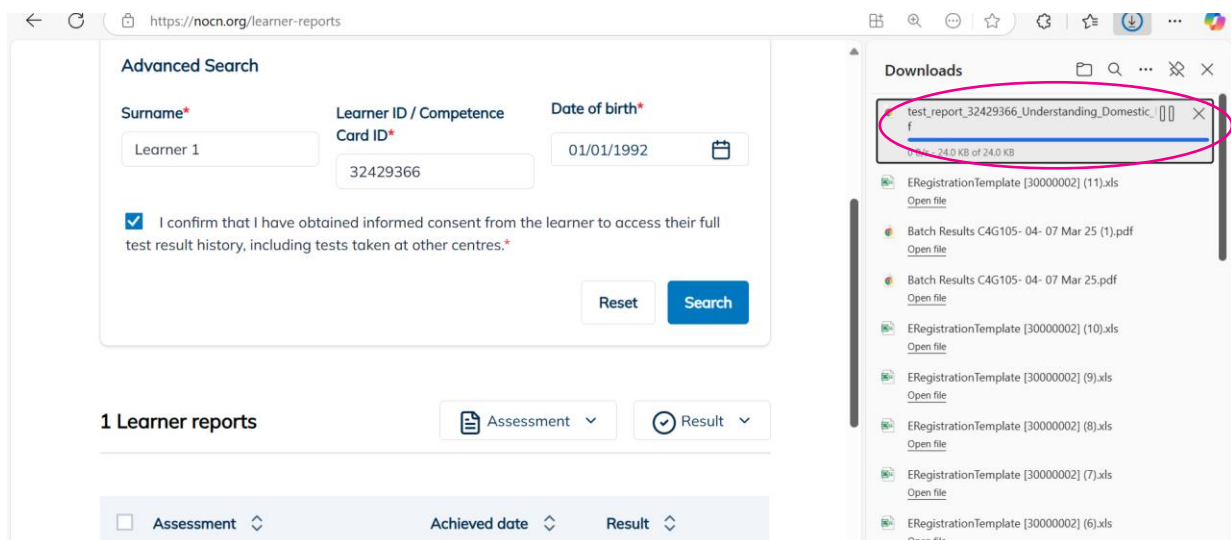
3. Add your Apprentice's details into the relevant fields and select "search"



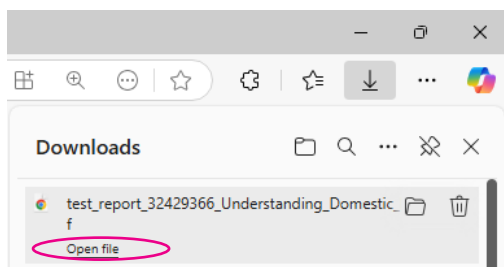
4. Scroll down to view the report generated, here you can download the report by selecting the arrow icon on the right side of the page.



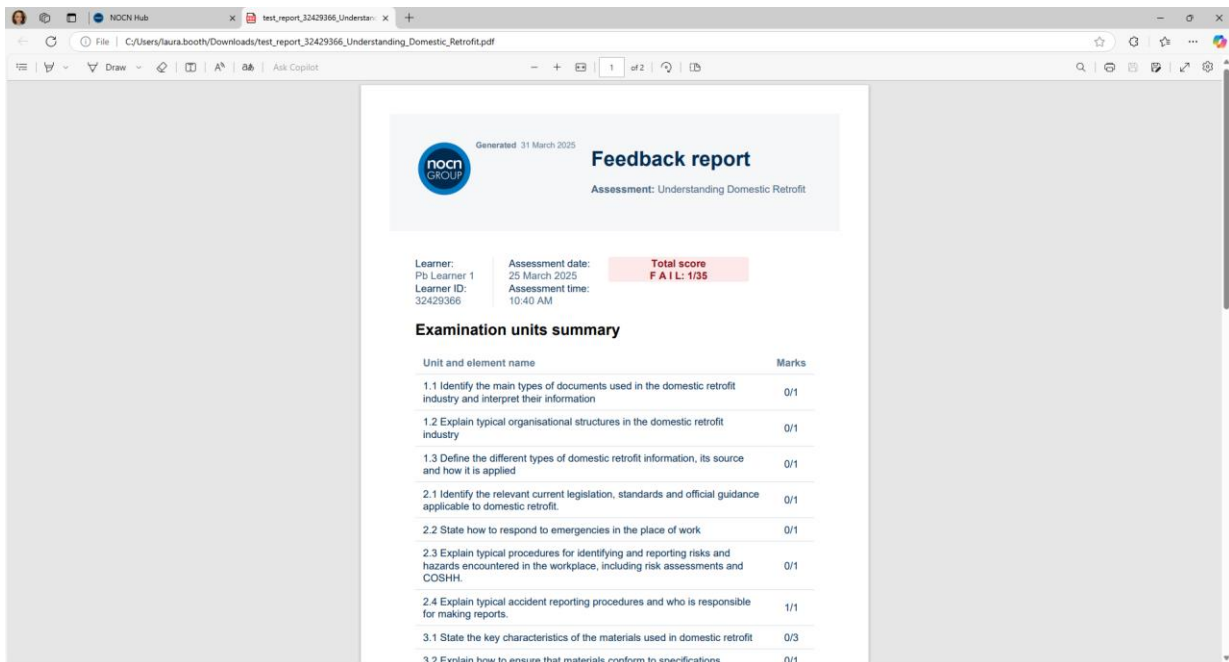
- Once the download report is selected, the report will appear in your browser downloads on the right side of the page.



- Select "Open file" to view the Apprentice's report



- The report will appear in a new browser tab where you are able to save to your device



Myth Busters!

Can a learner take their test with other learners?

Yes, the learner can take their test in exam conditions with other learners present. Follow invigilation guidelines.

Can an invigilator be present in the room?

Yes, an invigilator can be present in the room, ensure they follow the invigilation guidelines.

Will the test lock if someone walks behind the learner?

No, the test will not lock due to others in the classroom. This will be recorded and reviewed, if the learner is not in exam conditions this may result in the exam being deemed as a fail.

Do I need photo ID when taking the test?

Yes, the learner must have photo ID and show this to the camera. The test will continue without photo ID however the results will not be released until the learners identity can be confirmed.

Technical Difficulties

If any Apprentices experience technical difficulties with the platform during their assessment and it is felt that this has impacted their performance this should be reported to NOCN EPA Operations Team on 0300 999 1177.
