



e-assessment
Record & Review

Centre & Learner User Guide



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Introduction

The purpose of this guide is to support NOCN Learners and Centres to navigate Record and Review online assessments.

Key things to know prior to assessment...

For centres...

Scheduling your learners assessment and accessing their results

All assessment scheduling and accessing results can be done via QuartzWeb. Step by step guidance can be located within the **Centre Administrator user guide** and the **Assessment scheduling user guide**.

Learners logging into the NOCN Hub

You must ensure that learners are accessing their assessments via **Google Chrome** as the e-assessment **platform is not compatible with Microsoft Edge or Safari**.

Prior to your learners 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 learners 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 learners 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 learners 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 learners 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 accessed within 10 seconds, their test could go into a locked state.

Instructions on interruptions are noted in the sections below.

For learners...

You must ensure you are using Google Chrome to access the NOCN Hub and e-assessment platform for your assessment as **the platform is not compatible with Microsoft Edge or Safari**. This platform is also **only compatible with desktop or laptops** for record and review assessments.

Logging into the NOCN Hub.

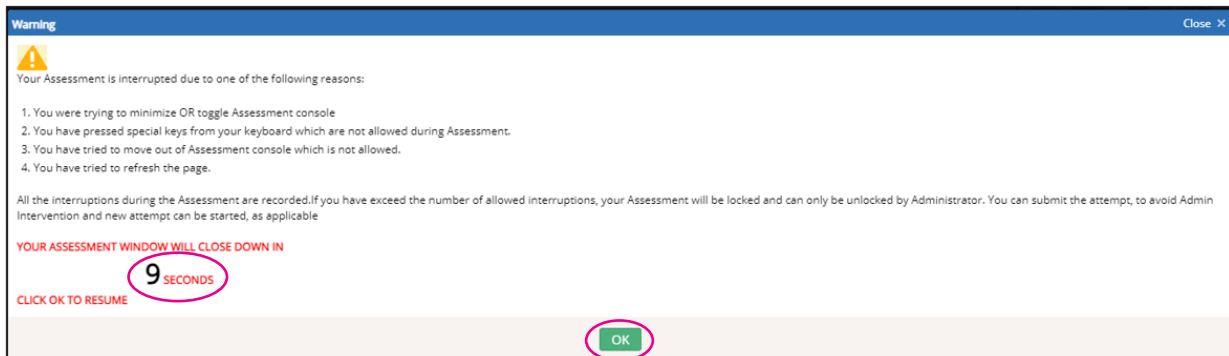
Prior to your assessment, if you have been registered using your email address, you will receive an email invitation from the NOCN Hub. Click “set your password” and this will take you to register on the system. Be sure to keep a note of your password safely and bookmark the NOCN Hub on your Chrome Browser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

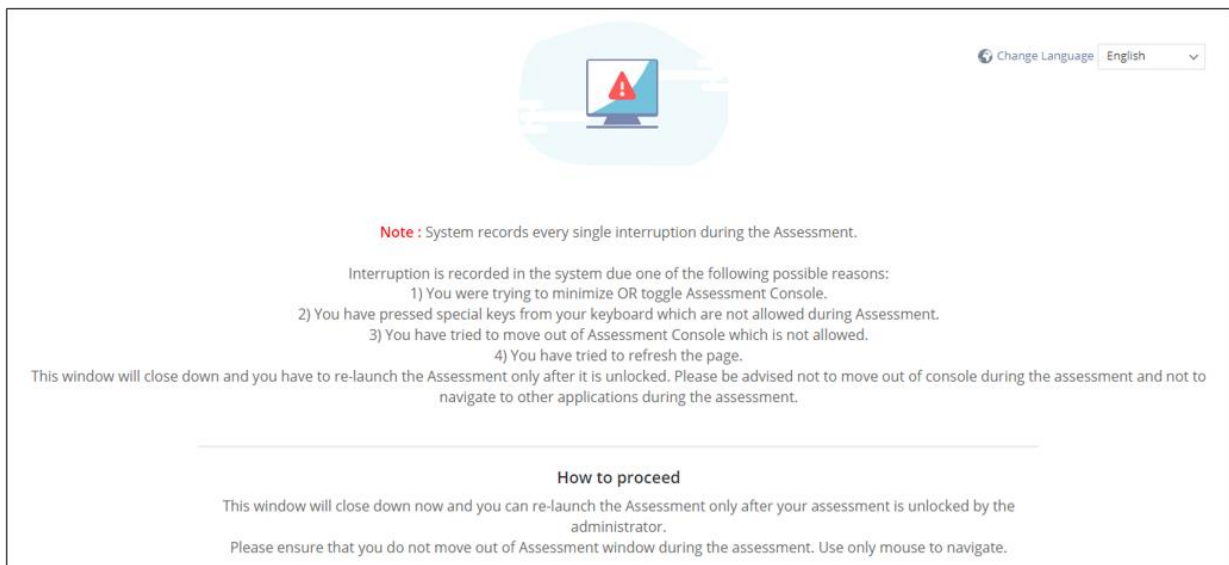
Interruptions

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.

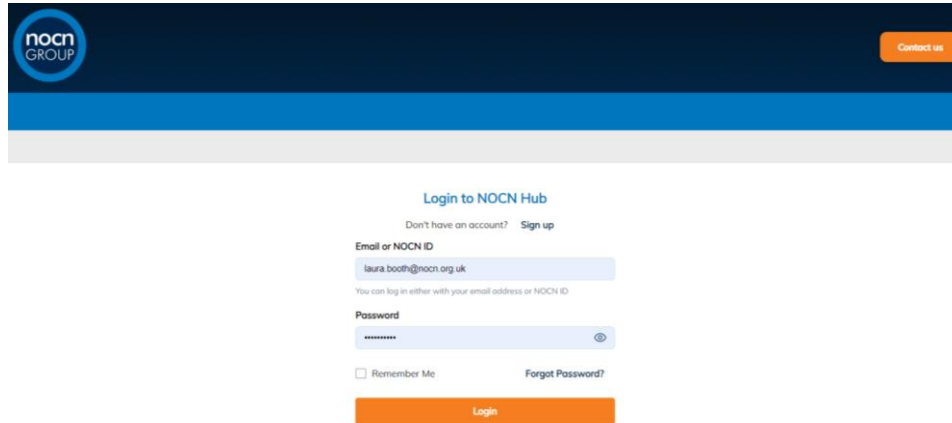
Whilst this process is taking place, do not touch their device until the test has been unlocked.

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 – Learners

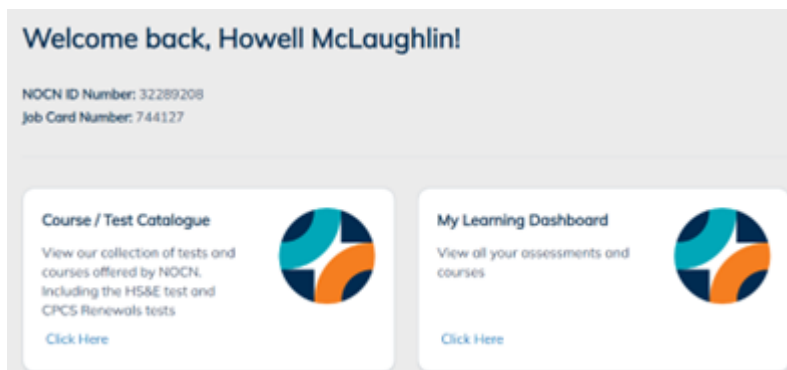
When the assessment has been scheduled on QuartzWeb and the learner is present and ready to take their assessment, they will access it via the NOCN Hub.

1. Navigate to the NOCN Hub



The screenshot shows the NOCN Hub login interface. At the top left is the NOCN Group logo, and at the top right is a 'Contact us' button. The main heading is 'Login to NOCN Hub'. Below this, there is a link for 'Don't have an account? Sign up'. The login form includes a field for 'Email or NOCN ID' with the example 'laura.booth@nocr.org.uk', a note stating 'You can log in either with your email address or NOCN ID', a 'Password' field with a toggle for visibility, a 'Remember Me' checkbox, a 'Forgot Password?' link, and a prominent orange 'Login' button.

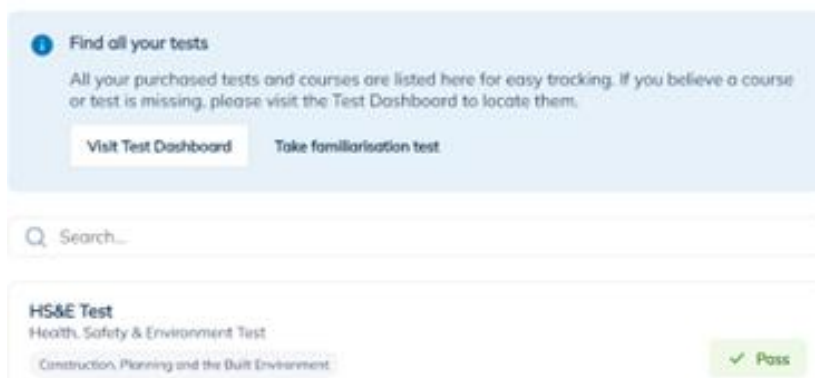
2. Log in with your email address and password set when you self-registered. If you have not self-registered via email you can use your NOCN Learner ID as your username and your date of birth as your password in the following format without slashes DDMMYYYY.
3. Once logged in, you will be navigated to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



The screenshot displays the user dashboard for Howell McLaughlin. It features a welcome message, the user's NOCN ID Number (32289208) and Job Card Number (744127). Two main navigation cards are visible: 'Course / Test Catalogue' and 'My Learning Dashboard', both with 'Click Here' links. Each card includes a brief description and a circular icon with a stylized 'S' shape.

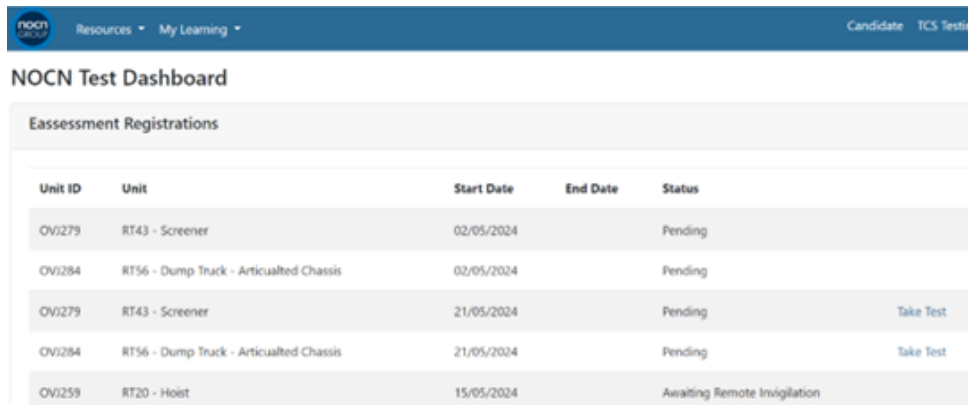
4. Select the “Visit Test Dashboard” button.

My Learning Dashboard



This section shows the 'Find all your tests' area of the dashboard. It contains a message: 'All your purchased tests and courses are listed here for easy tracking. If you believe a course or test is missing, please visit the Test Dashboard to locate them.' Below the message are two buttons: 'Visit Test Dashboard' and 'Take familiarisation test'. A search bar is located below the buttons. At the bottom, a test entry for 'HS&E Test' (Health, Safety & Environment Test) is shown, with a 'Pass' status indicated by a green checkmark.

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



The screenshot shows the NOCN Test Dashboard with a table of Assessment Registrations. The table has columns for Unit ID, Unit, Start Date, End Date, Status, and a 'Take Test' button. The data is as follows:

Unit ID	Unit	Start Date	End Date	Status	
OV/279	RT43 - Screener	02/05/2024		Pending	
OV/284	RT56 - Dump Truck - Articulated Chassis	02/05/2024		Pending	
OV/279	RT43 - Screener	21/05/2024		Pending	Take Test
OV/284	RT56 - Dump Truck - Articulated Chassis	21/05/2024		Pending	Take Test
OV/259	RT20 - Hoist	15/05/2024		Awaiting Remote Invigilation	

- You will be navigated to your test, where you will need to go through the ID checks. This screen is displayed whilst the system checks your browser compatibility.



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

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

- 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

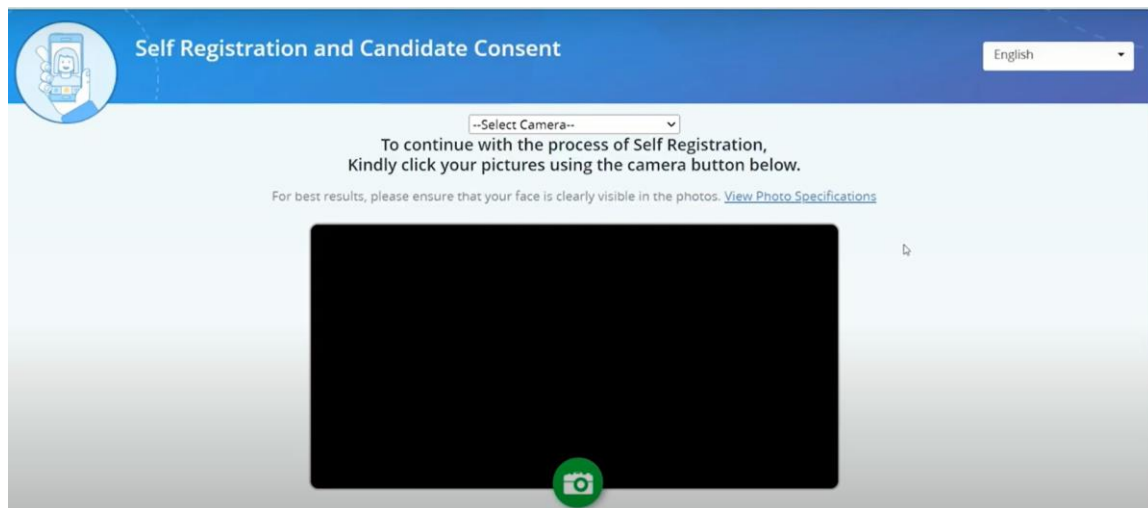
Preview Video Timer : 00:58 / 01:00 (MM:SS)



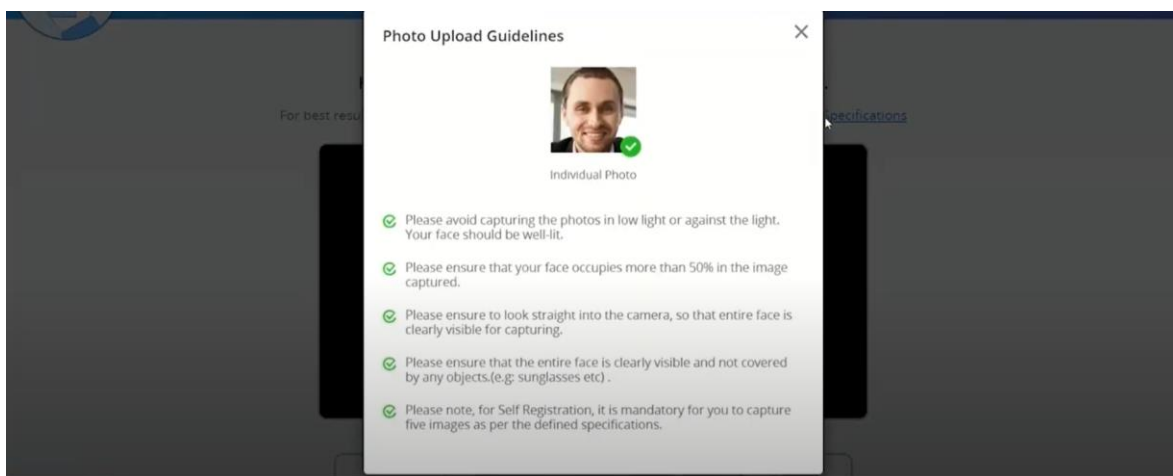
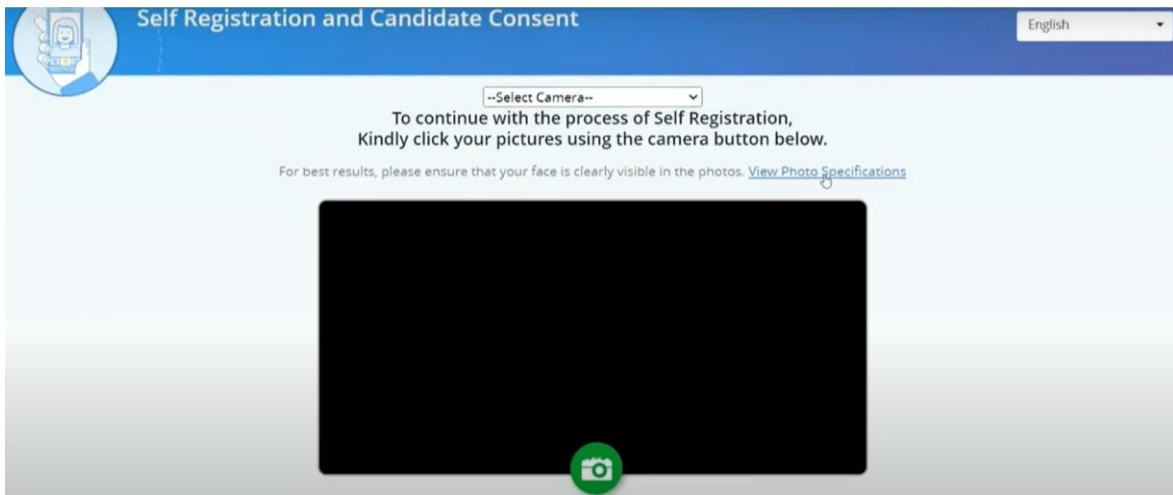
Continue

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

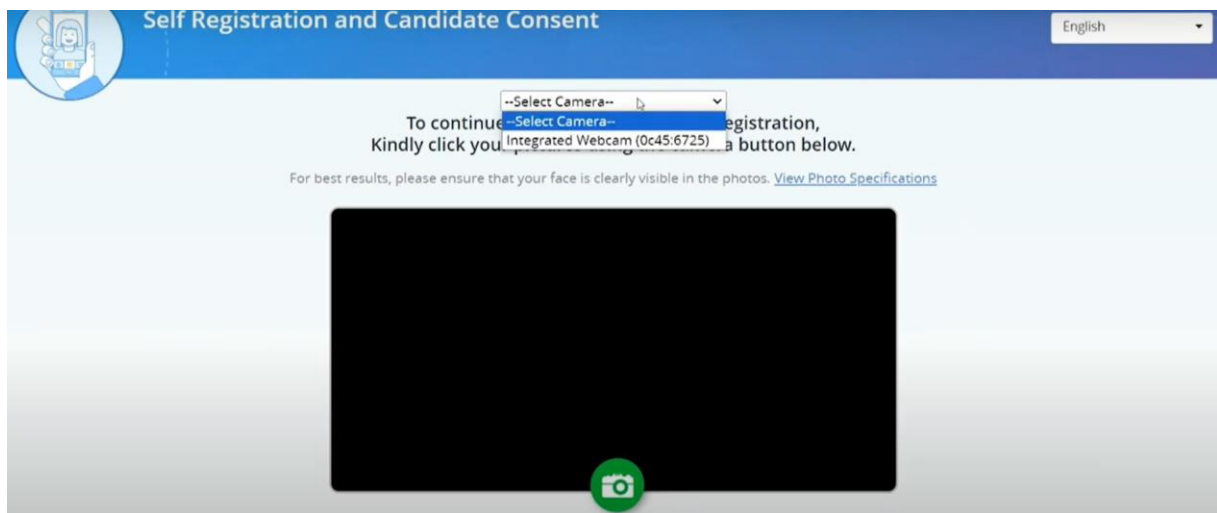
12. You will be navigated to the Self Registration and Candidate Consent page.



13. For guidance on taking your images, select the “View Photo Specifications” button.

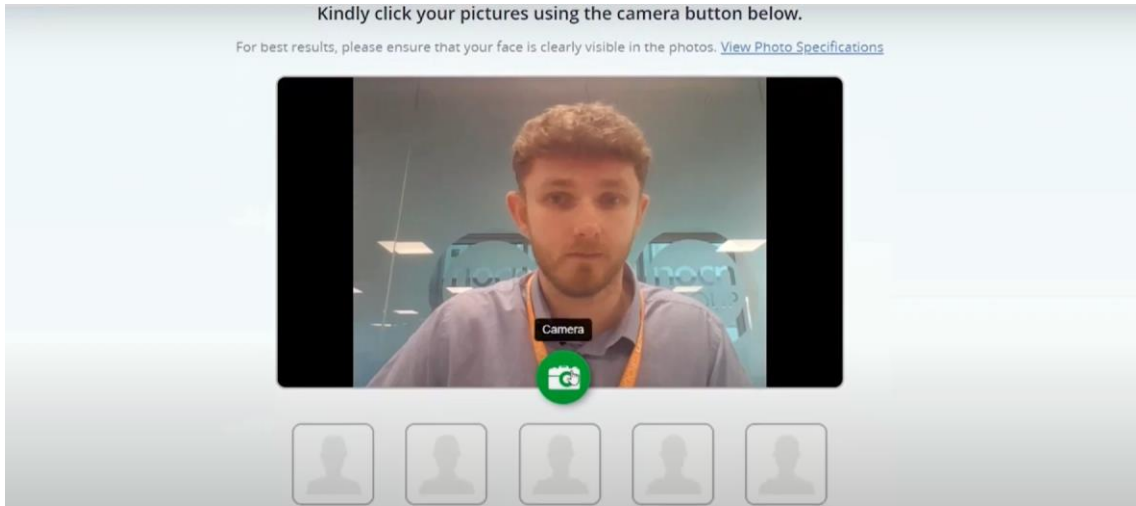


14. Select your camera from the drop down list at the top of the screen

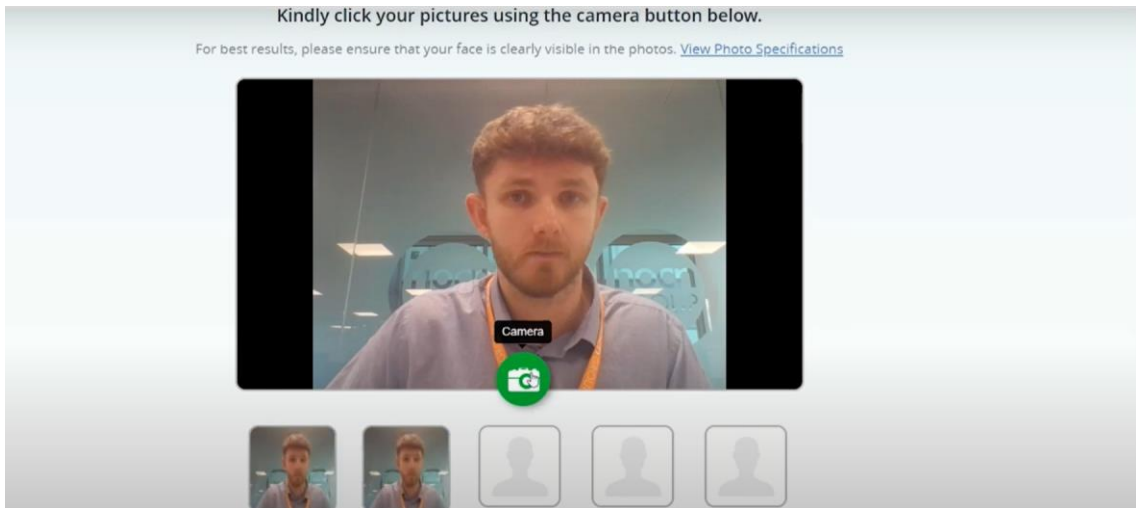


15. Once you have selected your camera, you should be able to see yourself on screen, when you can see yourself, click the green camera icon.

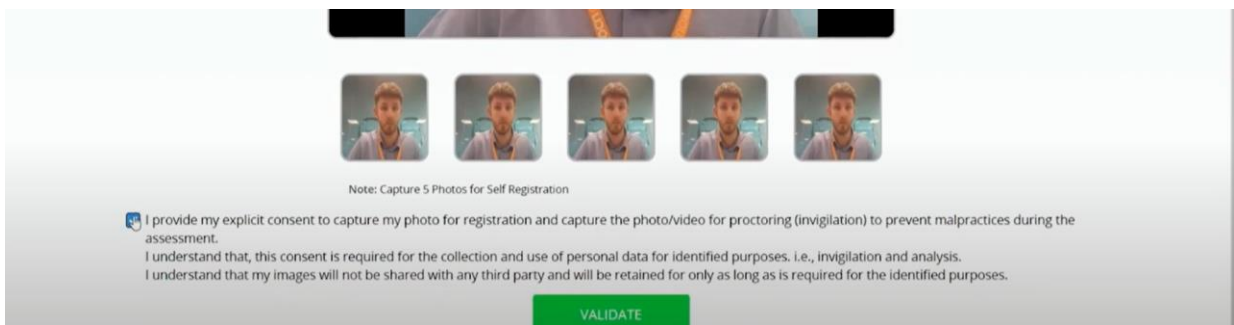
This will take a series of photo's of you, please ensure that you are facing the camera head on and nothing is obstructing the camera.



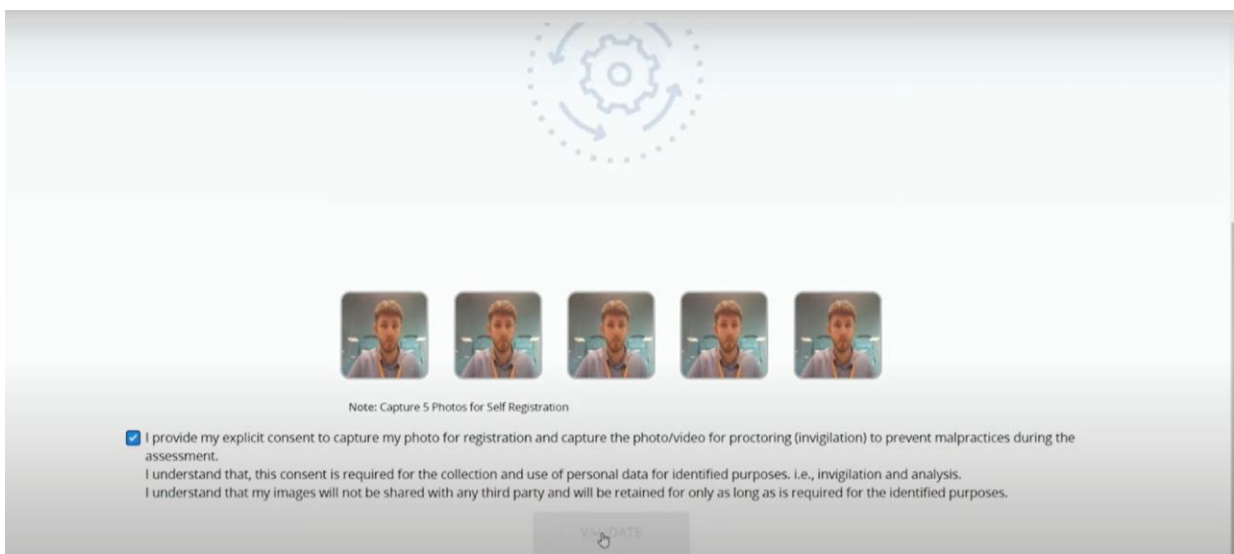
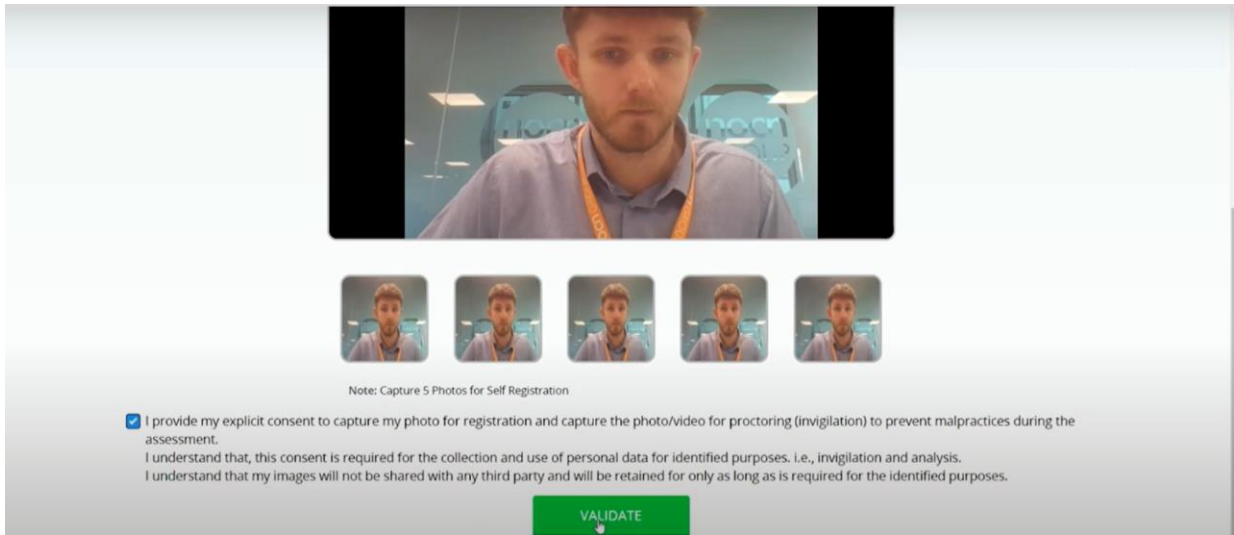
16. The system will take your photo's



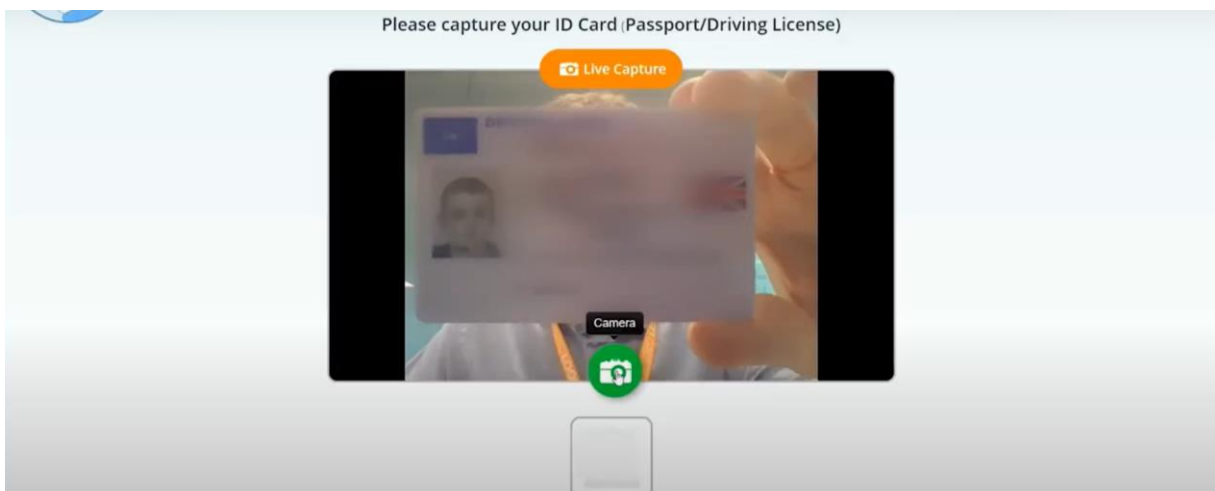
17. Once all photos are taken, select the tick box giving consent to capture your photo for the purpose of the assessment.



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

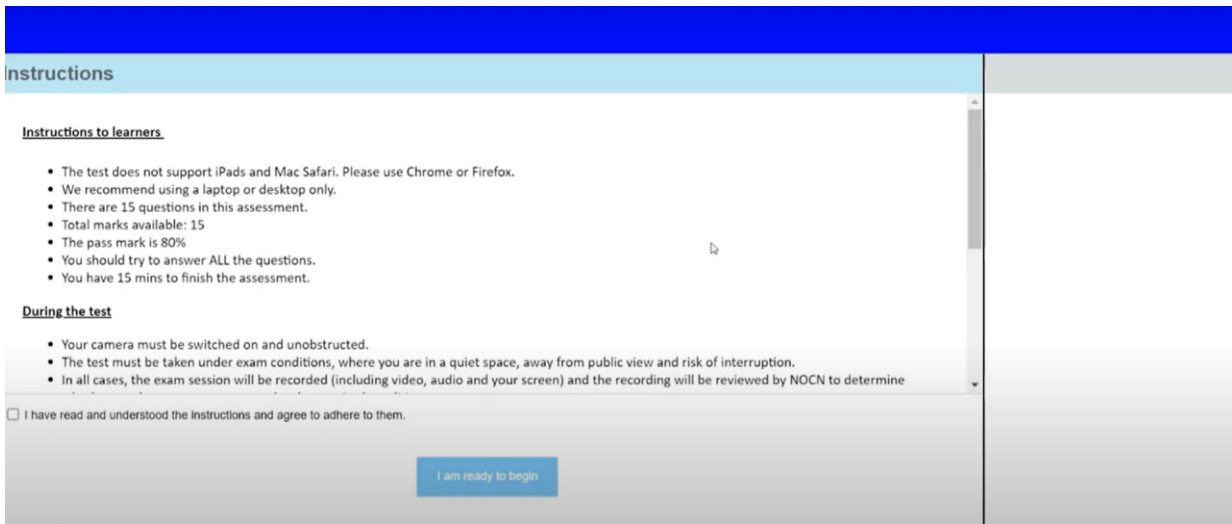


19. You may be required to show a form of identification, such as passport, driving license or national identification card. In this case, show it up to the camera and select the green camera button, then select “save”.

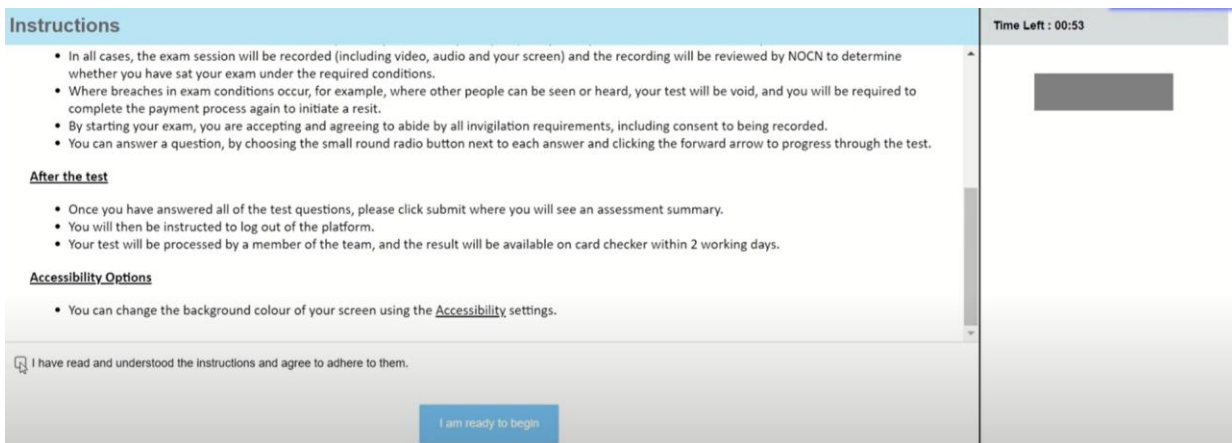




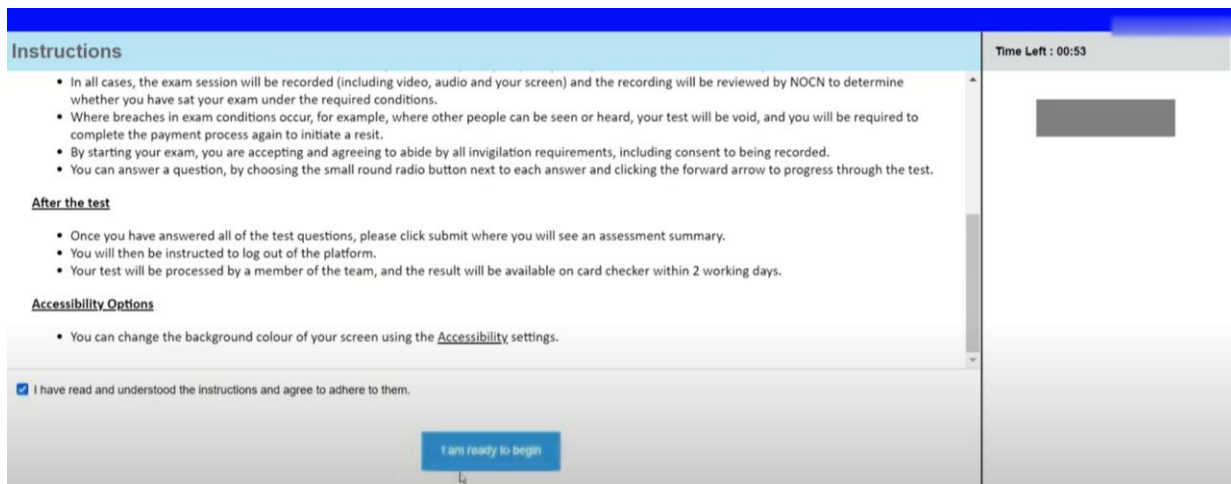
20. You will then be navigated to your test instructions, be sure to read them and scroll down.



21. Tick the “I have read and understood the instructions and agree to adhere to them” box



22. Then select “I am ready to begin”.



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

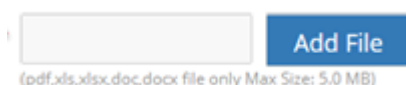
24. The below panel displays the status of each question during the assessment.



- 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.

25. 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.

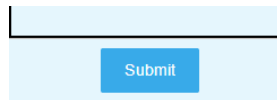


Info

File has been uploaded successfully
 File name: DFS-word-template.docx
 File size: 1.190 MB
 Note : Please click on **Ok** to mark the question as **Answered**

Ok

24. If your assessment consists of multiple parts, following completion of all questions for Part A, on the final question, instead of clicking 'Save & Next', 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 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

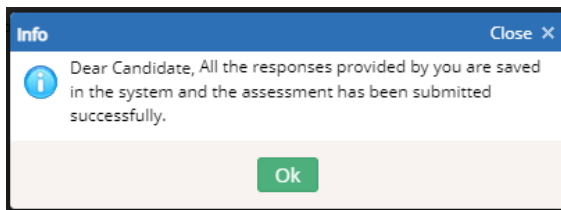
Are you sure to submit this Group? Click 'Yes' to proceed; Click 'No' to go back.
Dear Candidate, Once the Group is submitted, you cannot revisit and edit your responses.

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

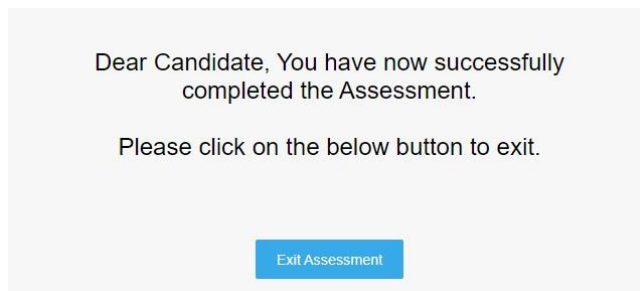
Dear Candidate, Thank you. Please note that, your Assessment is about to be submitted. Click on 'Ok' to proceed further.



30. Click 'Ok'



31. Click 'Exit Assessment' button.



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

Accessing your Learner Feedback Report - Learners

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

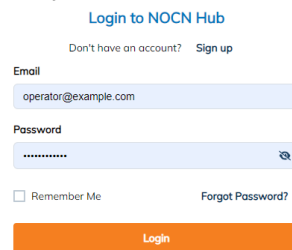
Please note: you may see a result marked as **“Pass, assessment is subject to review”**, this means you have provisionally passed your test but this is being reviewed by the NOCN team to ensure your test was taken under exam conditions.

Once reviewed, this will then be updated on your account and you will be notified of this change.

Where NOCN identifies examination conditions were not met, your result will be voided and you will be required to resit.

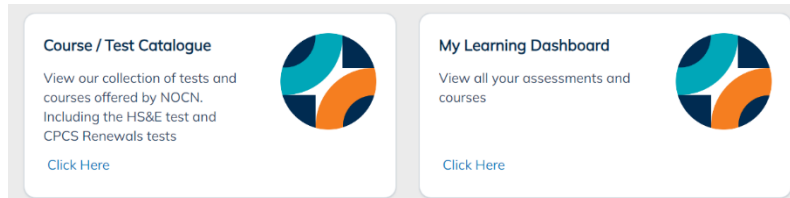
For further information, please refer to the NOCN Examination and Invigilation Policy and Procedure

1. Log into the NOCN Hub as previously.

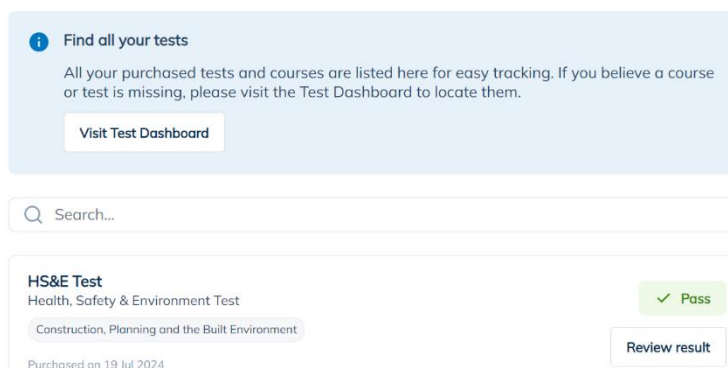


The screenshot shows the 'Login to NOCN Hub' page. At the top, there are links for 'Don't have an account?' and 'Sign up'. Below this, there are input fields for 'Email' (containing 'operator@example.com') and 'Password' (with a toggle for visibility). There are also checkboxes for 'Remember Me' and a link for 'Forgot Password?'. A prominent orange 'Login' button is at the bottom.

2. Select the “My Learning Dashboard” card.

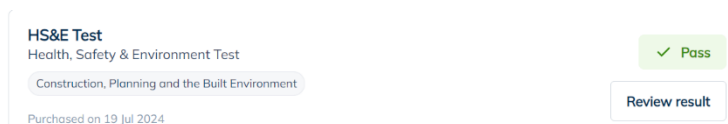


3. Scroll to the assessment you have completed



This section is titled 'Find all your tests' and includes an information icon. The text explains that all purchased tests and courses are listed here for tracking. A 'Visit Test Dashboard' button is provided. Below this is a search bar with the placeholder text 'Search...'. The main content area shows a card for the 'HS&E Test' (Health, Safety & Environment Test) with a 'Pass' status and a 'Review result' button. The card also lists the subject 'Construction, Planning and the Built Environment' and the purchase date 'Purchased on 19 Jul 2024'.

4. Select “review result”



This screenshot shows a close-up of the 'Review result' button on the HS&E Test card. The card details are the same as in the previous screenshot: 'HS&E Test', 'Health, Safety & Environment Test', 'Construction, Planning and the Built Environment', and 'Purchased on 19 Jul 2024'. The 'Pass' status is also visible.

5. You can view information about your test here:

Report feedback

HS&E Test

[Download report](#)

Please see below a summary of the examination units.

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
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

Generated 22 July 2024



Feedback report
Assessment: EPA Test

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