EWF/IIW-IAB
PERSONNEL QUALIFICATION SYSTEM

Harmonised exams

APPLICATION MANUAL

On-line Exams

http://exams.ewf.be/
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1. Access to Database for on-line exams

The Harmonised Examination Database on-line exams feature is available from the regular internet Database address (the feature is available when the exam is generated, after choosing the qualification level and the exam module, decide if an on-line or off-line exam will be generated - http://exams.ewf.be/).

After the on-line exam has been generated, and the User who has generated the exam has received the e-mail with the on-line exam information, the access will be done by using the following address:

http://exams.ewf.be/on_line/

1.1. Requirements

The on-line answer area is optimized for use with the main Internet browsers: Microsoft Internet Explorer (version 8.0 or greater), and Mozilla Firefox.

No window pop-up blocker should be active, be it as a browser definition or as a navigation tool bar definition (ex: Google Toolbar). In any case, the application will test for this, and if a window pop-up blocker is active the following message will be shown:

http://exams.ewf.be/
To deactivate the pop-up blocker in Microsoft Internet Explorer, access the Tools Menu, select Pop-up Blocker, and then click on Always Allow Pop-ups from This Site.

In Firefox, select Tools, then Options. Access the Content tab, and click on Exceptions, next to Block pop-up windows. Type http://exams.ewf.be/ and click on Allow, click on Close to close the Allowed Sites - Pop-ups window and then on OK to close the Options window. In the Mac version select Preferences on the Firefox menu, instead of Options in the Tools option.

For Safari, click on Safari on the menu (not in the browser), click on Preferences, and access the Security tab. Find the Block pop-up windows, and verify that it is not selected.

In Google Chrome click on the tool icon, on the top right hand side corner of the browser, and then on Settings; on the bottom part of the configuration window click on Show advanced settings... In the Privacy section, click on Content settings..., in Pop-ups select the Allow all sites to show pop-ups option, to deactivate pop-up blockers permanently, or, if the pop-up blocker is to be inactive only for the on-line exams, click on Manage exceptions... and add http://exams.ewf.be/ to the list.

2. The On-line Exam process

2.1. How to Generate an Exam

The on-line exam is generated the same way as an off-line exam.

When logging onto the Examination Database, after choosing Exams/Create New Fixed Exam – choose the qualification level and the guideline year. A new screen will open; choose the exam Module and exam Part, and, at the bottom, choose if the exam is to be an Off-line (the feature which is marked by default) or an On-line Exam, and then click on “Create”, see print screen below.
After clicking on “Create”, a new screen will be shown. Choose the Exam: A, B, C, D or E. Then click on the “Create” button and a new screen will be shown, see print screen below.
On this screen (see image above), fill all the necessary fields, such as:

- Start date and end date for the exam to be performed (the period between dates cannot exceed 15 days);
- Choose the exam language (if there is more than one option available);
- Choose the extra time (the extra time exists to counter any expected delays in online navigation during the exam; this will give the ANB or ATB the possibility to adjust a more adequate duration for the exam);
- Choose if the student will have access to the exam result at the end of the exam or not;
- Insert Students identification by Typing or by Copy and Paste.

http://exams.ewf.be/
See a correctly filled form in the print screen below.
After filing all the fields on this screen, click on “Generate New Exam”, and a new screen will be shown (see print screen below). At the same time, an e-mail will be sent to the e-mail address of the user who has generated the exam.

See the content of the e-mail that was sent to the User who generated the exam, below:

**From:** Italo Fernandes [mailto:exams@ewf.be]
**Sent:** Friday, 27 de June de 2014 14:28
**Subject:** New online Exam: AD/2014/00033/IJFernandes_7431

New online Exam:
Its code is: AD/2014/00033/IJFernandes_7431
Level: IWE (Guideline: 2011)
Module: 1
Part: 1+3
Exam: A
Duration of the Exam: 30:00 minutes
Time allocated to answer each question: 1:20 minutes
Total number of questions: 23
User: IJFernandes
Date: 27/06/2014
Time: 14:28:06
Exam to be taken from: 27/06/2014 to 02/07/2014
Available languages: Standard English, Flemish, German (Germany)
The Exam results will be sent by email as soon as the last student finishes his Exam, or, if any student misses the Exam, after 02/07/2014
Extra time to finish: 4 minutes
Show result at the end of the Exam: Yes
Supervisor password: FYAY4_KDPP
Code to start the Exam: 6763
Internet link: http://exams.ewf.be/on_line

<table>
<thead>
<tr>
<th>#</th>
<th>Student ID</th>
<th>Student Exam Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>aaa1</td>
<td>7431_4.28</td>
</tr>
<tr>
<td>2</td>
<td>aaa2</td>
<td>7431_5.26</td>
</tr>
<tr>
<td>3</td>
<td>aaa3</td>
<td>7431_6.24</td>
</tr>
<tr>
<td>4</td>
<td>aaa4</td>
<td>7431_7.22</td>
</tr>
</tbody>
</table>

On the e-mail text, after the table above is shown, information about the questions that have not been translated is given in red text. See examples below (on this example the standard English is the user main language).

Questions missing translations:

**Standard English**: STANDARD ID: 39006 - A flame straightening process on a workpiece is based on:

**Standard English**: STANDARD ID: 39220 - A conventional diode placed in a circuit allows the passage of current in one direction only. A silicon controlled rectifier (SCR) or thyristor operates slightly differently. How does it work?

**Flemish**: STANDARD ID: 42159 - The coating of the covered electrode may perform the following tasks:

**Flemish**: STANDARD ID: 43281 - Which of the following is/are correct for plasma arc cutting?

**Flemish**: STANDARD ID: 44013 - When using Brazing, the joint has a better mechanical resistance if:

**German (Germany)**: STANDARD ID: 39742 - The energy from a welding power source is used to:
2.2. Starting the Exam

After receiving the e-mail, the User shall forward it to the on-line exam Supervisor, who is the person responsible of preparing the computers that will be used to perform the exam.

Only after the supervisor prepares each computer is it possible to give students permission to start the exam. The student will validate the exam, wait for the start code to be handed out and then start doing the on-line exam.

3. Supervisor activities to start the exam

For each student (this means also for each computer that will be used on the on-line exam) that will perform the on-line exam the supervisor must perform a set of tasks that will be explained below.

First, the supervisor must receive the e-mail from the User who has generated the on-line exam. With the e-mail content the Supervisor can prepare each computer for the exam.

See the e-mail content bellow:

```
From: Italo Fernandez <exams@ewf.be>       Sent: qua 25-06-2014
To:                                         
Subject:  New online Exam AD:2014.00032;UFernandes_7406

New online Exam:
Its code is: AD:2014.00032;UFernandes_7406
Level: IWE (Guideline: 2011)
Module: 1
Part: 1-3
Exam: A
Duration of the Exam: 30:00 minutes
Time allocated to answer each question: 1:20 minutes
Total number of questions: 23
User: UFernandes
Date: 25/06/2014
Time: 00:15:54

Exam to be taken from: 25/06/2014 to 27/06/2014
Available languages: Flemish
The Exam results will be sent by email as soon as the last student finishes his Exam, or, if any student misses the Exam, after 27/06/2014
Extra time to finish: 5 minutes
Show result at the end of the Exam: Yes
```
The Supervisor’s first task will be to login on to the database using the link that is mentioned on the e-mail (http://exams.ewf.be/on_line), or access the internet and type in the link address.

### 3.1. Select Country

After opening the link on the first screen choose your Country.

The available countries correspond to the ANB Countries that have an on-line exam scheduled for the current date; this means on-line Exams that have a *Start date* on or before the current date and an *End date* on or after the current date.

These dates can be verified on the mentioned e-mail:

**Exam to be taken from: 25/06/2014 to 27/06/2014**

The screen is shown below:

<table>
<thead>
<tr>
<th>#</th>
<th>Student ID</th>
<th>Student Exam Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>João Silva</td>
<td>7406_118</td>
</tr>
<tr>
<td>2</td>
<td>Pedro Sousa</td>
<td>7406_216</td>
</tr>
<tr>
<td>3</td>
<td>José Carlos</td>
<td>7406_314</td>
</tr>
</tbody>
</table>

Supervisor password: ACF#2XZ8KY

Code to start the Exam: 6243

Internet link: http://exams.ewf.be/on_line
Now choose the country and click on “Next Step”.

3.2. Supervisor password

The Supervisor password to be inserted on this page is the one received on the e-mail from point 3. It is the first blue text information on the e-mail.

**Supervisor password: ACF#2XZ6KY**

In the example above the information to be copied is: ACF#2XZ6KY
3.3. Confirm the Exam Content

This page is for verification of the generic data of the Exam which is being accessed: Level, Module, Part, Code, Duration of the Exam, etc.

The information shown on screen needs to be confirmed by comparison to the information given on the e-mail:

Level: IWE (Guideline: 2011)
Module: 1
Part: 1-3
Exam: A
Duration of the Exam: 30:00 minutes
Time allocated to answer each question: 1:20 minutes
Total number of questions: 23
User: IFernandes
Date: 25/06/2014
Time: 00:15:54

Exam to be taken from: 25/06/2014 to 27/06/2014
Available languages: Flemish
The Exam results will be sent by email as soon as the last student finishes his Exam, or, if any student misses the Exam, after 27/06/2014
Extra time to finish: 5 minutes
Show result at the end of the Exam: Yes

If there are any questions awaiting translation into the languages chosen for the Exam then a list with the ID of said questions will be shown at the end of the page.

Questions missing translations: Flemish
ID: 42159
ID: 43281
ID: 44013

After checking, and if the exam content is correct, click on “Confirm”.

http://exams.ewf.be/
3.4. Student Identification

Because a computer for an on-line exam is being prepared, it is now time to allocate this computer to a specific student. To do so, first identify the student, by inserting the correct Student Exam Code, which has been sent on the e-mail. See an example below.

<table>
<thead>
<tr>
<th>#</th>
<th>Student ID</th>
<th>Student Exam Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>João Silva</td>
<td>7406_1.18</td>
</tr>
<tr>
<td>2</td>
<td>Pedro Sousa</td>
<td>7406_2.16</td>
</tr>
<tr>
<td>3</td>
<td>José Carlos</td>
<td>7406_3.14</td>
</tr>
</tbody>
</table>

This action must be repeated for each computer/student.

Ensure that a single access is prepared for each of the students identified on the list.

3.5. Exam Student Final Verification

This page is for verification of the generic data of the Exam, as well as for identification of the student who will do the exam on this particular computer.

Confirm the information shown on the screen by comparing it to the information on the e-mail:

- Level: IWE (Guideline: 2011)
- Module: 1
- Part: 1-3
- Exam: A
- Duration of the Exam: 30:00 minutes
- Time allocated to answer each question: 1:20 minutes
- Total number of questions: 23
- User: JFernandes
- Date: 25/06/2014
- Time: 00:15:54
- Exam to be taken from: 25/06/2014 to 27/06/2014
- Available languages: Flemish
- The Exam results will be sent by email as soon as the last student finishes his Exam, or, if any student misses the Exam, after 27/06/2014
- Extra time to finish: 5 minutes
- Show result at the end of the Exam: Yes

|    | Pedro Sousa | 7406_2.16 |
If the information is correct, click on the “Confirm” button. When this is done a new window will be shown, this is for the exclusive use of the student identified in point 3.4.

IMPORTANT: the initial window has to be closed, leaving only the new window open for the student to fill in. This information is given by a pop-up alert, see print screen below.

![Message from webpage](image)

**4. Student Starting the Exam**

After preparing all computers for the exam, the Supervisor allocates each computer to a specific student. When instructed to do so, each student must validate his/her exam. As soon as the *Code to start the Exam* has been provided by the Supervisor, the student may start the exam. This process is described below.

**4.1. Student Access: identification and language selection**

![Exam A](image)

Each student will type in the *Student Exam Code* (the same which the supervisor has used), and choose the exam language, when the student click on “Next Step” a new screen is open, see print screen below.

http://exams.ewf.be/
4.2. Student Access: instructions and fill in simulation

The Student must read all instructions carefully.

There is a question simulator, which has to be filled in by choosing the correct answer.

Also the field indicating that all instructions have been read, understood and accepted must be checked.

Once more after answering the question and mark the box regarding “I have read, understood...”, the student must click on “Next Step”, a new screen is open, see print screen below.
4.3. Student Access: Code to start the Exam

On this screen the Student must wait for the Exam Supervisor to give out a code before starting the Exam. This code will only be made available once all Students are on this screen.

The Code to start the Exam is presented in blue on the e-mail that was sent upon creating the Exam:

**Code to start the Exam: 6243**

As soon the Student inserts this code a new screen will open and the exam is now available to the student.

5. EXAM RESTART AFTER FORCED CLOSURE

If, by any reason, a Student that has not yet submitted the Exam, but due to any problem the internet connection has been lost or if by error the exam screen has been closed, it is possible to restart the exam. To do so, it will be needed that the Supervisor performs once more the steps from point 4 onwards of this manual.

In the event of an Exam restart, information on time elapsed in previous accesses will be shown.

Information given by the database to the Supervisor, when restarting an exam:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Pedro Sousa</th>
<th>Student Exam Code</th>
<th>7406_2.16</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Login</td>
<td>27/06/2014 12:26:44</td>
<td>Last recording date:</td>
<td>27/06/2014 12:30:41</td>
</tr>
<tr>
<td>Time spent:</td>
<td>00:03:57</td>
<td>Available time:</td>
<td>00:31:03</td>
</tr>
</tbody>
</table>
Information given by the database to the Student, when restarting an exam:

<table>
<thead>
<tr>
<th>Level</th>
<th>IWE (Guideline 2011)</th>
<th>Module</th>
<th>I</th>
<th>Part</th>
<th>1-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of the Exam</td>
<td>30 minutes</td>
<td>Student ID</td>
<td>Pedro Sousa</td>
<td>Exam to be taken from</td>
<td>28/08/2014 to 27/08/2014</td>
</tr>
<tr>
<td>Last recording date</td>
<td>27/05/2014 11:30:41</td>
<td>Time spent</td>
<td>00:03:57</td>
<td>Available time</td>
<td>00:31:03</td>
</tr>
</tbody>
</table>

All registered answers will be brought back, except those which were in the group of questions being answered when the Exam was interrupted.

The duration of the Exam will be recalculated so that the time already spent up by the student will be taken away from the total available time for the exam. Time used in the group of questions being accessed when the Exam was interrupted will not be discounted.