

Guideline
for ECQA® GmbH
certified exam participants

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1 Registration

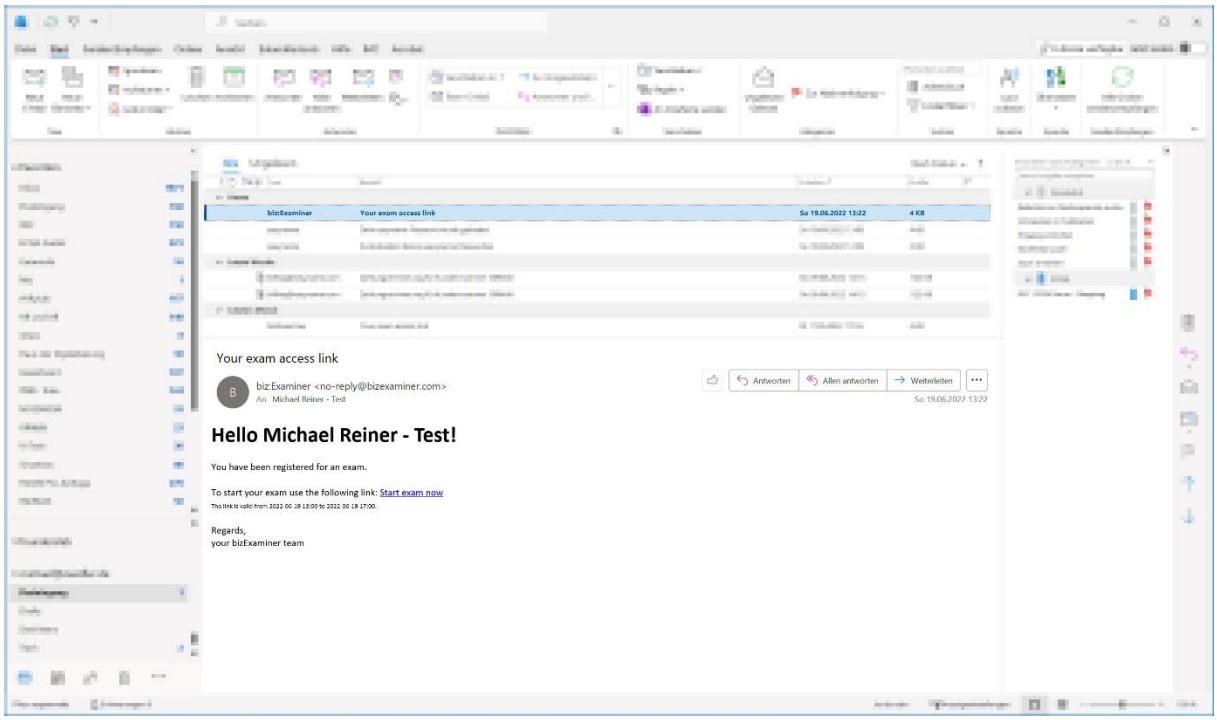
Before taking part in an exam you have to register at a proper exam organisation for a specific exam.

Alternatively, you can of course also register directly at the ECQA® GmbH for a specific exam.

At the exam organisation you will register with your gender (female, male and inter), Last- and First name (later visible on the certificate) and a valid email address. Please make sure that you have access to this email address, the link to your individual exam will be sent to the given email address.

You will be informed about your exam Date and the time, when the exam can be started by the exam organisation or the ECQA® GmbH.

2 Information sent

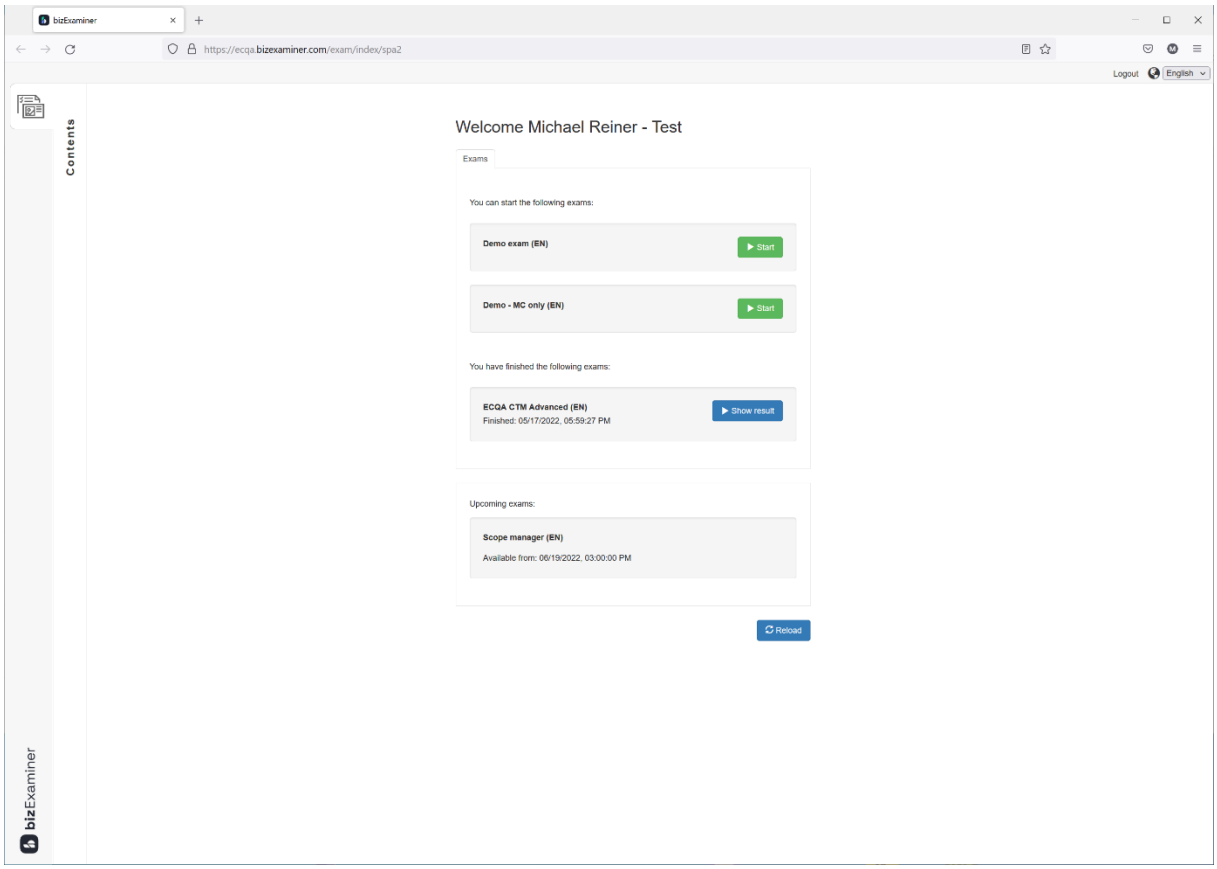


Depending on the exam type you will either receive an email with your access link before the exam date or within the teams call directly after the ID check.

You will receive the email from biz:examiner no-reply@bizexaminer.com. **Please make sure to check your Spam-/junk mail folder!**

To enter the exam, please click on the “Start exam now” link within the sent email.

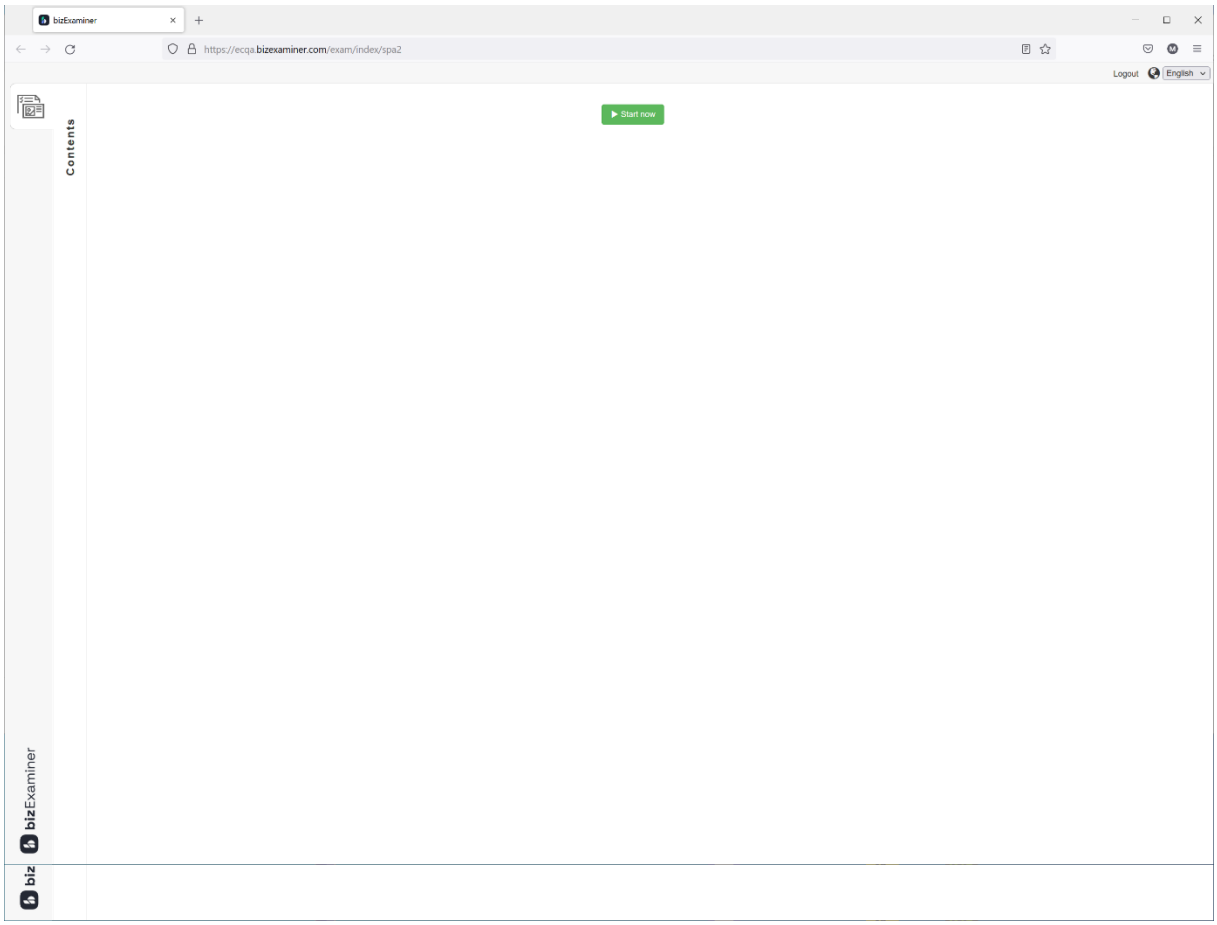
3 Exam Landing page



On the landing page you will find several sections:

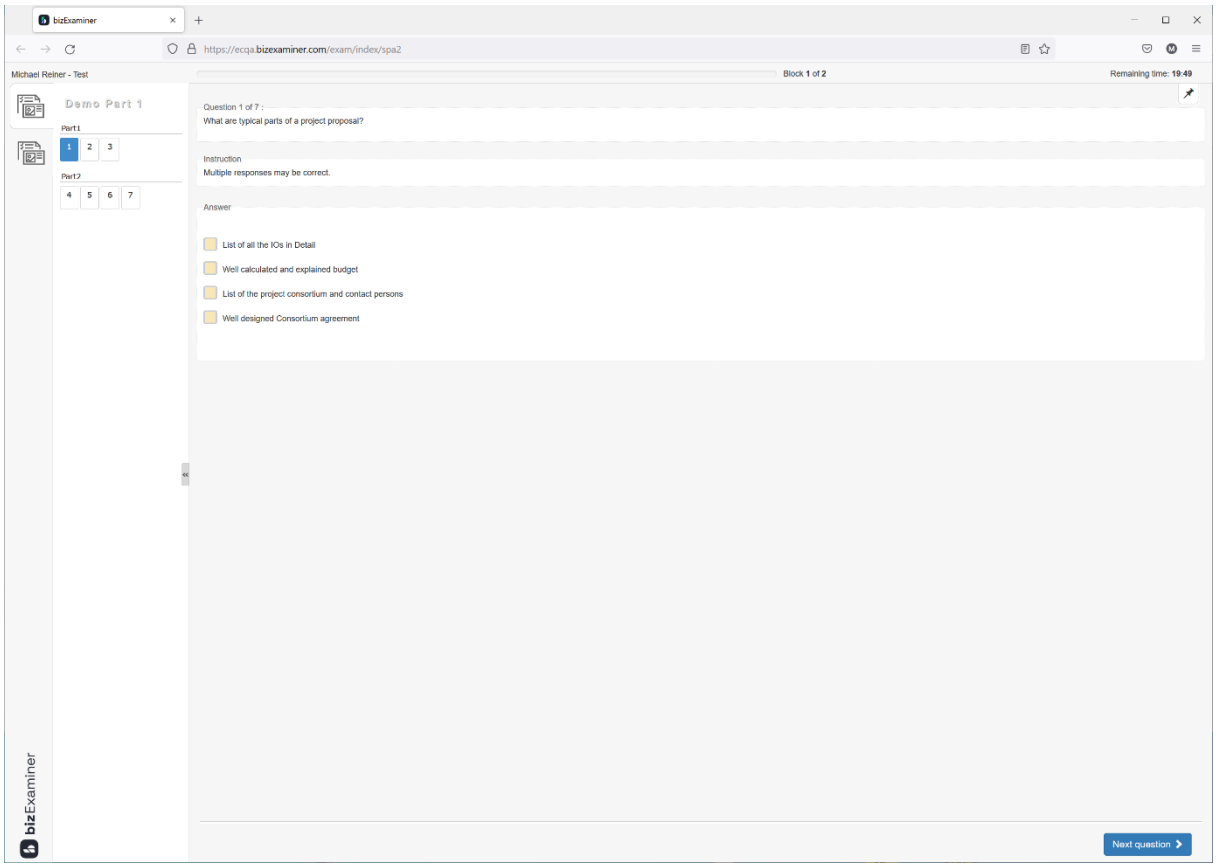
- In the upper right corner, you can find the Language Button. Here you can switch the communication language (buttons, notifications,…) for your exam.
- "*You can start the following exams*" – here you can immediately start you listed exams (all those that are open in the current time frame)
- "*You can finish the following exams*" – here you can view the results of your already finished exams
- "*Upcoming exams*" – here the time frame for the opening of your exam has not started yet

4 Starting the exam



To start your exam, choose the exam you want to start in this moment and click on the button "*Start*"

Here you find the "Legal notices" and last information about your exam which you have to confirm before you can start the exam.



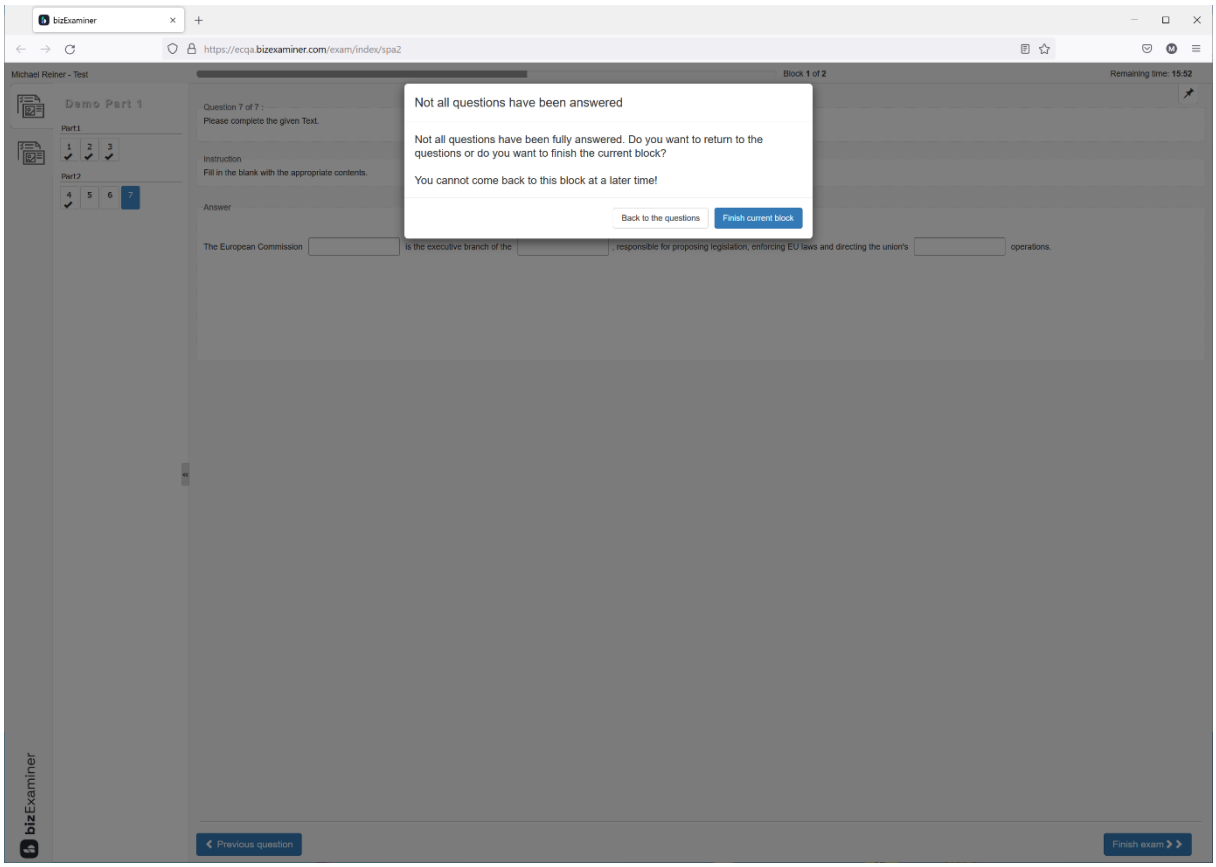
If your exam consists of several blocks you can see the different parts on the left side of the screen. Please be aware that you have to finish one block before you are able to start the next one.

Be careful you cannot switch back to an already closed block!

Types of questions:

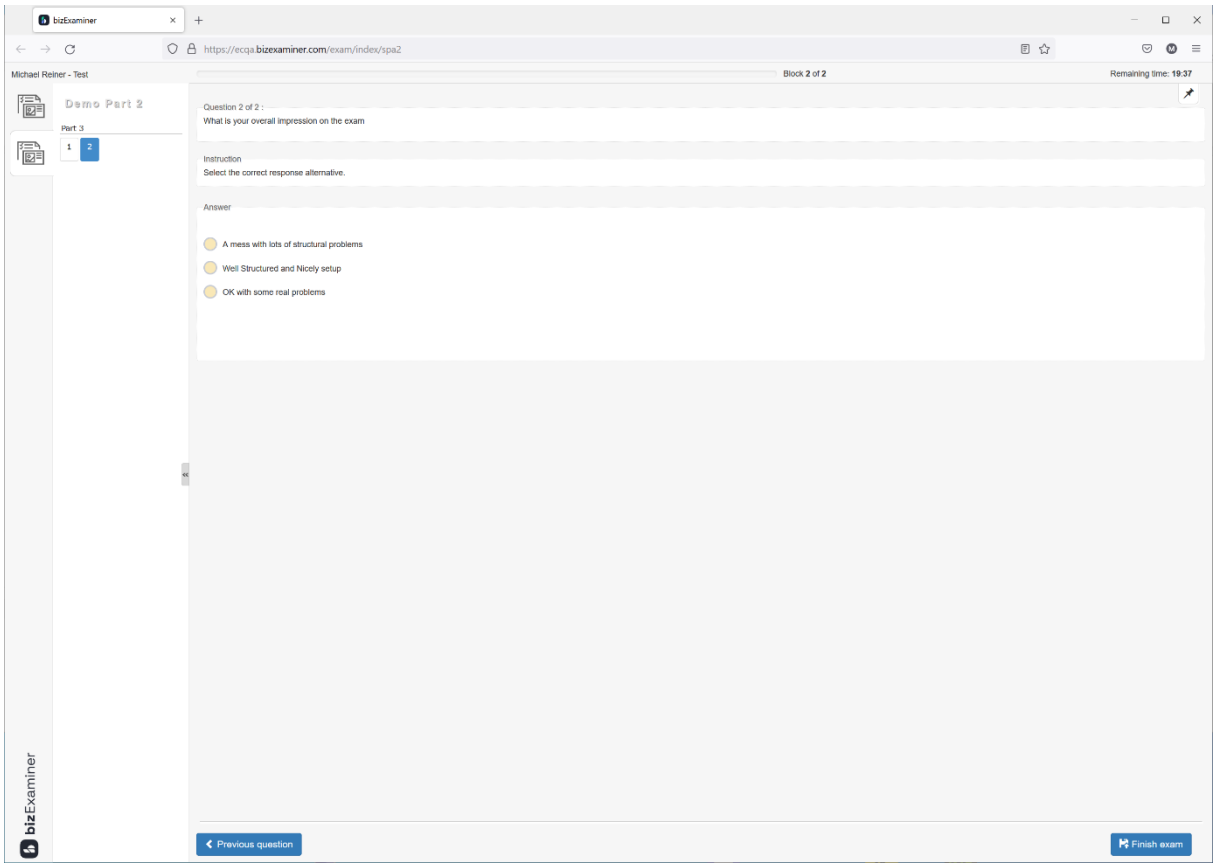
- Multiple choice (e.g.: yes/no, true/false - only one correct answer)
- Multiple response (one or more of the listed answers can be correct)
- Drag and drop
- Document upload
- …

The exam can contain just one type of question or multiple types of questions.



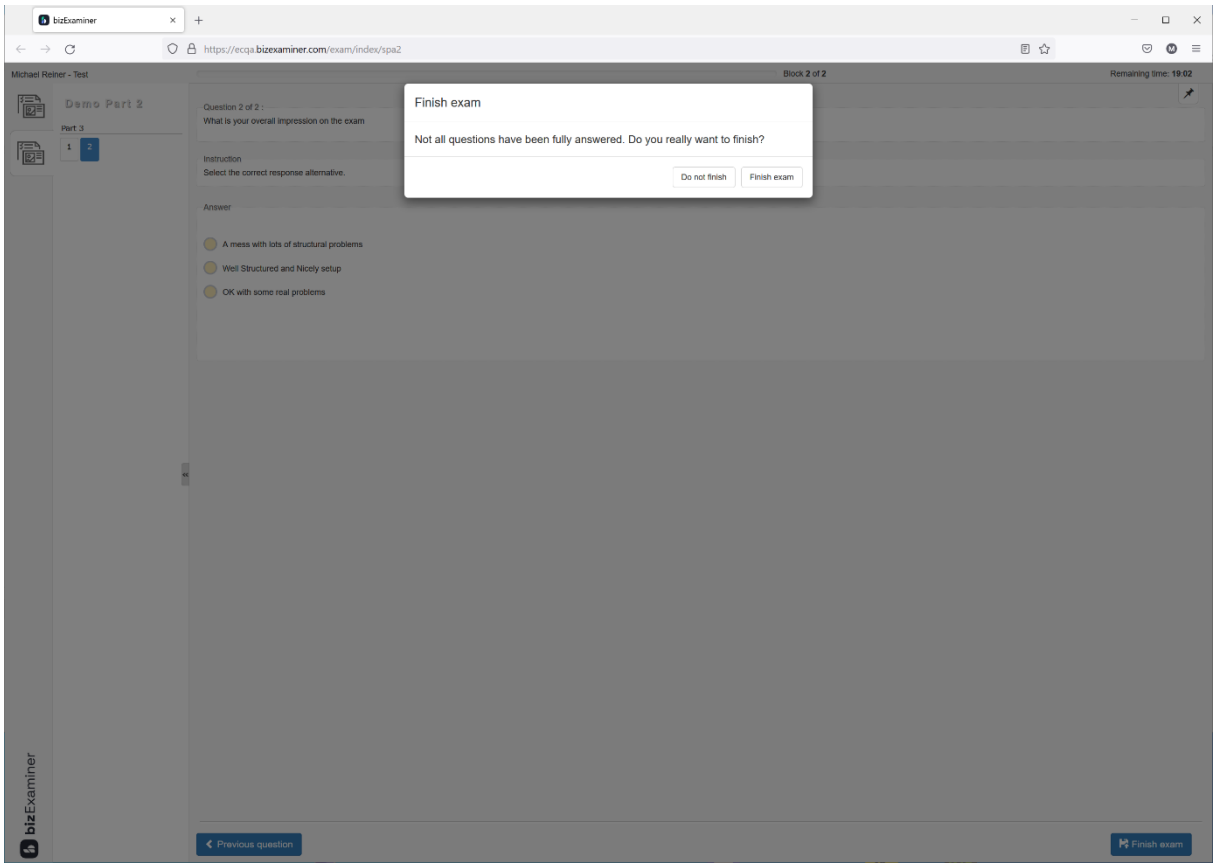
To finish a block please confirm that in the pop-up window.

5 Finish your exam



At your last question you will find the button “Finish exam” on the right lower corner of your screen.

Before you click make sure you have answered all the questions!

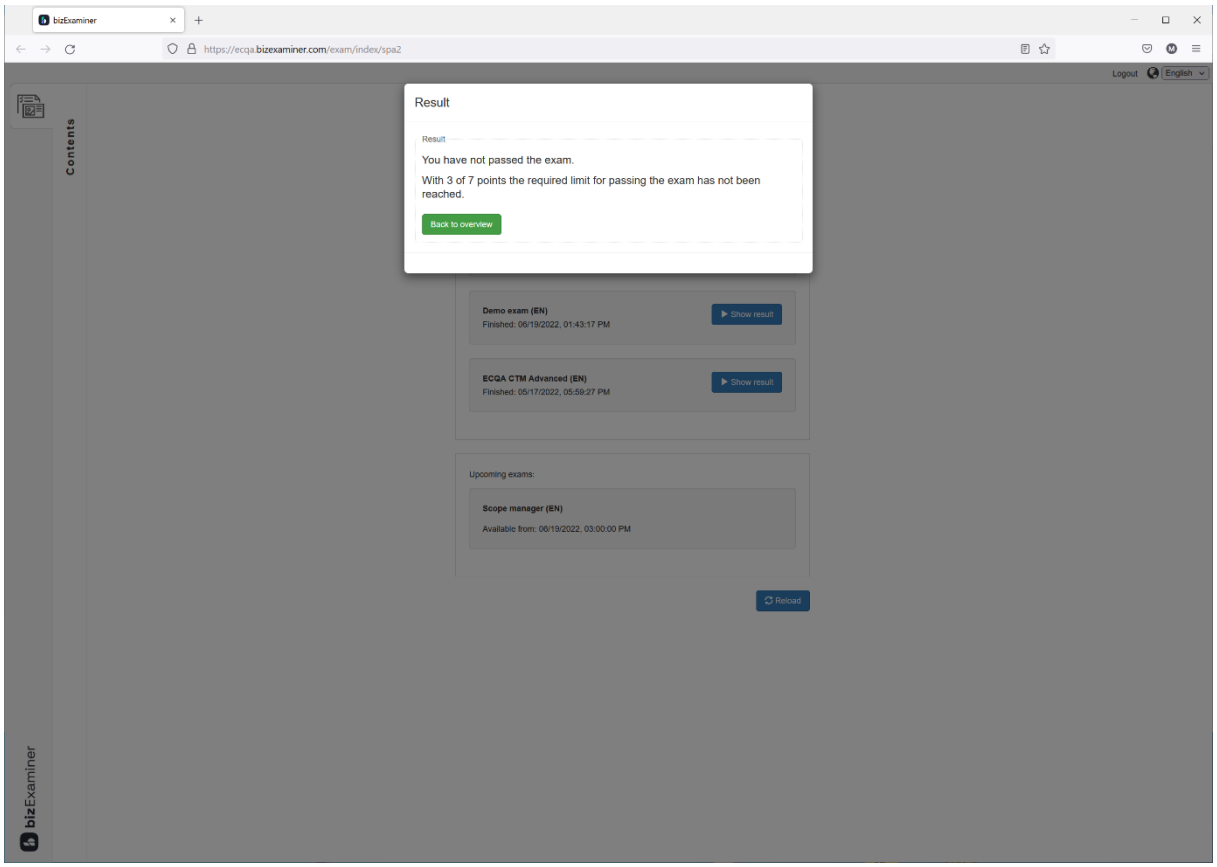


Please again confirm that you really want to finish your exam. Please understand that after clicking “Finish exam” there is no way back as the calculation starts.

After confirmation there are two possible options depending on the type of exam you took

Version 1:

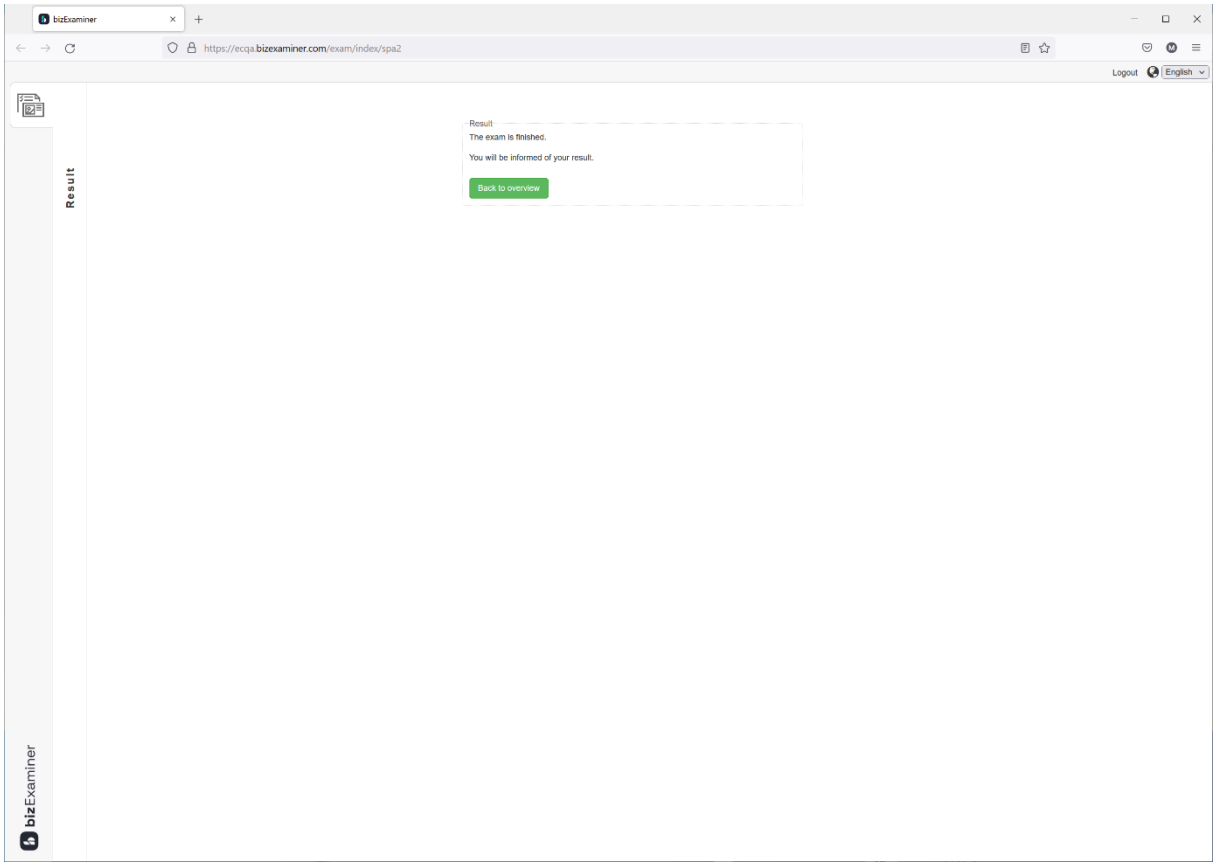
You will instantly see your score.



Here you will get your results as soon as you finished your exam – in case you passed the exam your certificate will be sent to you via registered email or might be available for direct download at this stage (depending on the exam settings).

Version 2:

Mostly used if some parts are for upload or need to manually graded.



You will get your results via registered email as soon as possible – in case you passed the exam the certificate will be sent to you via registered email.

Good Luck with all your exams.