



Guideline for ECQA GmbH exam participants exams on site

Created by ECQA GmbH

August 1st, 2025

European Certification and Qualification Association GmbH

Rechte Kremszeile 62

A-3500 Krems, Austria

Tel.: +43 (0)664 3912799

<https://jobcertification.eu/>

info@ecqa.org

Table of Content

1.	Registration	3
2.	Information sent	3
3.	Exam Landing page	4
4.	Starting the exam	5
5.	Finish your exam	9

1. Registration

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

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

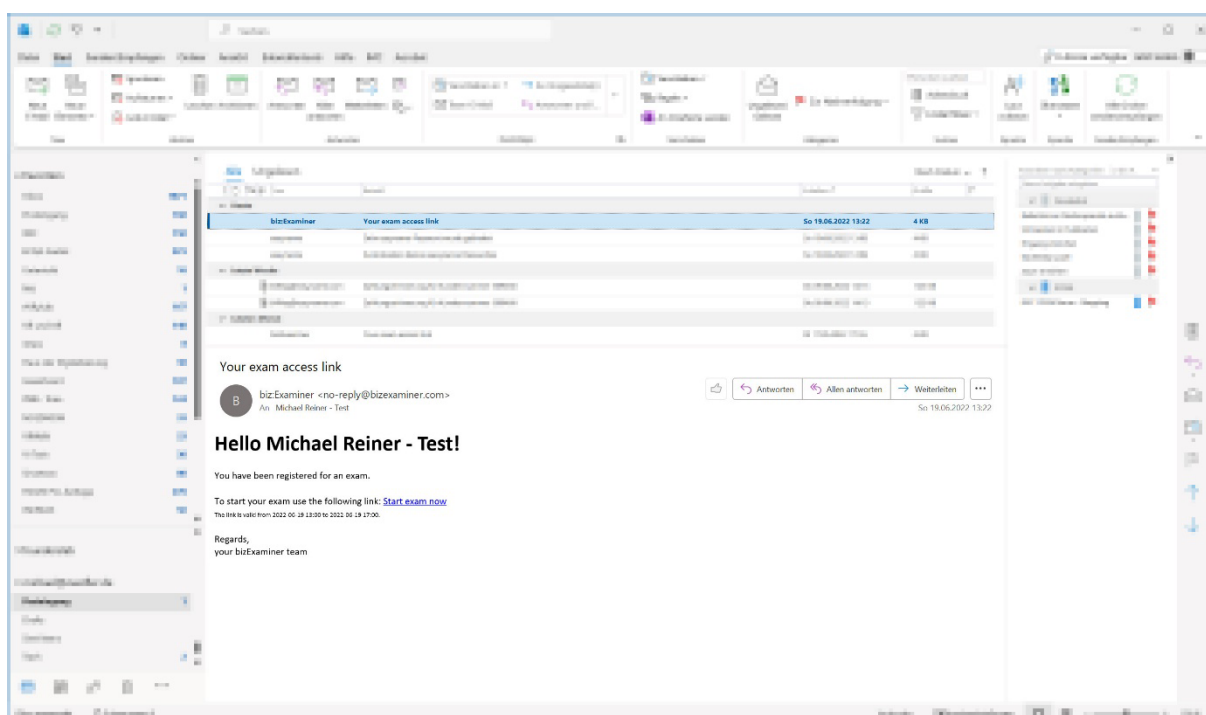
At the exam organization as well as the ECQA website, you will register with

- 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, as the link to your individual exam will be sent to the given email address.

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

2. Information sent

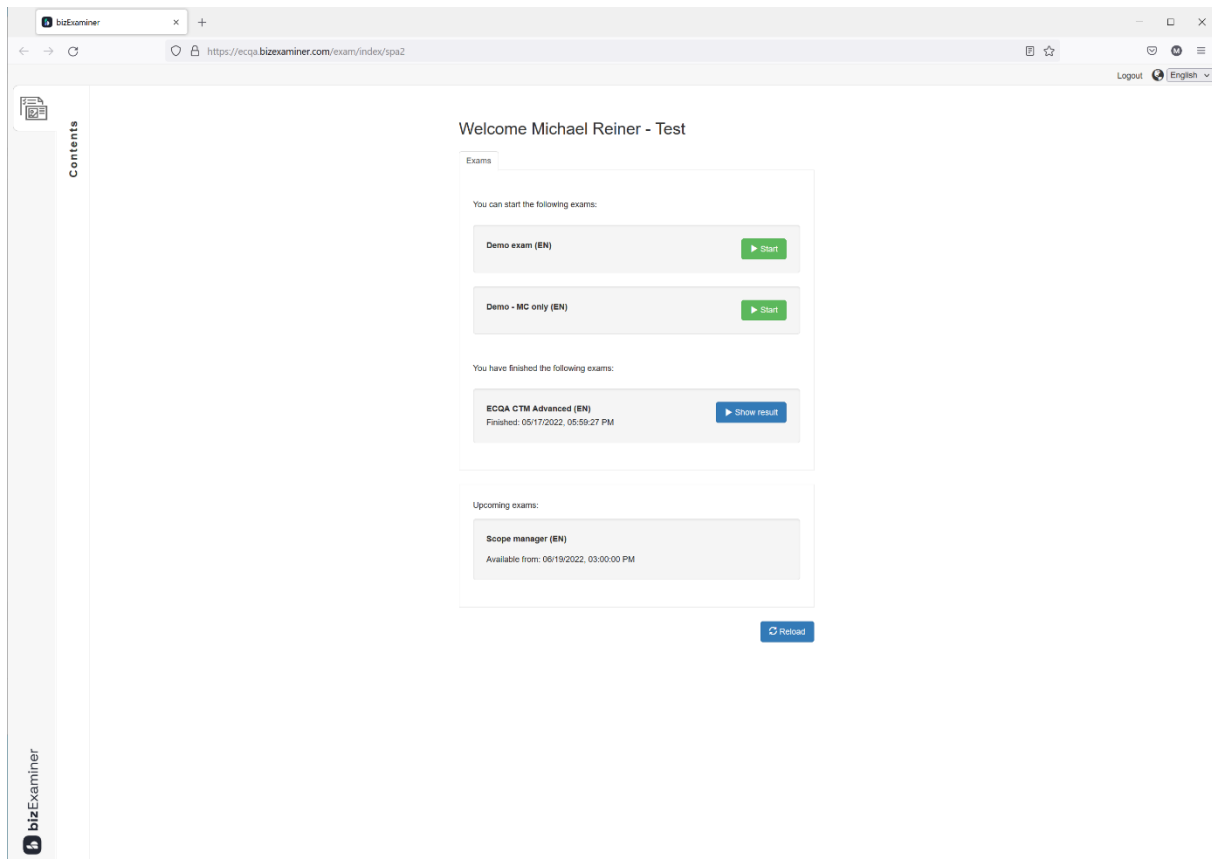


Before the agreed exam date, you will receive an email from us, biz:examiner no-reply@bizexaminer.com. **Please make sure to check your Spam-/junk mail folder!**

To enter the exam, please click on the "Start exam now" link within the received email.

3. Exam Landing page

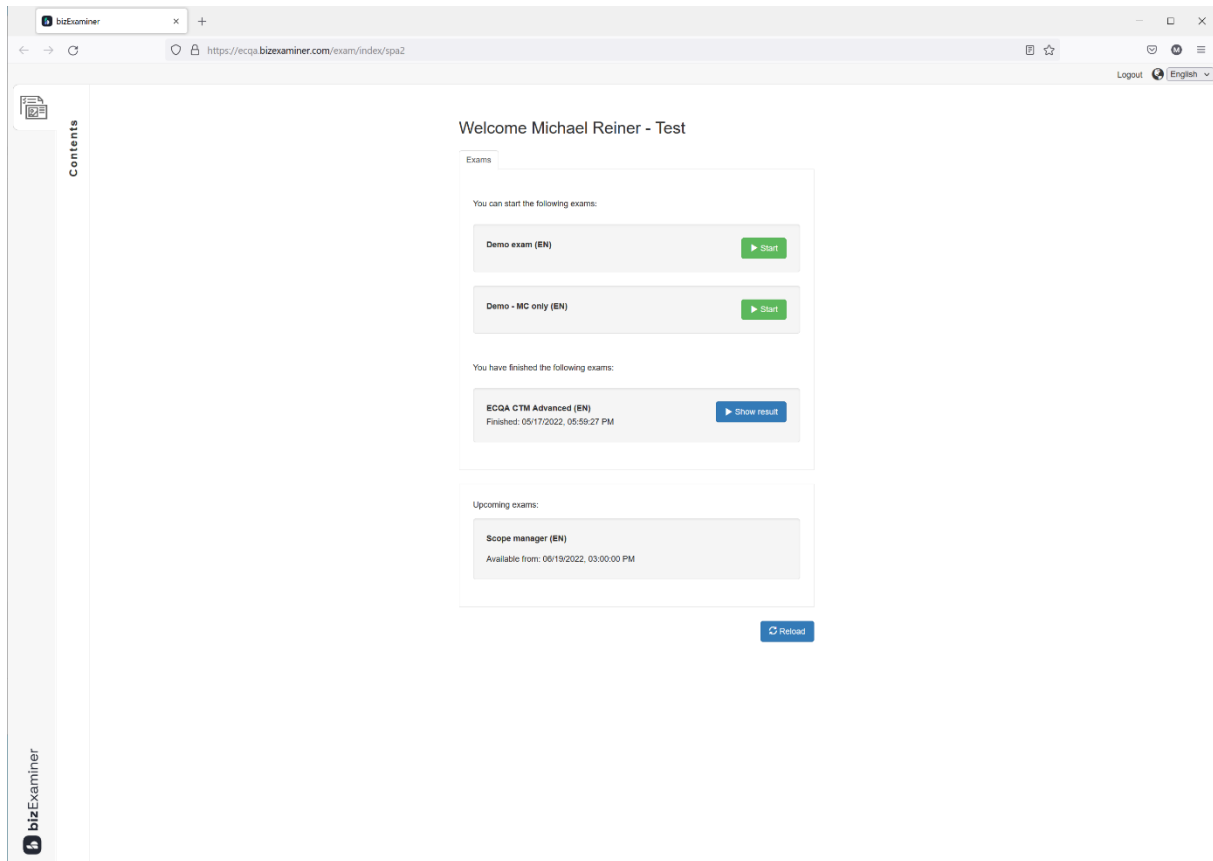
On the landing page you will find several sections:

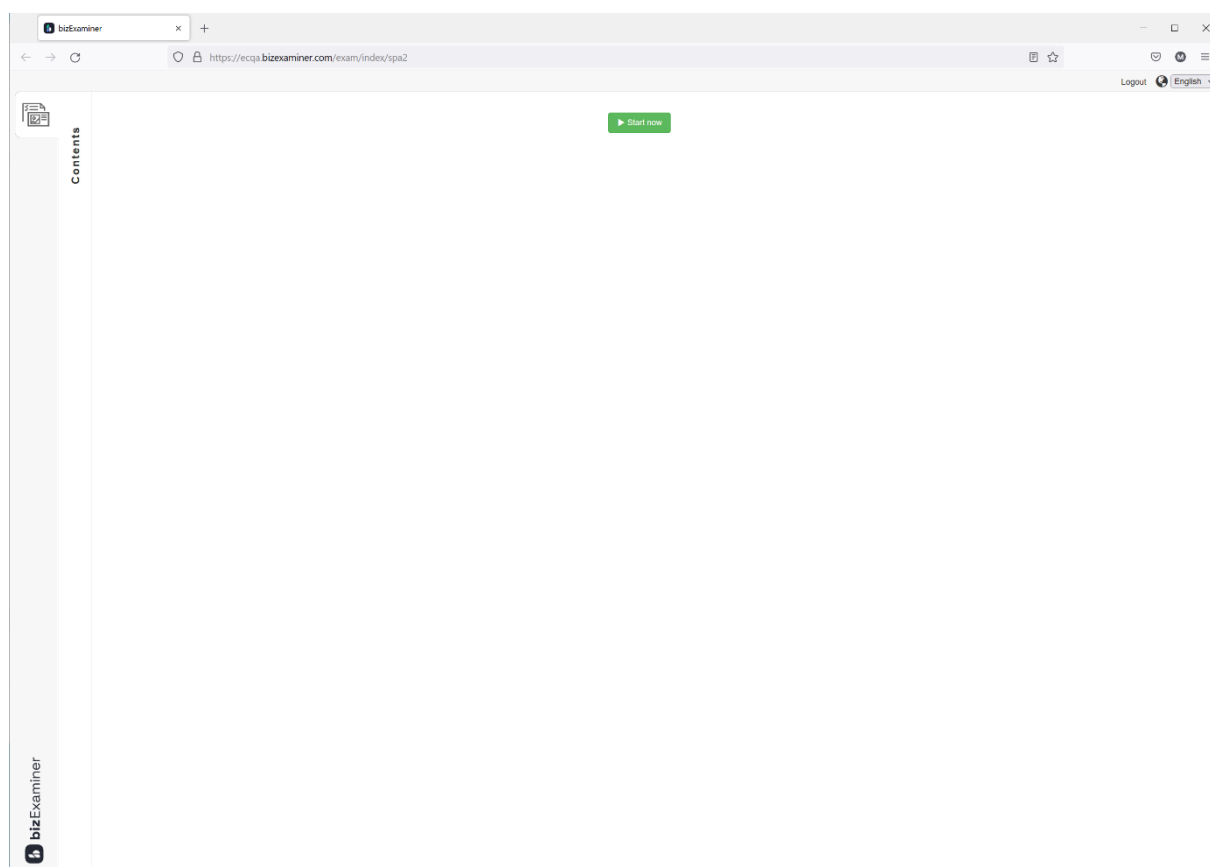


- "You can start the following exams" – here you can immediately start your listed exams (all those that are open in the current time frame)
- "You can finish the following exams" – here you can view the results of your previously finished exams
- "Upcoming exams" – here the time frame for the opening of your exam has not started yet

4. Starting the exam

To start your exam, choose the exam you want, click “start” and then click the “Start now” button in the new window.





Here you will also find the "Legal notices" and the last pieces of information about your exam, which you have to confirm before you can start it.

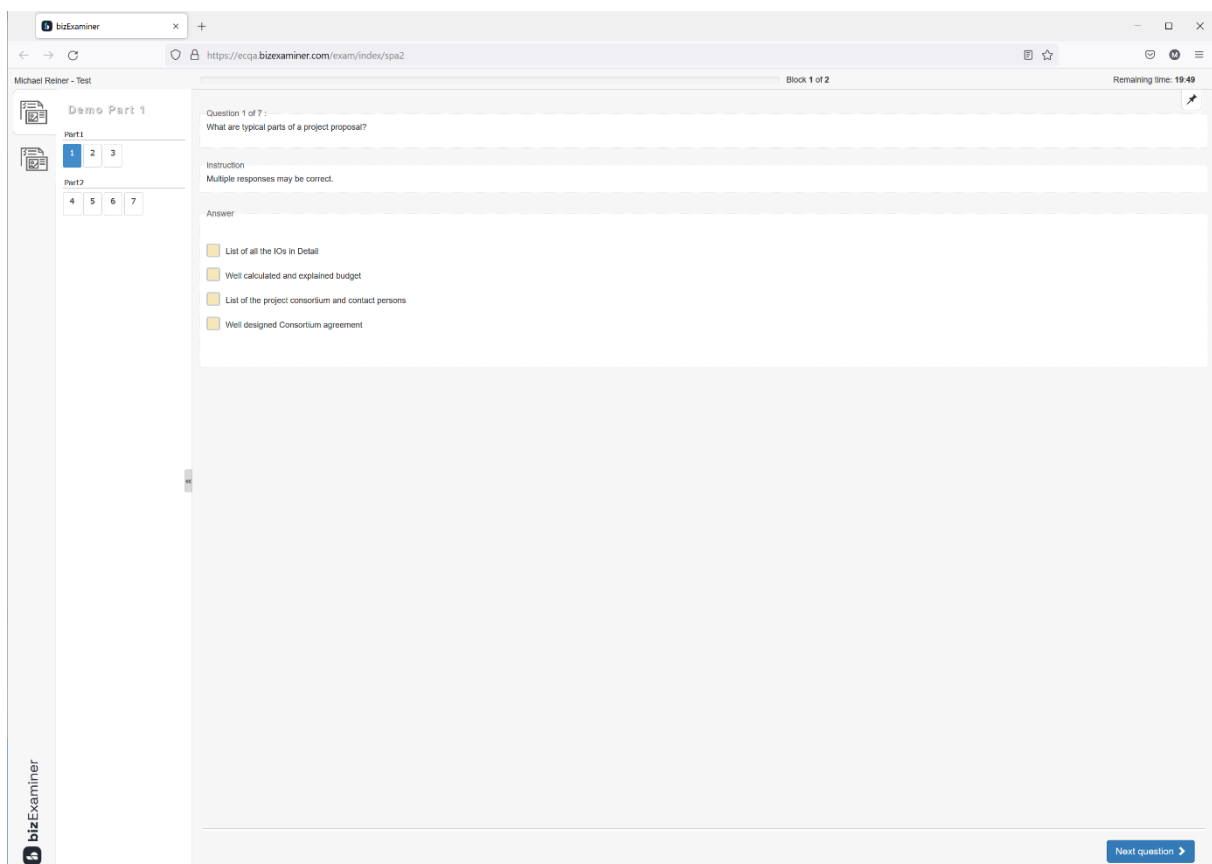
If your exam consists of several blocks, you can see the different parts on the left side of the screen. Please be aware that you have to finish one block before you are able to start the next one.

Pay close attention, as you cannot switch back to an already closed block!

Types of questions:

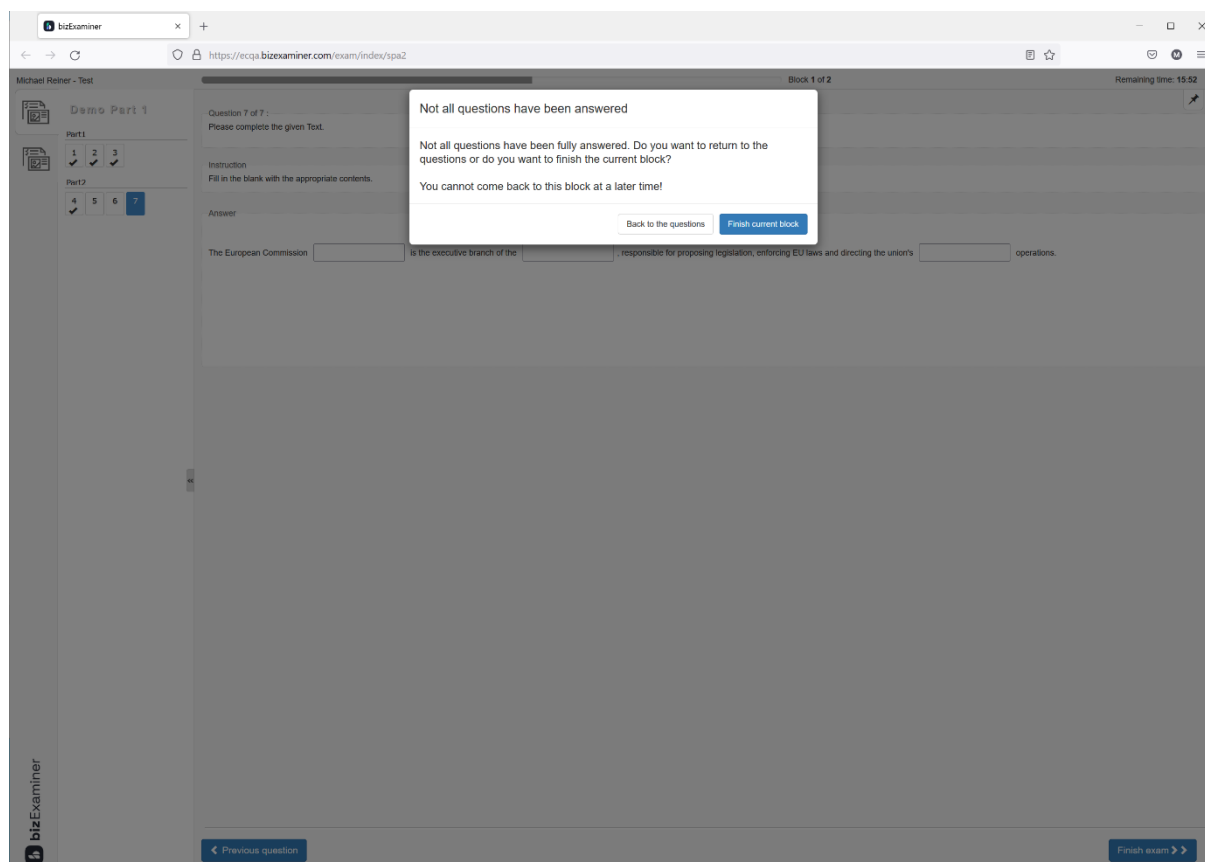
- Multiple choice (e.g.: yes/no, true/false - only one correct answer)
- Multiple response (one or more of the listed answers can be correct)
- Drag and drop
- Document upload
- ...

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



The screenshot shows the bizExaminer web application interface. On the left, there is a sidebar with a 'Demo Part 1' section containing two parts: Part1 (questions 1, 2, 3) and Part2 (questions 4, 5, 6, 7). The main area displays 'Question 1 of 7: What are typical parts of a project proposal?'. Below the question, there is an 'Instruction' section stating 'Multiple responses may be correct.' and an 'Answer' section with four checkboxes: 'List of all the IOs in Detail', 'Well calculated and explained budget', 'List of the project consortium and contact persons', and 'Well designed Consortium agreement'. At the bottom right, there is a 'Next question' button. The top of the interface shows the user 'Michael Reiner - Test', the current block 'Block 1 of 2', and a remaining time of '19:49'.

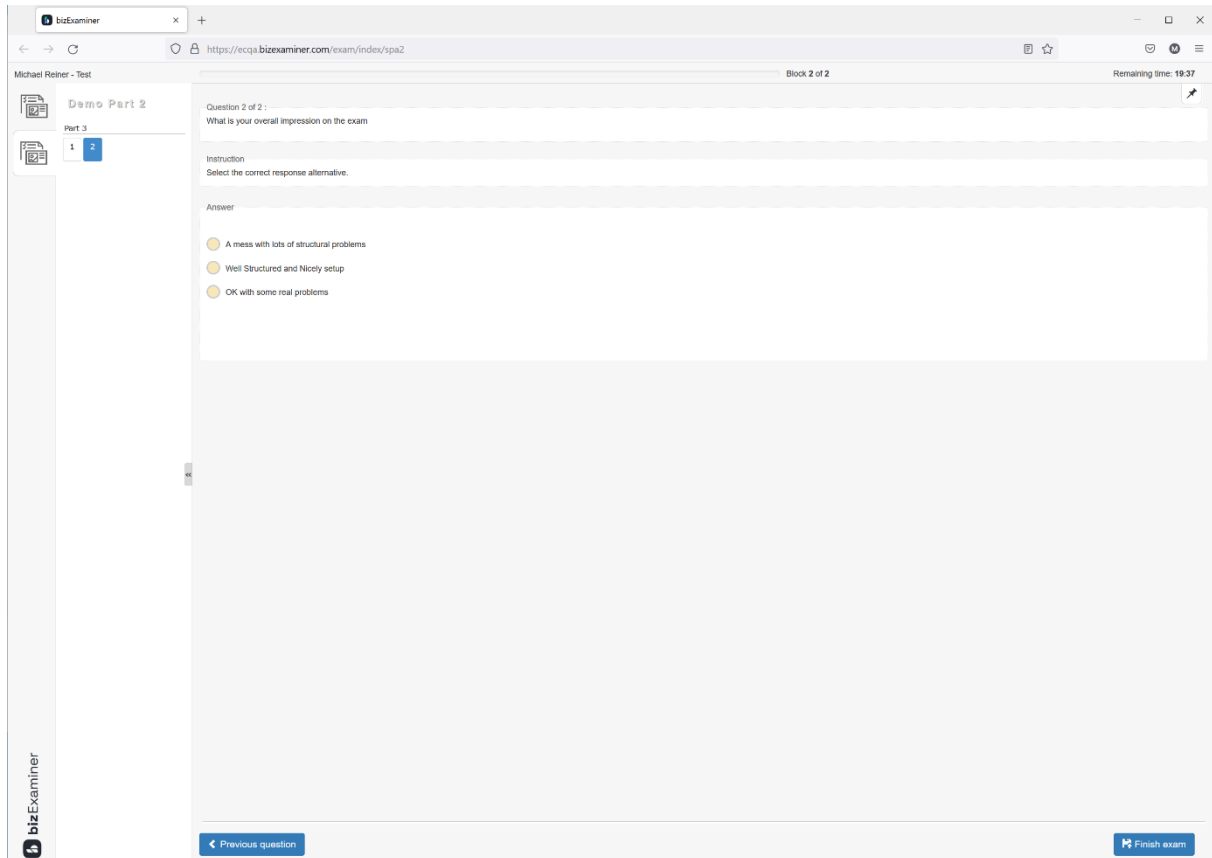
To finish a block please confirm so in the pop-up window.



5. Finish your exam

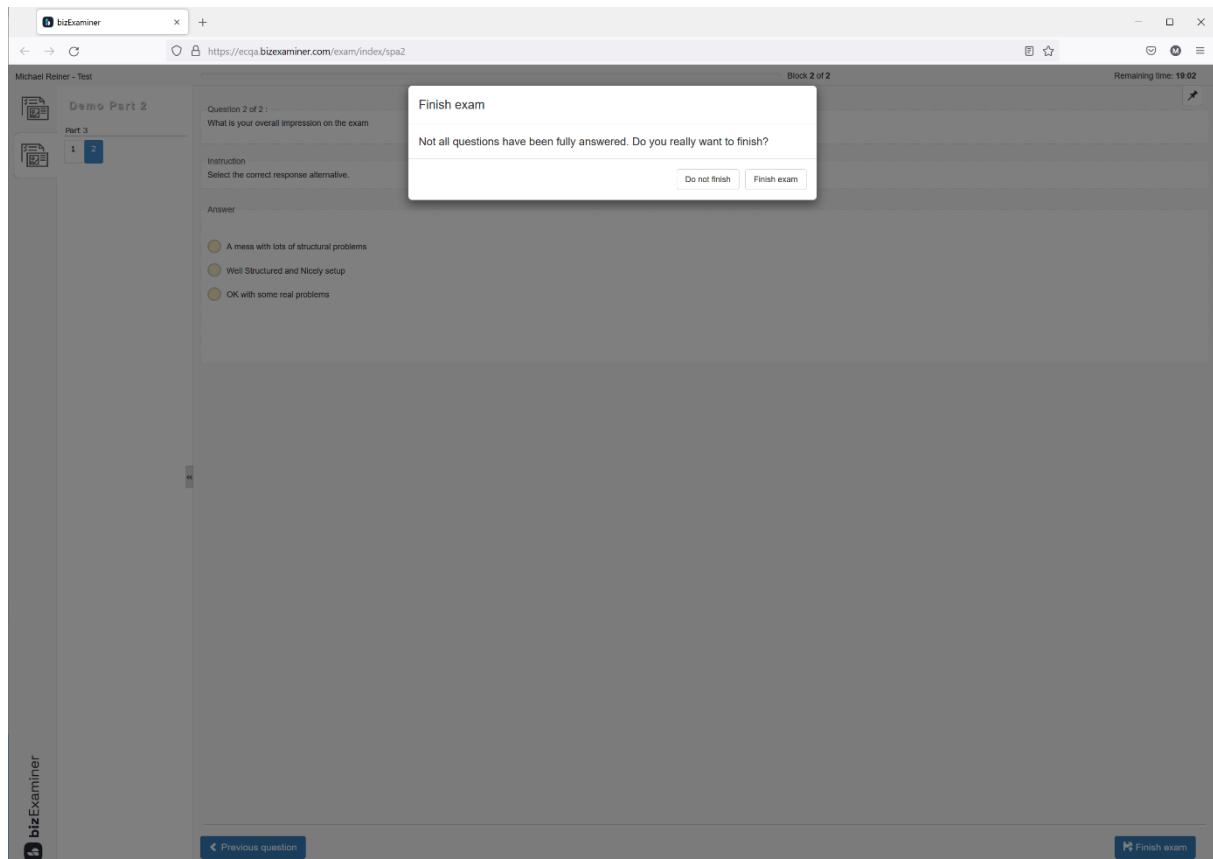
On your last question you will find the button “Finish exam” on the lower right corner of your screen.

Before you click it, please make sure that you have answered all the questions!



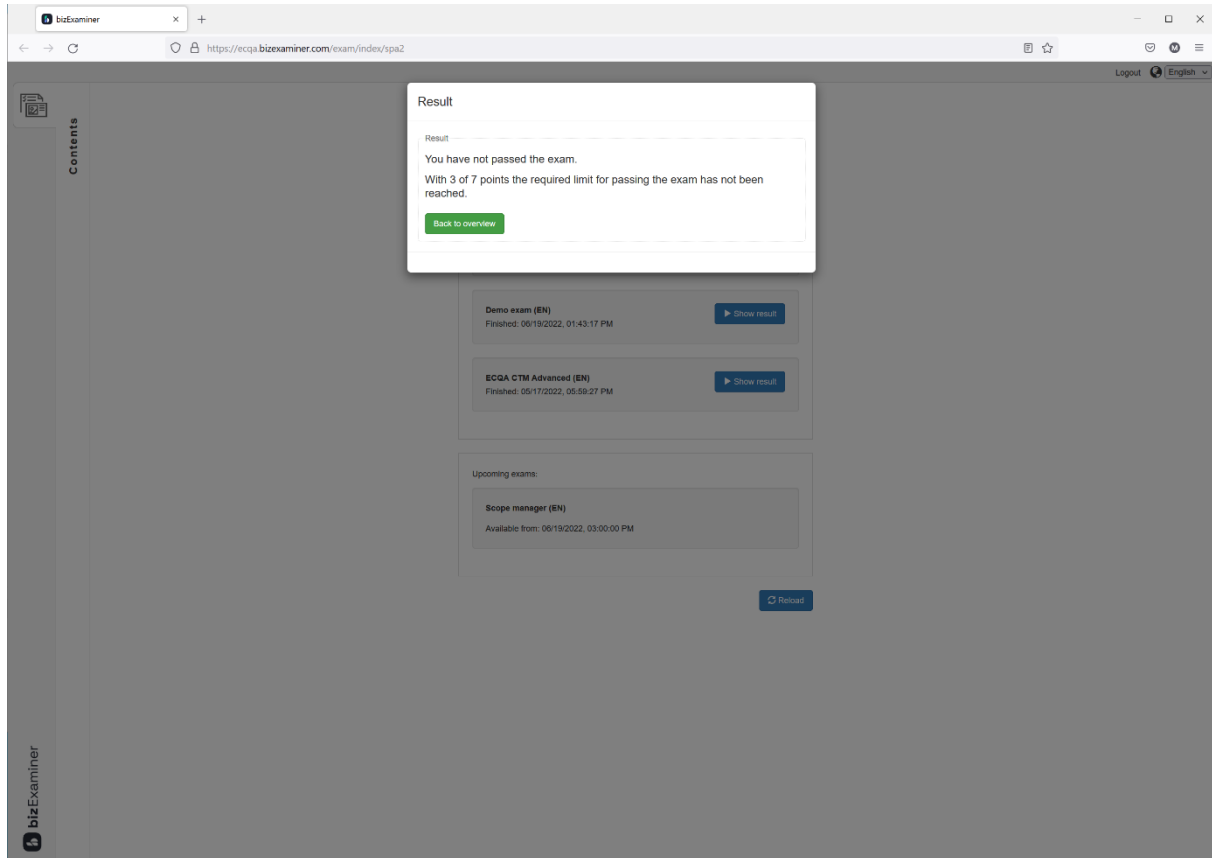
Again, please confirm that you really want to finish your exam. Please understand that after clicking "Finish exam" there is no way back, as the result calculation has started.

After confirming, there are two possible options, depending on the type of exam you took.



Version 1- Instant Results

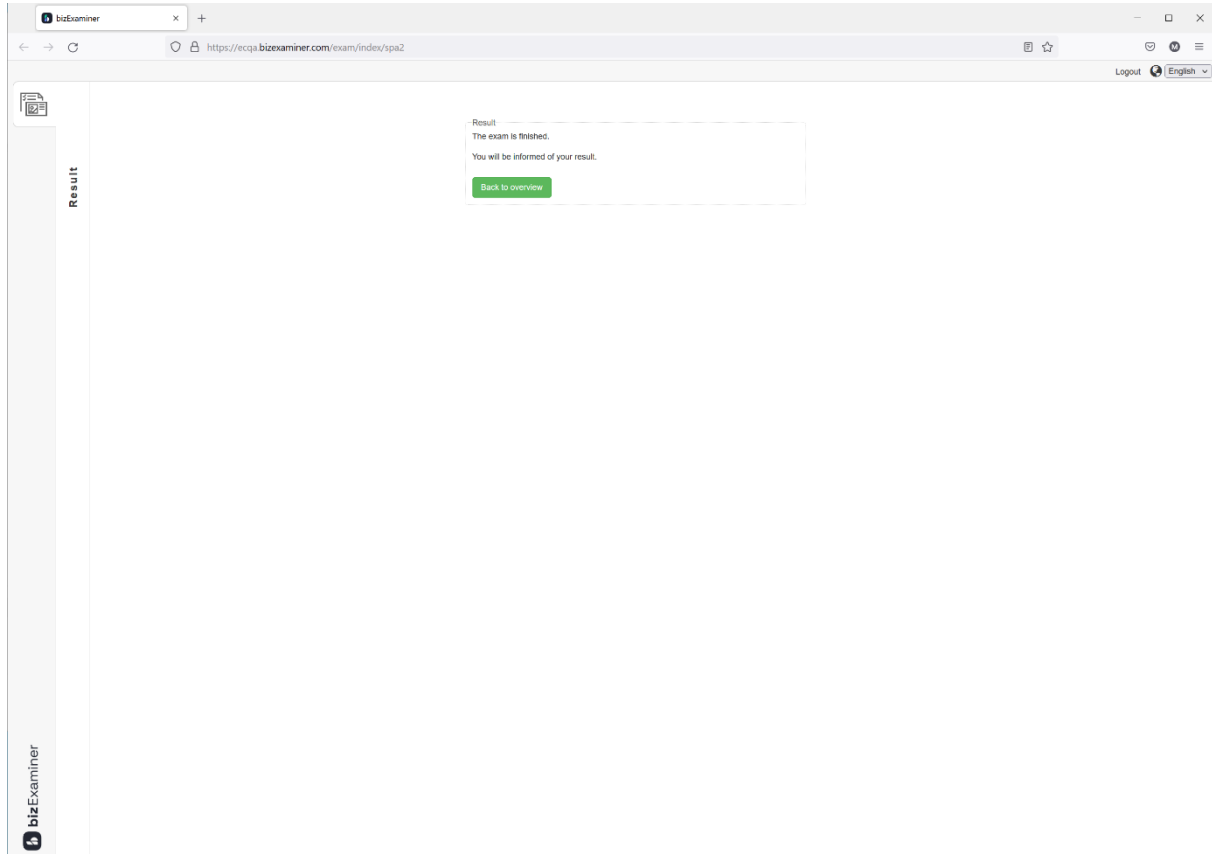
Here you will get your results as soon as you have finished your exam – in case you passed the exam, your certificate will be sent to you via the registered email.



Version 2: Results at a later time

Mostly used, if the exam includes uploaded files or if some parts need to be graded manually.

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



Good Luck with all your exams.