

Handbook –

MobEx competence evaluation method incl. CEMES for mobility

This guide is to support staff of MobEx partners that is directly in contact with the beneficiaries. It shall give an overview of the processes involved in the MobEx competence evaluation and recognition method.

Competence Evaluation Steps:

1. When a host company has been found for the applicant, the units of learning outcome that are to be completed during the work placement have to be agreed between the host organisation and the MobEx partner (intermediary organisation). The units of learning outcome for office professions and hotel business are listed in the “competence appraisal”. The sending organisation (IHK-PG) is informed about the agreed units before departure of the student.
2. The sending organisation prepares the learning agreement based on the agreed units as well as the competence appraisal form and sends it to the MobEx partner.
3. The sending organisation prepares a CEMES examination according to the units agreed and transfers it to the MobEx test center where the test is going to take place.
4. The sending organisation prepares a corresponding work project for the student which he/she has to work on during the whole work placement period independently helping him/her to pass the CEMES examination at the end. This work project is send to the MobEx partner before arrival of the candidate.
5. The MobEx partner explains to the host company:
 - it's role in the competence evaluation of the student
 - the learning agreement
 - the competence appraisal form and how to use it
6. The MobEx partner conducts a welcome meeting within the first days after the students' arrival explaining /going through with him/her:
 - the learning agreement and what to do with it (print twice, signatures)
 - the work project and its purpose
 - the competence appraisal form who is going to assess him/her
 - the CEMES examination at the end of his/her stay

- the certificate that is going to be issued confirming which competences he/she acquired during the mobility experience
7. The MobEx partner receives the competence appraisal form from the mentor of the host company at the end of the students' work placement period.
 8. The MobEx partner invites the candidate to come to the partner's office to conduct the CEMES examination online and a final feedback talk at the last day of his/ her stay.
 9. The MobEx partner prepares the CEMES account for the student and allocates an exam (see user guide below)
 10. The MobEx partner explains how to realise an examination with CEMES to the student with the help of the guide below. The student may use his/her work project and dictionary to complete the test. A timeframe has to be given to the student to complete the test.
 11. The students logs into the CEMES platform and completes the test.
 12. The MobEx partner evaluates the test with the CEMES "assessors tool" described below.
 13. The MobEx partner gives feedback to the student about the test result as well as the competence appraisal of the host company mentor.
 14. The MobEx partner sends results to the sending organisation.
 15. A certificate is completed (to be specified) stating the competences acquired. The MobEx partner signs and stamps the certificate and sends it together with the Europass to the sending organisation.
 16. The sending organisation signs the certificate and Europass and hands it over to the beneficiary in an awarding ceremony back in Germany.

CEMES user guide:

Hereafter you will learn about the modules available on the current CEMES platform.

The platform modules have been optimized for the Firefox browser. The full range of functions is available with the Firefox browser only.

A. How to log in:

1. To log in to the platform go to www.eso-csa.com/cemes_neu.

The login page always opens up in German, showing the German examination centres.



2. To log in with your examination centre and to change the language, click on the respective flag on the lower part of the page. Select your examination centre from the drop down menu:

- MobEx FR (French Flag)
- Malta European Mobility (Maltese Flag)
- MobEx (British Flag)
- MobEx DE (German Flag)

3. Enter your user name and your password.
Then, click on login.

B. How to set up a Candidate

1. Click on the module “candidates”

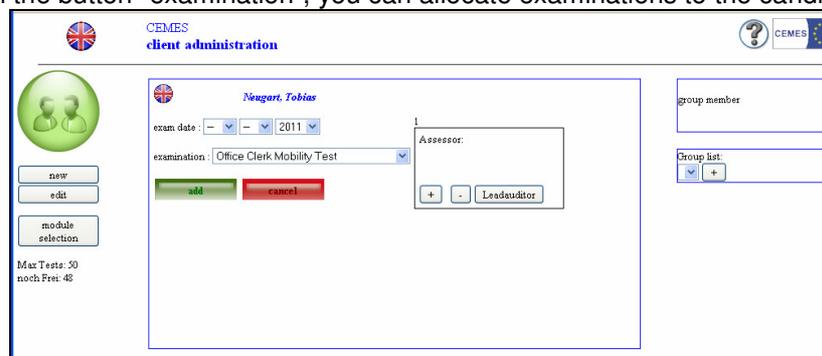


2. Click on “new” and enter the name and the first name of the client and click on “next”.
3. Enter the client’s date of birth, create a password for him/her (write it down!) and activate the account by clicking on the button “active”. You can add optional information about the client. Optional information include: address, i.e. street, house number, postcode and city and whether the client is male or female.
4. Click on “save” to actually create the account for the new client.

After you have created the account, the button “examination” appears.

C. How to allocate an exam to a candidate

1. If you click on the button “examination”, you can allocate examinations to the candidate.



The screenshot shows the CEMES client administration interface. The main content area is titled "client administration" and displays the profile of "Neugeb, Tobias". The interface includes a sidebar with buttons for "new", "edit", and "module selection", along with statistics: "Max Tests: 50" and "noch Frei: 42". The main form has fields for "exam date" (set to 2011), "examination" (set to "Office Clerk Mobility Test"), and "Assessor" (with a "+" button to add an assessor). There are "add" and "cancel" buttons for the examination. On the right, there are sections for "group member" and "Group list" with a "+" button.

2. To allocate a new examination, click on “add”, enter the date of the examination and then select an examination from the list.
3. Click on “add” again and the examination will appear on the list. If you click on the number that is written in front of the examination you can edit this entry. You can change the date and the examination and you find information about the status of the examination. If the status is set on “completed” you can view an evaluation of the examination. You can also delete the examination or the entry from the list.
4. Add an assessor to the examination you have just selected. The assessor can then later access this examination via the module “assessor’s tool”. To add an assessor, click on the button "+". A window pops up and you can then select an assessor. First, you have to select the type of employee and click on “update”. Now you can select an assessor from the list. If you have selected the assessor, click on “save” and the name of the assessor appears in the field next to the examination.

Note: If you create accounts for new candidates or if you administer candidate accounts you have to set their status on “active”.

D. Candidate Login

1. To log in the candidate to the platform go to www.eso-csa.com/cemes_neu.
2. Select the correct language by clicking on the respective flag and choose your examination center.
3. Put in the login data you created for the candidate and press “login”:
Username: surname of the candidate
Password: which you wrote down when you set up the candidate
4. The following screen appears

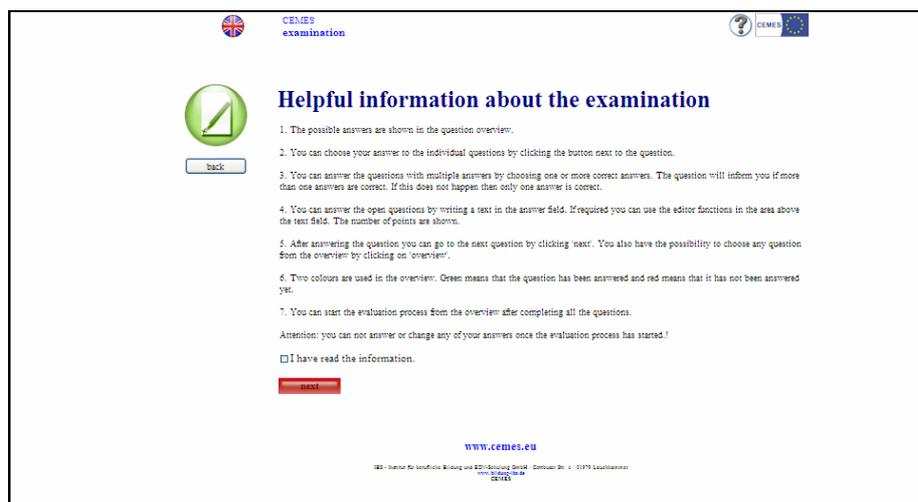


E. Realise an exam (guide for candidates)

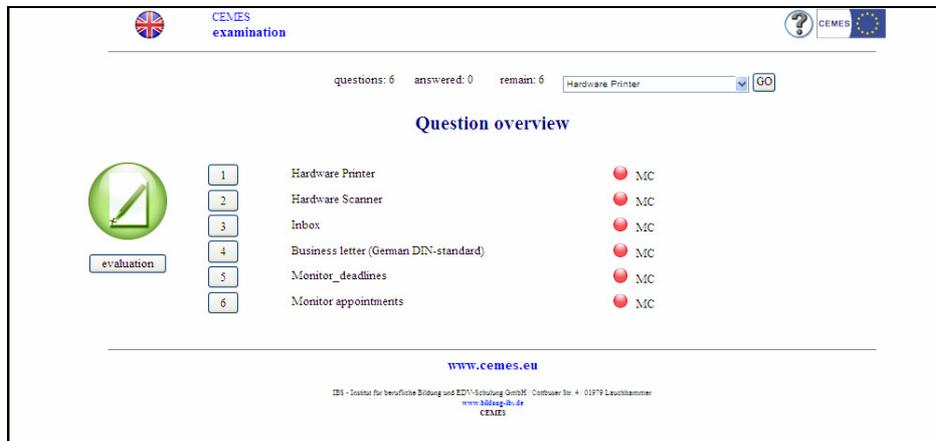
1. Click on “Exam”



2. Select an Exam and click on “start”
3. Read the “Helpful Information about the examination”



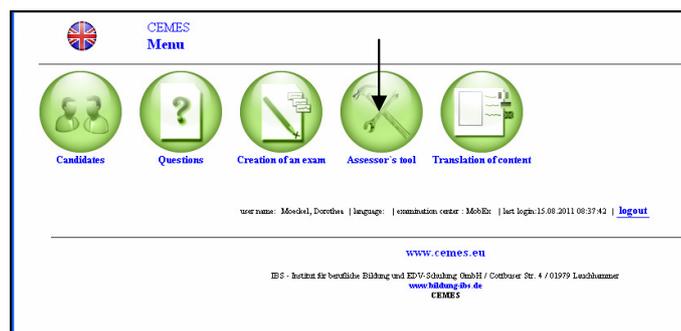
4. Accept it by clicking “I have read the information” and press the button “next”. An overview of the exam questions appears (10 questions per page). By using the buttons on the bottom you can change to the next page. The red and green points indicate whether a question has been answered already.



5. Select a question by clicking on the respective number.
6. You can jump between questions by clicking “back” and “next”. To go back to the question overview press “overview”
7. Answer the Multiple Choice questions by clicking on the checkbox next to the answer/s you think is/are correct. On the bottom of each question you will find an indication of how many answers are true.
8. Answer the open questions by typing in your answer in the text editor provided
9. If there are no questions left go back to “overview”
10. If all questions are answered click on “evaluation” to complete the test. If not all questions have been answered, you will be informed.
11. By clicking on “back” you will arrive at overview. Otherwise you finally complete the test by clicking on “next”. Now you can see the result ordered by competences.
12. Your test is finished now. Please click “close” and “logout” and inform your mentor now.

F. Exam evaluation by the assessor

1. Log into the platform and choose the module “assessors tool”



2. Click on “clients”
3. Search candidate and click “selection”
4. Click on “selection” at the relevant exam. Now you can see all questions. You can open each question by clicking on it.
5. If you open an Open Question you will see the candidates answer as well as the required answer. Please assess the candidates’ answer and allocate points related to this question at the right bottom of this page.
6. By clicking on “overview” you are directed to an overview page including client data, track records of competences and the exam result.
7. Choose “passed” or “failed” on the left hand side and press the “confirmation” button to confirm the exam result.