



# CEMES-Manual

Taking an examination

IBS - CEMES Institut GmbH

CEMES-Manual – Taking an examination

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## Introduction

Dear user!

The manual describes the use of the module „Taking an examination“ of the CEMES platform, a web-based application program on the basis of PHP scripts and MySQL data banks.

You can get to the login for that platform via [ibs.cemes.eu](https://ibs.cemes.eu).

For a failure-free work with the CEMES platform it is indispensable that JavaScript as well as Cookies are activated in the browser since JavaScript was used, e.g. for writing different tool tips, the dynamic menus and the language control. Cookies permit the administration of sessions, which remember the user and make an administration of the platform possible.

Important information for using this platform is displayed in this document in a separately marked field.

# Preparation

## Login

After entering the address of the platform in the browser's address line, the Welcome page opens in German language.

The screenshot shows the homepage of the CEMES platform. At the top, there is a navigation bar with the CEMES logo on the left, a 'Menu' button on the right, and a row of flags representing various European countries. Below the navigation bar, the word 'HOME' is centered. The main content area is divided into several sections:

- WELCOME TO THE CEMES WEBSITE:** A text block explaining that the CEMES platform is an online-based, multilingual system for assessing and evaluating professional competences. It mentions that the system can recognize formal, non-formal, and informal knowledge and is divided into levels of competences, skills, and technical terms. It also notes that the structure is registered as a European trademark and provides a link to the website: [www.kompetenzfeststellung.eu](http://www.kompetenzfeststellung.eu).
- ABOUT THE CREATORS:** A text block identifying the creators as IBS - CEMES Institut GmbH, a team of project developers, training organizers, and programmers. It mentions their cooperation with a European network of partners from 17 European countries and identifies SHK Bildungszentrum Cottbus GmbH as the most important partner.
- LOGIN:** A section with a 'Login' button and three links: 'Important contact information', 'Tutorials', and 'Demotest'.
- THE USERS OF THE PLATFORM:** A text block stating that examination centres can generate tests, create logins for candidates, and evaluate tests. Candidates can take tests online, and assessors have a tool for evaluation.
- COMPETENCE RECOGNITION:** A text block explaining that in the context of lifelong learning, every person constantly develops his/her knowledge and skills during his/her professional career. Competences are mainly acquired through non-formal or informal learning. A link to 'read more' is provided.
- DEVELOPMENT:** A text block stating that the CEMES platform originates in a series of Leonardo da Vinci projects funded by the EU. The trademark CEMES - COMPETENCE EVALUATION METHOD FOR EUROPEAN SPECIALISTS traces back to the first project in a development series of three Leonardo da Vinci projects. A link to 'read' is provided.

For switching into another language, click the button



in the upper part of the page, then the window opens in the respective language.

For logging in for the platform, first click the button „Login“ on the right side of the page.



LOGIN

Please enter your user-ID and your password and click on "log in".

User-ID or e-mail:

Password:

[Login](#)

[Forgot your user-ID or your password?](#)

In the mask open now, please enter your user ID or Email-address as well as the password given to you. Then click on Login. After having logged in, your name appears in the right column of the screen as well as the menu buttons “Instructions for examinations” and “My

examinations”.

## Read instructions for examinations

To get to the instructions, click on „Instructions for examination“ first and then on „Read instructions for examinations. For closing the window with the instructions again, click on the cross in the upper right corner.

Under the menu button „My examinations“ you find the points „Take an examination“ and „Display examination results“ for looking at the results of examinations taken before.

### YOU ARE LOGGED IN:

**Last name / First name**  
 Mustermann, Max  
**The last Login**  
 27.08.2013 | 09:42  
 Hours  
**My master data**  
 My master data register / work on

[Log out](#)

#### Read instructions

Read instructions for the examination

#### Important contact information

#### My examinations

Take an examination  
 Display examination results

## Selection of examination

For taking an examination, click on „Take an examination“ first. Then the list of examinations not yet taken is displayed.

### EXAMINATIONS

Here, you see all the examinations that you still have to take. Certain examinations can only be taken at an examination centre. To do this, you will receive an activation code. Your tutor will give you this code at the day of the examination.

**Title of the examination: Main-Cert Pilot test MC-Questions**

DESCRIPTION

The test contents questions for the competence evaluation in the area of maintenance.

TAKE THIS EXAMINATION NOW:

Yes, I have read the **examination instructions**.

Enter activation code:

After selecting an examination (by clicking), you see a description of the examination. Confirm having read the examination instructions and

then enter the 9-digit activation code.

When entering the activation code, it is checked by the system. If the entered code is not correct, this is displayed by “error” behind the code. (  error ). If the code is correct, you would see an OK behind the code, the examination is activated, and you see the button „Start examination“.

OK

**Start examination**

## Procedure

### Survey of questions

After clicking the button „Start examination“, the examination would start, and the list of questions is displayed beginning with the first question. On the right side you would find information regarding the

The screenshot displays an examination interface. On the left, a question is shown with a navigation bar at the top containing numbers 1 through 20. Question 1 asks: "Work order scheduling is:". Below the question, it states "Correct answers: 1" and "Mark question to answer it later: ". There are four radio button options: "How to do the work", "When to do the work", "How & when to do the work", and "None of the above". On the right, an "Examination status" panel shows: "Total questions: 20", "Answered: 0", "Unanswered: 20", "Marked: 0", and "Count answers". An "End examination" button is present. Below this, it says "YOU ARE LOGGED IN:" followed by "Last name / First name: Mustermann, Max", "The last Login: 26.11.2013 | 09:18", and "Hours". A "Read instructions" button is at the bottom.

present examination status.

For navigating among the questions within one examination, use the list of numbers above the single questions.



**Information:** For MC Questions, the number of correct answers is indicated below the question.

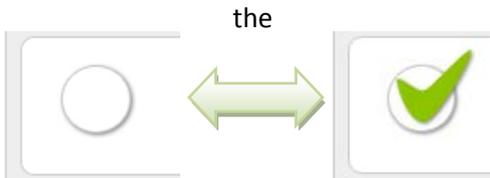
If you are not sure about the answer for a question, you can mark it for answering it later.

Mark question to answer it later:

When you are sure about the answer later, you can delete this mark again.

Open questions are answered directly into the field below the field of the question.

For multiple choice questions, the possible answers are shown below the question. For marking the right answer (or several answers), click the respective field in front of the answer.



## Status of question

Only after selecting the correct number of correct answers, the question is given a grey **4** background by the system. If a question is marked for further work, the background is yellow. **3** And if the number of selected answers does not correspond with the number of correct answers, the question gets a red **2** background.

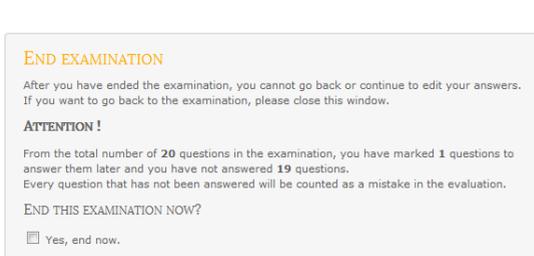
## End / Assessment

### Ending the examination

For ending the examination, you can click the button „End examination” at any time and with any status of the examination. The next window, however, shows a safety inquiry to avoid an early end of the examination by pressing the button unintentionally and thus a wrong examination result due to missing answers.

A rectangular button with a yellow background and the text "End examination" in black.

### Safety inquiry

A dialog box with a light gray background and a close button (X) in the top right corner. The text inside reads: "END EXAMINATION", "After you have ended the examination, you cannot go back or continue to edit your answers. If you want to go back to the examination, please close this window.", "ATTENTION !", "From the total number of 20 questions in the examination, you have marked 1 questions to answer them later and you have not answered 19 questions. Every question that has not been answered will be counted as a mistake in the evaluation.", "END THIS EXAMINATION NOW?", and a checkbox labeled "Yes, end now.".

**END EXAMINATION**

After you have ended the examination, you cannot go back or continue to edit your answers. If you want to go back to the examination, please close this window.

**ATTENTION !**

From the total number of 20 questions in the examination, you have marked 1 questions to answer them later and you have not answered 19 questions. Every question that has not been answered will be counted as a mistake in the evaluation.

END THIS EXAMINATION NOW?

Yes, end now.

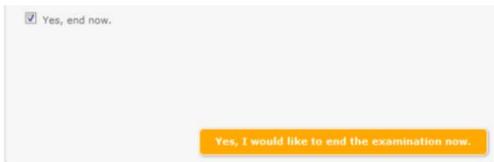


It shows questions which have not yet been answered as well as questions marked to be

answered later.

Information: In case of unanswered or marked questions, you are requested to close the window of the safety inquiry by clicking the cross on the top right  and check your entered data!

If this safety check does not find any deviations, e.g. by not answered

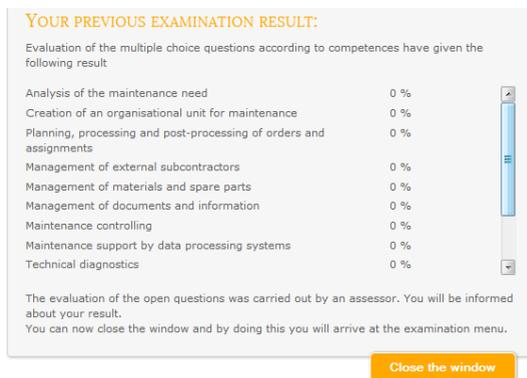


questions, you can tick the field „Yes, end now“, activating the button for ending the examination,

and then irrevocably end the examination by clicking the button “Yes, I would like to end the examination now”.

## Final window

Depending on the type of examination, the evaluation is displayed on the screen by the respective results. It may contain a list of answers



according to the competences or also the information that the evaluation will be made by and assessor.

After clicking „Close window“, you get back to the list with the examinations not yet taken.

## Final remarks

Thanks for reading this manual and much success in taking an examination.