



CEMES-Manual

Auditor Tool

IBS - CEMES Institut GmbH

CEMES-Manual – Auditor tool

© 2013

Content

Introduction.....	Fehler! Textmarke nicht definiert.
Preparation.....	Fehler! Textmarke nicht definiert.
Registration	Fehler! Textmarke nicht definiert.
Menu selection.....	Fehler! Textmarke nicht definiert.
Auditor tool	6
Preselection.....	Fehler! Textmarke nicht definiert.
Evaluation of a test.....	Fehler! Textmarke nicht definiert.
Creating a certificate	Fehler! Textmarke nicht definiert.
Final remarks	Fehler! Textmarke nicht definiert.

Introduction

Dear user!

The manual describes the use of the module „Aditor tool” 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.

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

Registration

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

The screenshot shows the CEMES website homepage. The header is orange with the CEMES logo on the left and a 'Menu' button on the right. Below the header, there is a 'HOME' section. The main content area is divided into three columns. The left column contains 'WELCOME TO THE CEMES WEBSITE' and 'ABOUT THE CREATORS'. The middle column contains 'LOGIN'. The right column contains 'Important contact information', 'Tutorials', and 'Demotest'. At the bottom, there are three columns: 'THE USERS OF THE PLATFORM', 'COMPETENCE RECOGNITION', and 'DEVELOPMENT'.

For switching into another language, click the button



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

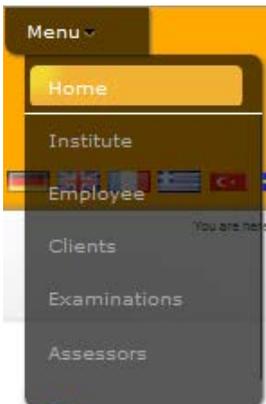
For logging in for the platform, first click the button „Login“ on the right side of the page.



The image shows a login interface. At the top, there is a grid of 25 national flags. Below the flags is a "LOGIN" section. It contains the text: "Please enter your user-ID and your password and click on 'log in'". There are two input fields: "User-ID or e-mail:" and "Password:". Below these fields is a yellow "Login" button. At the bottom of the login section, there is a link: "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.

Selection in the menu



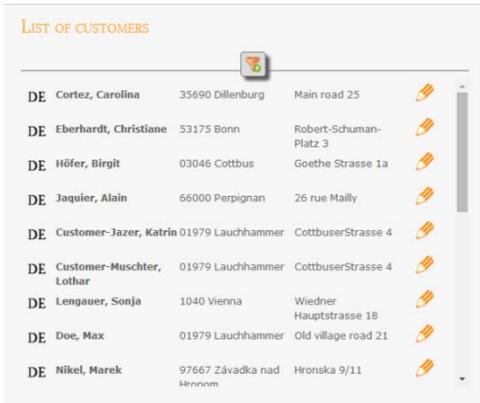
For getting to the module for creating an examination, you have to select the menu button „Examinations“ in the upper part of the page using the mouse.

Then the starting page for the administration of examinations is displayed.

Auditor tool

Preselection

After starting the Auditor tool module, you can choose whether you want to evaluate or review tests summarize, want to create a certificate or certificate audit performed of your customers. To evaluate an examination you click on the button "Customer List". To create audit summaries and certificates, and certificates, click on the



The screenshot shows a web interface titled "LIST OF CUSTOMERS". At the top, there is a search filter icon and a text input field. Below this is a table with the following data:

Country	Name	Postal Code	City	Address	Action
DE	Cortez, Carolina	35690	Dillenburg	Main road 25	
DE	Eberhardt, Christiane	53175	Bonn	Robert-Schuman-Platz 3	
DE	Höfer, Birgit	03046	Cottbus	Goethe Strasse 1a	
DE	Jaquier, Alain	66000	Perpignan	26 rue Mally	
DE	Customer-Jazer, Katrin	01979	Lauchhammer	CottbuserStrasse 4	
DE	Customer-Muschter, Lothar	01979	Lauchhammer	CottbuserStrasse 4	
DE	Lengauer, Sonja	1040	Vienna	Wiedner Hauptstrasse 18	
DE	Doe, Max	01979	Lauchhammer	Old village road 21	
DE	Nikel, Marek	97667	Závadka nad Hřebenem	Hronska 9/11	

"Certificate" button. In both cases you reach the next step is to customer overview.

On this page is a list of customers with all clients to which you have access are displayed. You can restrict the selection of those customers through

the filter in the top line.

By clicking on the desired customer you get to the next section of the two previous choices

Evaluation of a test

After selecting the customer you now go to the page with the personal data and tests. After selecting an examination of each of these exam details and exam date are displayed.

The screenshot shows a web interface with a search bar at the top labeled "List of customers". Below it, there are two main sections: "CUSTOMER DATA" and "LIST OF TESTS:".

CUSTOMER DATA:
 Cortez, Carolina
 Main Street 25
 35690 Dillenburg E-mail:

LIST OF TESTS:
 Job description office administrator / man-MC
 Job description office administrator / man-OQ

At the bottom, there are two sections: "TESTING DETAILS:" and "EXAMINATION".

TESTING DETAILS:
 Job description office administrator / man-MC
 Test with 44 multiple-choice questions from the field office administrators man / woman

EXAMINATION:
 filed on: 131.01.2014

Now click on the desired date to begin the evaluation of the selected test.

In the following main section of the evaluation, you have a choice between

the "assessment of the individual issues," the "Results Overview of the test," the "Assessment of the test" or the "Print Selection".

From this page you

can at any time be returned to the customer list or to check list of the customers to one of the above buttons. After clicking on "Review of each question" you will go to the overview of the individual exam questions.

The screenshot shows a web interface with two tabs at the top: "List of customers" and "Customer data". The "Customer data" tab is active.

CUSTOMER DATA:
 Cortez, Carolina
 Main Street 25
 35690 Dillenburg E-mail:

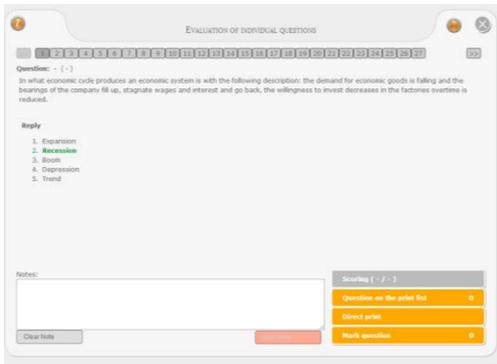
EXAMINATION :
 Job description office administrator / man-MC

EVALUATION OF INDIVIDUAL QUESTIONS 
 Here you can view, rate, and leave a note as needed each question individually.

OVERVIEW OF RESULTS OF THE AUDIT 
 Here you can view the summarized Ergebnisse the test as an overview.

REVIEW OF THE AUDIT 
 Here you can review the assessed test.

PRINT SELECTION 
 Here you can print the forms.



With the button "issue on the print list" you can specify whether this question should be inserted in a print list including assessment.

Also, you can print it or mark the question directly. For a MC

question, in which the evaluation is done automatically, you can only enter a comment. For an open question (OF), enter via the "scoring" the number of points scored, and in the text box you can enter a comment. Note: Right above the list, with the numbers of the questions you will find the button for the legend.

After clicking on "Results Overview of the test" you can view the summarized results of the test as an overview.

Here you can view by clicking on the appropriate button the general overview or a summary for skills, according to skills or technical terms.



The screenshot shows a web interface titled "REVIEW OF THE AUDIT". It is divided into four main sections:

- CUSTOMER DATA:** Lists "Cortez, Carolina", "3 Main Street, US", and "30880 Oldenburg E-mail".
- RESULT:** Shows "Multiple choice" test type and statistics: "Questions: 44", "Answered: 44", "Not Answered: 0", "Correct: 35", "Wrong: 9", and "Result: 86.36 %".
- REVIEW OF THE AUDIT:** Contains a warning: "The assessment of a testing/evaluation process is completed and you later changes are no longer possible." Below this is a prominent orange button labeled "Evaluation of the test".
- OPTIONS / NOTES:** Includes a "Notes" text area, an "Options" section with a "Send E-mail" button, and a "Send Results" button. A "Enter notes" input field is also present.

After clicking on "Assessment of the test" is displayed, the page for the evaluation of testing. You can enter text in the "Notes" and select one of the options.

To set the final result of the scan, click here on the button "evaluation of the test." Then, you can now "pass" or "do not pass" set.

This close-up view highlights the "ATTENTION!" warning section, which states: "The statement by you assessment of the test is after confirming no longer be changed to make or undo! Even the award / changes related to the points for open-ended questions are no longer possible!". Below the warning are two orange buttons: "Passed" and "Not Passed". At the bottom of this section are two more orange buttons: "Confirmation" and "Cancel assessment".

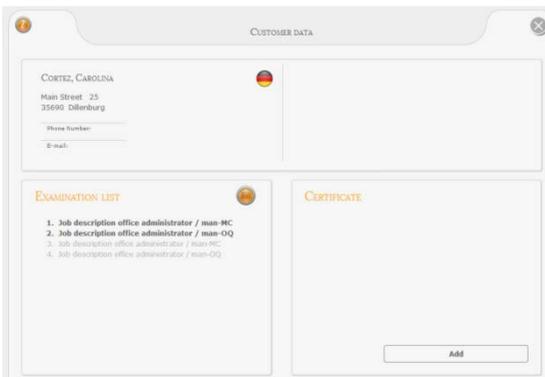
Important: The output evaluation of the test is no longer to make changed or canceled after confirmation! The Assigning / changing the points for open-ended questions are no longer possible!

After clicking on "Print Selection" offers you a choice of print editing. In "exam questions" you can select one of four options. In "Results Overview" and "judging" you can make your selection as required



Click on the button at the top right to print the screen to the desired data.

Creation of a certificate



After selection of the customers you get to the overview with the data of the customer. To continue, click on the certificate section on "Add".

In the next steps select the necessary examinations for the certificate, enter the certificate a name and if necessary, enter a description.

With the buttons "Personal List" and "Certified List", you can select a previously created selection.

But the predefined scans must be present in the current list. Then click "Create Certificate" to continue.

In the now following section, you can by clicking on the button "Written tests", "evaluation of the expert meeting", "valuation method", "Documents", "Print" and change "Finish" between the individual sections.

Competencies	Weighting	MC (in %)	OF (in %)	ID (in %)	CP
Operating procedures and work organization	75	71.43	73.22		
Office Economic processes	75	85.71	80.35		
Use of standard software	100	70	85		
Communication systems and services	100	87.5	93.75		
Ongoing accounting	100	71.43	85.72		
Commercial Management and Control	75	100	87.5		
Marketing and customer relationship	50	72.73	61.37		
Order and Invoice processing	100	42.86	71.43		
Procurement processes	100	80	90		
Warehousing	100	98.89	94.45		
Personnel management tasks	75	66.67	70.84		
		Average	80.82 %		

In the first section "Written tests" you will see the percentage distribution of the points of the individual skills.

In the first section "Written tests" you will see the Percentage. For tests with multiple choice and open-

ended questions, you can set the weighting to each other. Also, here it will be awarded credit points per competency.

After clicking on "Evaluation of the technical discussion", you can specify information about evaluations of technical discussions, audits, oral examinations and the overall evaluation.

The screenshot shows a web interface for creating a new certificate. The title is "NEW CERTIFICATE FOR CORTEZ, CAROLINA". The main section is titled "EVALUATION TECHNICAL DISCUSSION / AUDITS / ORAL EXAMINATION". It contains three columns for evaluation areas: "Content-area professional", "Methodological area", and "Person-related area". Each column has a text input field and a "Percentage points" field set to "/ 100%". Below these is a "Weighting" section with a table for "OVERALL EVALUATION". The table has columns for "Notes for review" and "Weighting". The "Weighting" column shows "Evaluation of the technical discussion" at 0%, "Result of written exams" at 80.82%, and "Overall evaluation of the tests" at 0%. At the bottom, there is a navigation bar with buttons: "Written examinations", "Evaluation of the technical discussion" (highlighted), "valuation method", "Papers", "Printing", and "Conclude".

Be split up according to these "content-area specialist," "Methodological area" and "people-related area". You can also assign appropriate percentage points and weights.

Under the section "Assessment" method, you specify the basis on which the certification is done. This basis can, for example, be defined in a specific order test conditions and assessment regulations. With the buttons "Personal List" and "Predefined list" you can already used and / or specify appropriate valuation methods.

About the section "Documents" provides for the management of the files belonging to the certificate. You can here supplementary documents such as scanned handwritten notes, exam regulations among others Upload and archive it.

In the "Print" section, select the form of the certificate of expression (Profile passport, certificate or certificate) and get a preview with the previously entered values in the appropriate form. Printing is only possible after completion certificate.

With the "Finish" section of the certificate program is completed. The completion of the certification process means that all data is archived and no more changes are possible. At the same time the conditions for activating the print functions are fulfilled.

Final remarks

Thank you for reading this manual and much success in evaluating a test and create certificates.