

	 <p>Programm für lebenslanges Lernen</p> <p><small>*This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.*</small></p>	 		
<p>Author Michael Jahn</p>	<p>Project number DE/11/LLP-LdV/TOI/147451</p>	<p>WP 6</p>	<p>Date 10.10.2013</p>	<p>Page 1 of 53</p>
<p>Subject Instruction manual for the new self-test tool and the certification tool</p>				

## Instruction manual for the new self-test tool and the certification tool

1. Administration of employees
2. Administration of clients
3. Creating an examination
4. Taking an examination
5. Assessors' tool



# CEMES-Manual

Employees

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## Introduction

Dear user!

The manual describes the use of the module „Employees“ 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 [pre.cemes.eu](http://pre.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 CEMES website homepage. At the top, there is a navigation bar with the CEMES logo on the left, the European Union flag in the center, and a 'Menu' button on the right. 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 the CEMES platform (Competence Evaluation Method for European Specialists) as an online-based, multilingual system for assessing and evaluating professional competences. It mentions that the system is registered as a European trademark and is divided into levels: competences, skills, and technical terms. It also provides a link to [www.kompetenzfeststellung.eu](http://www.kompetenzfeststellung.eu).
- ABOUT THE CREATORS:** A text block identifying IBS - CEMES Institut GmbH as the developer and distributor of the CEMES platform. It mentions a team of project developers, training organizers, and programmers, and notes that the platform cooperates with a European network of partners from 17 European countries.
- 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 competence tests, create logins for candidates, and evaluate tests. It also mentions that 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 higher knowledge and skills during their professional career. It states that competences are mainly acquired through non-formal or informal learning.
- DEVELOPMENT:** A text block stating that the CEMES platform originates in a complex of Leonardo da Vinci projects funded by the EU. It mentions 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.

For switching into another language, click the button



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

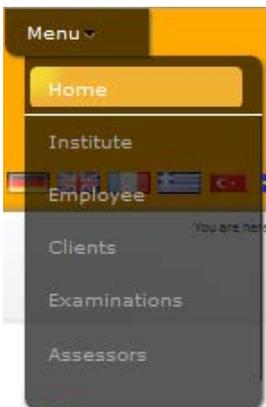
For logging in for the platform, first click the button „Login“ on the right side of the page.



The image shows a login interface. At the top, there is a row of 20 small national flags. Below the flags is a section titled "LOGIN". Underneath the title, there is a line of 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 the input fields is a yellow button labeled "Login". At the bottom of the form, there is a link that says "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 Employees, you have to select the menu button „Employee“ in the upper part of the page using the mouse.

Then you see the starting page for the administration of staff.

# Administration of employees

## Creating an account for a new employee

When you intend to create a new account, first click on „You would like to create an account for a new employee?“ and then „Creating

### WHAT WOULD YOU LIKE TO DO?

You would like to create an account for a new employee?

This is very easy. Please click on the button below and fill in the information that is required on the following page.

Creating an account for an employee

an account  
for an  
employee”.

After clicking that, you are shown the respective fields for entering the data of the new employee: status, master data, areas, modules and institutes.

**Status:** Here you can choose between „active“ and „inactive“. When choosing „inactive“, the data of the new employee are saved but cannot be used yet. By changing it to “active” later, the data can be used.

Information: An „inactive“ employee can not log in.

**Master data:** Here you enter the employee's personal data, his user's rights as well as the standard language.

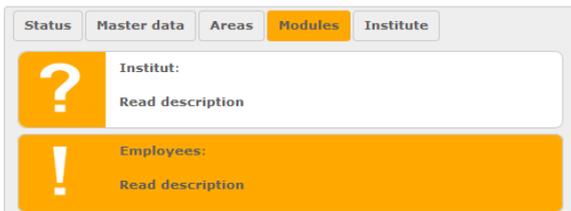
Information: Please note that fields marked with \* have to be filled in in any case.

**Areas:** By clicking „?“ you can select the areas. The selected area is then marked with “!” instead of „?“. You can have the description of the area shown by clicking „Read description“.



Status	Master data	Areas	Modules	Institute
!		CSA Instandhaltung/Maintenance		
		Read description		
?		CSA Maincert Zertifizierung		
		Read description		

**Modules:** By clicking „?“ you can select the modules. The selected module is then marked with “!” instead of „?“. You can have the description of the module shown by clicking „Read description“.



Status	Master data	Areas	Modules	Institute
?			Institut:	
			Read description	
!			Employees:	
			Read description	

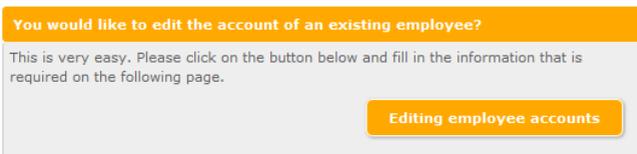
**Institute:** Here you can select the institutes the employee is planned to have access to. The standard institute has been pre-selected. The standard institute is the institute at which the account for the employee is or was created.



After entering all data, save them by clicking „Save“. After getting the information that the data have been successfully saved, you can create new accounts or change to the survey of employees.

## Editing employees

When you want to edit an existing employee, you have to click „You would like to edit the account of an existing employee“ first and then „Editing employee accounts“.



At first the list of employees is displayed.

This list is in alphabetical order for the examination institutes. For

**OVERVIEW OF THE EMPLOYEES**

**FILTER SEARCH RESULTS:** Examination centre  
IBS - CEMES Institut GmbH  
Employees 14

select examination centre

AZ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3

Title	Name	First name	Profil ?	Delete ?
Prof	Brumby	Lennart	<a href="#">edit</a>	<a href="#">x</a>
	Cemes	User	<a href="#">edit</a>	<a href="#">x</a>
	Fabiunke	Jörg	<a href="#">edit</a>	<a href="#">x</a>
	Finking	Jörg	<a href="#">edit</a>	<a href="#">x</a>
	Jahn	Michael	<a href="#">edit</a>	
	Klein	Bernd	<a href="#">edit</a>	<a href="#">x</a>

getting to the existing data of an employee

(employee's profile), click "Edit" next to the name of the respective employee.

As already described for creating a new account, you can now change or update the employee's data:

status, master data, areas, modules and institute.

After editing, click „Save“ for saving the data. When the changes have

been successfully saved, you can return to the survey of employees.

**SAVE OF DATA SUCCESSFULLY**

**SUCCESSFUL AMENDMENT OF DATA**

The data amendments have been successfully saved.

[Go the overview of the employees](#)

## Final remarks

Thank you for reading this manual, and much success in opening and editing an account for an employee.



# CEMES-Manual

Clients

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## Introduction

Dear user!

The manual describes the use of the module „Clients“ 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 [pre.cemes.eu](http://pre.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 website. The header is orange and contains the CEMES logo, a European Union flag, and a 'Menu' button. Below the header, there is a 'HOME' section. The main content area is divided into several sections:

- WELCOME TO THE CEMES WEBSITE:** A text block explaining the CEMES platform (Competence Evaluation Method for European Specialists) as an online-based, multilingual system for assessing and evaluating professional competences. It mentions that the system is registered as a European trademark and is divided into levels: competences, skills, and technical terms. It also provides a link to [www.kompetenzfeststellung.eu](http://www.kompetenzfeststellung.eu).
- ABOUT THE CREATORS:** A text block stating that IBS - CEMES Institut GmbH is the developer and distributor of the CEMES platform. It mentions a team of project developers, training organisers, and programmers, and a European network of partners from 17 European countries. The most important partner is IBS Bildungszentrum Cottbus GmbH.
- 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 with this platform, examination centres can generate competence tests, create logins for candidates, and evaluate these tests. It also mentions that candidates can take tests online and assessors have a tool for evaluation.
- COMPETENCE RECOGNITION:** A text block stating that in the context of lifelong learning, every person constantly develops higher knowledge and skills during their professional career. It mentions that competences are mainly acquired through non-formal or informal learning and provides a link to 'read more'.
- DEVELOPMENT:** A text block stating that the CEMES platform originates in a complex of Leonardo da Vinci projects funded by the EU. It mentions 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 and provides a link to 'read more'.

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:

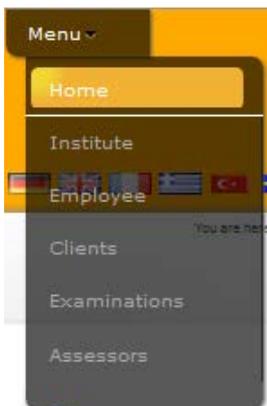
Password:

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.

## Selection of the menu



When you want to get to the module „Clients“, you have to select the menu point Clients in the upper part of the page first using the mouse.

After that, you see the start page for the administration of clients.

## Administration of clients

### Creating a new account

When you want to create a new account for a client, first click „You would like to create an account for a new account profile?“ and then „Create client profile“.

#### WHAT WOULD YOU LIKE TO DO?

You would like to create an account for a new account profile?

This is very easy. Please click on the button below and fill in the information that is required on the following page.

Create client profile

After clicking „Create client profile“, you are shown a menu bar with „Status“, „Master data“ and „Examinations“. „Examinations“ is separately explained in this manual under „Allocate examination“. At first you have to possibility to change the status of the client between “active” and “inactive”.

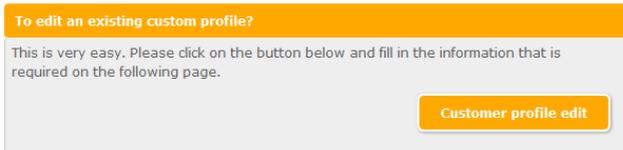
Information: NO candidate can login at the institute when the status is „inactive“.

Then you click the button „Master data“. Here you enter the client's master data, select the standard language as well as the client's sex. The fields marked with \* have to be filled in in any case. Only after filling in the data into these fields, the button „Save“ appears.

Please write down the login-ID and the password, if no email address was entered or automatic sending was not activated (selecting field appears only after entering your email). After that you select the type of administration. For business clients you can add separate company data.

## Edit client profile

When editing an existing client profile, first click on „You would like to edit an existing client profile?“ and then on „Edit client profile“.



A list of the clients is shown with the respective data (when going

List of clients:	Information:
Kunde-Franlund, Jan	Mustermann, Max <small>Name, first name</small>
Kunde-Türkei, Kunde	AmGalgenberg 33 <small>Street/street number</small>
Kunde-Gollasch, Ulrike	01979 Lauchhammer <small>Post code / city</small>
Peter, Miller	03574 1847436 <small>Telephone</small>
Vogeltanz, Christine	Fax
<b>Mustermann, Max</b>	<b>maxmuster@mustermx.de</b> <small>E-mail</small>
Demo-Test, Für MainCert	Date of birth: 14.05.1966
Brandt, Danilo	Administration: Private
Braun, Björn	

over the button with the name of the client).

After selecting the client by clicking on the name button, the client's status is shown and can be changed. For editing the master data, click the button "Change". Then you can change the data or allocate a new password to the client by clicking "New password". Then you have to go to "Save changes" to finish editing.

## Allocating an examination

There are two possibilities for allocating an examination, the first directly after saving a new account, or the second via editing a client.

The screenshot shows a software interface for allocating examinations. It features a top navigation bar with three tabs: 'Status', 'Master data', and 'Examinations'. The 'Examinations' tab is highlighted. Below the tabs, the main heading is 'ALLOCATE NEW EXAMINATIONS'. On the left side, there is a vertical list of five steps: '1. Select examination', '2. Schedule a date', '3. Appoint an assessor', '4. Generate PIN code', and '5. Confirm'. The first step is currently selected. To the right of this list is a section titled 'LIST OF EXAMINATIONS' which contains a scrollable list of examination categories. The visible items in the list are: 'Maincert\_OQ-Test', 'Maincert\_MC-Test', 'Testphase I-1', 'Testphase I - 2', 'Management externer Auftragnehmer', 'Management von Material und Ersatzteilen', 'Dokumenten-/Informations-Management', 'Ermittlung des Instandhaltungsbedarfs', 'Planung, Abwicklung und Nachbereitung von Aufträgen', and 'CA-Multimedia-Computer 1'.

In both cases to have to click Examinations in the client profile. A list appears in which you click the button „+“. In a first step, an examination is selected from the list of existing examinations.

By clicking on the required examination you get to the

next step.

In a second step. The date is fixed, i.e. the date of the examination or a period in which the exam can be taken.

**ALLOCATE NEW EXAMINATIONS**

1. Select examination      Main-Cert Pilot test MC-Questions

2. Schedule a date

3. Appoint an assessor

4. Generate PIN code

5. Confirm

Nov 2013

KW	Mo	Di	Mi	Do	Fr	Sa	So
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1
49	2	3	4	5	6	7	8

Heute

Examination date:  
26.11.13

To determine a time frame, please select the initial date, keep Shift pressed and select the finish date.

**Confirm changes Termin bestätigen**

After fixing the date, click „Confirm date“ to finish that step.

Now the assessors are appointed. For this go to “Add assessor”, then select one or several assessors in the new window and click

**ALLOCATE NEW EXAMINATIONS**

1. Select examination      Main-Cert Pilot test MC-Questions

2. Schedule a date      26.11.13

3. Appoint an assessor      LIST OF ASSESSORS:

4. Generate PIN code

5. Confirm

**To add Assessor**      **Next**

In the second last step, the 9-digit pin code for the examination is fixed. This safety code is asked for before the examination can start.

The screenshot shows a web interface with three tabs: 'Status', 'Master data', and 'Examinations'. The 'Examinations' tab is active. The main heading is 'ALLOCATE NEW EXAMINATIONS'. A progress list on the left shows five steps: 1. Select examination, 2. Schedule a date, 3. Appoint an assessor, 4. Generate PIN code (highlighted), and 5. Confirm. The main content area displays the following information:

- 1. Select examination: Main-Cert Pilot test MC-Questions
- 2. Schedule a date: 26.11.13
- 3. Appoint an assessor: List of assessors
- 4. Generate PIN code: **PIN CODE**  
Please enter a 9-digit pin code, or use the generator to create a PIN.  
A text input field contains '000000000'. Below it are two buttons: 'PIN code generator' and 'Next'.
- 5. Confirm

You can either enter a code yourself or use the pin code generator to get a code generated. Then click “Next”.

The screenshot shows the same web interface as above, but now at step 5: Confirm. The progress list on the left highlights step 5. The main content area displays the following information:

- 1. Select examination: Main-Cert Pilot test MC-Questions
- 2. Schedule a date: 26.11.13
- 3. Appoint an assessor: List of assessors  
000000000
- 4. Generate PIN code: **ALLOCATE EXAMINATION**  
The data collection for the allocated examination is now complete. Please check the data you have entered to confirm or discard them or enter them again.
- 5. **Confirm**  
 Do you want the client to be informed about the date via e-mail?  
Below this are two buttons: 'Discard' and 'Confirm'.

The last step is to check the entered data. They can now be confirmed to allocate the examination or be discarded to enter new data.

## Final remarks

Thank you for reading this manual and much success in the administration of clients.



# CEMES-Manual

Creating an examination

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## Introduction

Dear user!

The manual describes the use of the module „Creating 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 [pre.cemes.eu](http://pre.cemes.eu).

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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 CEMES website home page. At the top, there is a yellow banner with the CEMES logo on the left, a European Union flag in the center, and a 'Menu' button on the right. Below the banner, the word 'HOME' is centered. The main content area is divided into several sections:

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- ABOUT THE CREATORS:** A text block identifying IBS - CEMES Institut GmbH as the developer and distributor of the platform, mentioning a team of project developers, training organizers, and programmers.
- LOGIN:** A section with a prominent 'Login' button and three smaller buttons: 'Important contact information', 'Tutorials', and 'Demotest'.
- THE USES OF THE PLATFORM:** A text block stating that the platform allows examination centres to generate tests, create login for candidates, and evaluate tests.
- COMPETENCE RECOGNITION:** A text block discussing lifelong learning and how the platform helps in recognizing and evaluating skills during a professional career.
- DEVELOPMENT:** A text block tracing the platform's origins back to Leonardo da Vinci projects funded by the EU.

For switching into another language, click the button



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

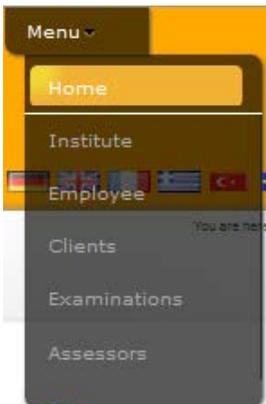
For logging in for the platform, first click the button „Login“ on the right side of the page.



The screenshot shows a login interface. At the top, there is a grid of 25 national flags. Below the flags is a "LOGIN" section with the following 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 the input fields is a yellow "Login" button. At the bottom of the login section, there is a link that says "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.

# Administration of examinations

## Creating an examination

### CREATE NEW EXAMINATION ( PRE-SELECTION )

First, click on „You would like to create a new examination“ on the starting page of the administration of examinations, then on „Create new examination“. After clicking that, you are shown some fields for a pre-selection: “Type of examination”, competence areas”, “Kind of examination” and “Minimum number of questions”. After selecting or fixing the options, click the button “Selection of questions“.

In the area for the selection of questions, at first the competences for the selected competence area are displayed. After selecting (clicking) a competence, the skills of this competence become visible. After selecting a skill by clicking it, the technical terms can be seen. After selecting a term (by clicking it), the questions for this term are shown.

Competences	Skills	Technical terms	Questions
Analysis of the maintenance need	Preparing, carrying out and monitoring basic actions	maintenance Questions: 3	1.1.1 Maintenance definition Preview: To add on
Creation of an organisational unit for maintenance	Description of the methods (strategies)	Note: There are technical terms where the question type does not match or where there are technical terms which are not connected to any question.	1.1.2 Maintenance types Preview: To add on
Planning, processing and post-processing of orders and assignments	Structuring of systems/plants (designation ...)		1.1.3 Improvement & modification Preview: To add on
Management of external subcontractors	Performance of a basic risk assessment		
Management of materials and spare parts	Assessment of the status of components		
Management of documents and information	Calculation of the maintenance requirements and...		
Maintenance controlling			
Maintenance support by data processing systems			
Technical diagnostics			
Maintenance as added value			
(Occupational) safety, health protection and environment			

You can add a question to the list by clicking at “To add on”. Alternatively, you can also click on “Preview” for the respective question first to get some information on the answer to that question, and then you can add this question by clicking “Add question to the list”.

After adding a question, the button „Add“ changes into „Remove“. You can remove the question from the list immediately by clicking “Remove”.

5 OF 5 PLANNED QUESTIONS

Proceed to saving the examination

- 1. 1.1.1 Maintenance definition
- 2. 1.1.2 Maintenance types
- 3. 1.1.3 Improvement & modification
- 4. 1.2.1 Preventive-Corrective
- 5. 1.2.2 Predetermined preventive maintenance execution

Info.  
Info.  
Info.  
Info.  
Info.

Edit list

On the page for the selection of the questions above (green field) the list of

selected questions is continued. Using the “Info” button you can make the preview to the question visible. By clicking “Alter list” for each question you see a button “Take out”, by which the respective question can be removed from the list.

During this selection procedure, the path from competence to question is displayed in orange colour. This selection procedure can be repeated until the required number of questions has been chosen.

**Information:** By clicking „Module options“ on the right side, fields are opened for variations of the question. By activating or deactivating or entry or selection you can determine (at any time) whether the type of question is to be indicated, whether terms are to be shown without questions, how many questions per term are available or whether a description is to be shown. The planned number of questions can be changed; also the type of question (MC, OQ or Mix) can

be adapted.

By clicking „Save Template“ you can save this template here for creating an examination later. However, this is only possible when the fixed number of questions was added.

After clicking „Save Template“ you have to give this template a title and a description in the opened window and then click “Save template”.

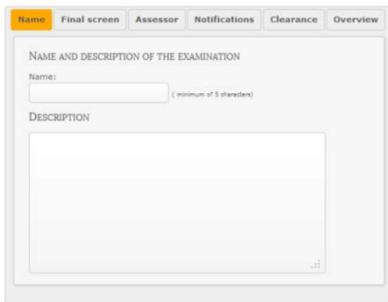
After that the optional

question appears whether the automatic saving function for

alternations in the template is to be activated.

As soon as the required (planned) number of questions has been selected, a button appears on the top right above the list of questions which is “Continue to save examination”. By clicking this button you open the page with the final options.

From the header you can select: name, final screen, assessor, notification, clearance and overview.



In the field „Name“ you give this examination a name. This name is also an index for the order in the databank.

**Information:** After entering the name (at least 5 letters or digits), the button „Save“ appears. In the field „Descriptions“ you describe the content of the examination. This description can also be read by the client later before the examination.

In the field „Final screen“ you select the desired final screen according to the type of examination; it will be shown to the client after the end of the examination.

In the field „Assessor“ you can provide stipulations on the assessor or select an assessor from a list.

In the field „Notification“ you can fix stipulations regarding the monitoring of the examination.

In the field “Clearance” you decide whether the examination is accessible or still blocked. When you release the examination, you have to decide which institute is to use the examination.

In the field „Overview“ you are given information regarding the number of selected questions, competences, skills and terms as well as the type of examination and the competence area.

After going through the fields in the area „Final options“, click the button „Save“ on the top right.

## Editing an examination

After clicking „You would like to edit an existing examination / template“ you can select whether you want to edit an examination (button „Edit examination“) or a template (button „Edit template“).

After clicking „Edit examination“ you are shown the list of existing examination. While going over the fields with the names of the examinations, name, competence area and description appear on the

### EDIT EXAMINATION – LIST OF EXAMINATIONS

Examination Name	Information about the examination:
Maincert_MC-Test	<b>Name:</b> Main-Cert Pilot test MC-Questions
Testphase I-1	<b>Competence area:</b> CSA Maincert Certification
Testphase I - 2	<b>Description:</b> The test contents questions for the competence evaluation in the area of maintenance.
Management externer Auftragnehmer	<b>Attention!</b> This Examination was already used and cannot be changed any more.
Management von Material und Ersatzteilen	
Dokumenten-/Informations-Management	
Ermittlung des Instandhaltungsbedarfs	
Planung, Abwicklung und Nachbereitung von Aufträgen	
CSA Maintenance Competence 1	
Aufbauorganisation	

right. The respective field changes the colour to red or green. In case of red colour, you cannot edit the examination any more because it is already used. In case of green, you can open this

examination for editing by clicking it. Editing is made as described in “Creating an examination” from the list. You can add or delete questions or alter the final options.

## Editing a template

After clicking „Edit a template“ you see the list of templates. When going over the field with the name of the examination, information on this examination is provided on the right.

After selecting a template you get to the selection of questions. You can edit the questions as described under Creating / Editing an examination. Provided the automatic saving function for the template has been activated, all changes in the template are automatically saved in the databank.

After editing the final options (Remember to enter the minimum of 5 letters or digits!) you can save the template as an examination now.

## Final remarks

Thanks for reading this manual and much success in the administration of examinations.



# 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 [pre.cemes.eu](http://pre.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 knowledge from training courses and also non-formal and informal knowledge. It notes that the structure is registered as a European trademark and is divided into levels of competences, skills, and technical terms. It concludes by stating that the system enables the creation of tests for competence assessment and the analysis of results, with 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 that the team cooperates with a European network of partners from 17 European countries, with the most important partner being SHK Bildungszentrum Cottbus GmbH.
- 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. It also mentions that 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. It notes that competences are mainly acquired through non-formal or informal learning, with a link to 'read more'.
- DEVELOPMENT:** A text block stating that the CEMES platform originates in a series of Leonardo da Vinci projects funded by the EU. It identifies the trademark as 'CEMES - COMPETENCE EVALUATION METHOD FOR EUROPEAN SPECIALISTS' and traces it back to the first project in a development series of three Leonardo da Vinci projects, with a link to 'read'.

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. At the top, a navigation bar contains numbers 1 through 20, with '1' highlighted in orange. Below this, the question text reads: "Question 1: Work order scheduling is:". Underneath, it states "Correct answers: 1" and includes a checkbox labeled "Mark question to answer it later:". The question options are presented in four rows, each with a radio button:

- How to do the work
- When to do the work
- How & when to do the work
- None of the above

To the right of the question is a panel titled "Examination status" with an orange header. It displays the following information:

- Total questions: 20
- Answered: 0 (represented by a grey square)
- Unanswered: 20 (represented by a white square)
- Marked: 0 (represented by a yellow square)
- Count answers (represented by a red square)

Below the status information is an orange button labeled "End examination". Further down, the text "YOU ARE LOGGED IN:" is shown in orange, followed by the user's details: "Last name / First name: Mustermann, Max", "The last Login: 26.11.2013 | 09:18", and "Hours". At the bottom of this panel is a grey button labeled "Read instructions".

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.

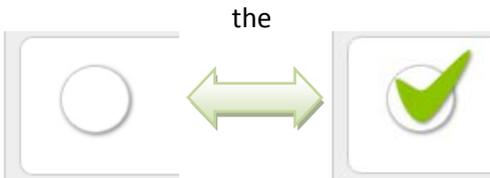
If you are not sure about the answer for a question, you can mark it for answering it later.

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.

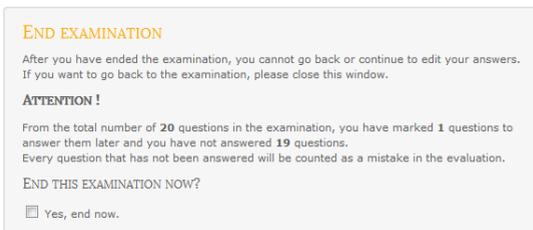
## End / Assessment

### 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?

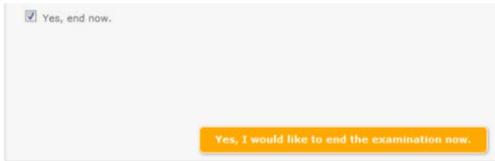
Yes, end now.

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

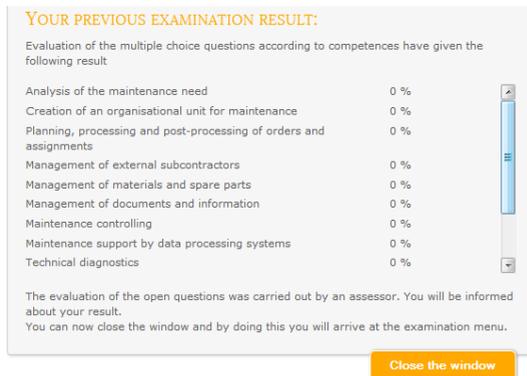


questions, you can tick the field „Yes, end now“, activating the button for ending the examination,

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.



# CEMES-Manual

Assessors' tool

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## Introduction

Dear user!

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

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# Preparation

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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 screenshot shows a login interface. At the top, there is a horizontal row of 20 small national flags. Below this is a grey header bar. The main content area is white and contains the following text and form elements:

LOGIN

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

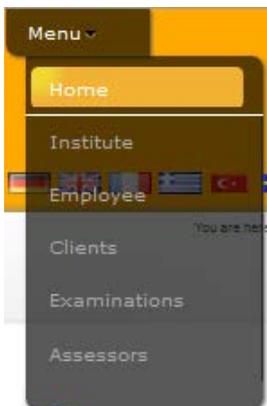
User-ID or e-mail:

Password:

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 of the menu



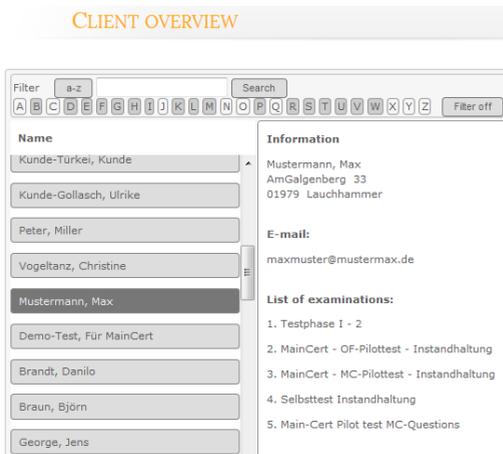
For getting to the module Assessors, you have to select the menu point „Assessors“ in the upper part of the page.

Then the starting page of the module Assessors appears.

## Assessors tool

### Pre-selection

First click the button „Would you like to open the list of clients?“ and then the button „List of clients“.



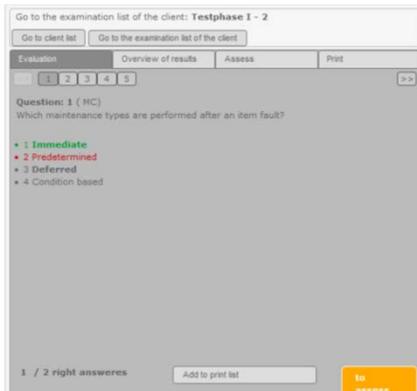
On the page „Client overview“ on the left you are displayed all clients you have access to. Through the filter in the upper line you can restrict the selection of the shown clients.

When going over the list of clients with the mouse pointer, the information belonging to the client becomes visible.

Click the client to be selected from the list. On the left side you can now see the personal data of the selected client and the list of his examinations. When going over the respective examination with the mouse pointer, the status of the examination and examination information are shown on the right.

Under „Status of the examination“ click the button with the examination on the desired date to finish the pre-selection

## Assessment of an examination



After the pre-selection you are now in the part of the assessment. The examination questions as well as the client's answers are displayed. Information: Take note of the legend on the right side. From this page you can return to the list of clients or to the client's examination list at any time by

clicking on of the upper buttons.

With the button „Add to print list“ you can determine whether this question including the assessment is to be entered into the print list. By clicking the button “Evaluate” you get to an entry field for evaluating the answer to this question. For open questions, you would fill in the number of reached points, in the text field you can enter a comment. In case of a multiple choice question, where the assessment is generated automatically, you can only enter a comment.

Finally you click the button „Confirm entry”. From here you go to the question before or to the next question by clicking the respective button, or you return to the list of questions by closing the window.

Go to the examination list of the client: **Testphase I - 2**

Go to client list    Go to the examination list of the client

Evaluation	Overview of results	Assess	Print
General overview	Acc. to competences	Acc. to skills	Acc. to technical terms

**GENERAL OVERVIEW**

Date: : 19.07.2013  
 Begin of examination : 14:16:21  
 End of examination : 14:16:39

Multiple choice : 5  
 Open questions : 0  
 Questions : 5

Competences: 4  
 Skills: 5  
 Technical terms: 5

Multiple choice :  
**Correct: 0 | False: 5 | of: 5**

After clicking the button „Evaluate“ you are shown a page for evaluating the examination. You would click either “Examination passed” or “Examination not passed”. Enter a comment in the field “notes” and choose one of the options. By clicking the button “Reset” you can annul these entries. Otherwise you would confirm your evaluation by clicking the button “Confirm”.

After having evaluated all questions, click the button “Overview of results”. Here you click the respective button for being shown a general overview, or an overview according to competences, skills or terms.

Go to the examination list of the client: **Testphase I - 2**

Go to client list    Go to the examination list of the client

Evaluation	Overview of results	Assess	Print
<b>EVALUATING THE EXAMINATION</b>			
Attention: Evaluating the examination			
<b>Examination passed</b>		<b>Examination not passed</b>	
<b>NOTES</b>			
Please enter your notes here.			
<b>OPTIONS</b>			
<input type="checkbox"/> Do you want the client to be informed about the result via e-mail?			
<input checked="" type="checkbox"/> Do you want the result to be displayed in the online client profile?			
Attention: If you click on "confirm" the assessment is saved in the data base and the additional options are carried out.			
<b>Reset</b>		<b>Confirm</b>	

Now click the button „Print“. You are offered a range of forms for printing. If you tick “Examination questions”, you can

Go to the examination list of the client: **Testphase I - 2**

Go to client list    Go to the examination list of the client

Evaluation	Overview of results	Assess	Print
Please select the form you would like to print out.			
<input checked="" type="checkbox"/> Examination questions			
<input type="radio"/> all <input type="radio"/> only the correct ones <input type="radio"/> only the false ones <input type="radio"/> only the marked ones (0) List			
<input checked="" type="checkbox"/> Overview of results			
<input type="checkbox"/> General overview <input type="checkbox"/> Acc. to competences <input type="checkbox"/> Acc. to skills <input type="checkbox"/> Acc. to technical terms <input type="checkbox"/> Title of the question and evaluation			
<input checked="" type="checkbox"/> Assess			
<input type="checkbox"/> with notes <input type="checkbox"/> Options			
		<b>Print</b>	

choose between four possibilities. Under “Overview of results” and “Assess” you can choose freely.

Click the button “Print” to print the respective data.

## **Final remarks**

Thank you for reading this manual and much success in assessing an examination.