



IECEX OPERATIONAL DOCUMENT

IEC System for Certification to Standards relating to Equipment for
use in Explosive Atmospheres (IECEX System)

IECEX Scheme for Certification of Personnel Competence for
Explosive Atmospheres

Instructions for use of *GetCertified* software for
managing IECEx Certification of Personnel
Competence assessments

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IECEX Operational Document 530

IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres – Instructions for use of *GetCertified* software for managing IECEx Certification of Personnel Competence assessments

This IECEx Operational Document provides instructions for use of the GetCertified software (by YouTestMe) in managing the IECEx Question Bank and the assessment of candidates for IECEx certification under the IECEx Scheme for Certification of Personnel Competence.

This Operational Document also serves as a reference document for the IECEx Secretariat as Administrator of the GetCertified system and for the IECEx ExPCC Working Group # 3 that manages the IECEx Question Bank. For this reason, some features mentioned may not be available to ExCBs and some tasks or processes outlined are NOT to be completed by ExCBs with prior consultation with IECEx ExPCC Working Group # 3 and the IECEx Secretariat.

Document History

Date	Summary
October 2023	Original issue (Edition 1.0)
November 2023	Edition 2.0 - Published to include updated images and to reflect changes of operation or appearance of the YouTestMe interface screens
December 2023	Edition 2.1 – Published to add details about Workspaces as new Clause 4.5
July 2024	Edition 3.0 – Published in response to feedback from ExCBs regarding the need for more detailed guidance and to reflect the changes to software settings agreed at the March 2024 ExPCC meeting
Oct 2025	Edition 3.1 – Published to add details to Clause 8.2 about accessing and considering candidate assessment results for each section of a testing session

Address:

IECEX Secretariat

Email: info@iecex.com

<http://www.iecex.com>

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEX Operational Document 530**IECEX Scheme for Certification of
Personnel Competence for Explosive Atmospheres –
Instructions for use of *GetCertified* software for managing IECEx
Certification of Personnel Competence assessments****1 Application of the *GetCertified* software**

A licence for use of the *GetCertified* software (developed and provided by YouTestMe) has been purchased by the IEC for use by all IECEx 05 Scheme Certification Bodies (ExCBs) for preparing, conducting and reporting on assessments for IECEx CoPC and EFOC Certificate issue in accordance with IECEx OD 503. This licence includes support services that are available on request via the IECEx Secretariat and as a comprehensive range of Youtube videos and hyperlinks to these are included as relevant in this document.

Note that the capability of *GetCertified* is broader than IECEx needs at this time and whilst the support pages mention capabilities such as proctoring, user self-registration, training etcetra, not all features have been activated or configured for IECEx use at this time. This document explains the use of *GetCertified* as it has been configured and customised for IECEx purposes – in configuring the software, the IECEx Secretariat has created profiles, templates, question pools and example Testing sessions so that ExCB staff do not need to prepare these nor obtain the skills and knowledge to do so.

Furthermore, several functions have been customised to meet IECEx needs and you may find that, as explained in this document, the IECEx version of *GetCertified* may vary from the standard set of functions mentioned in the Youtube videos and other support material. All questions and concerns on this aspect must be raised directly with the IECEx Secretariat (and not to YouTestMe)

2 Normative references

The following documents, in whole or part, are normatively referenced in this IECEx Operational Document and are essential for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies. At the time of publication, the editions indicated were valid. The IECEx Management Committee shall decide the timetable for the introduction of revised editions of the publications.

- *IECEX OD 503, ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competence*
- *IECEX OD 504, IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Specification for Units of Competence Assessment Outcomes*

3 Terms and definitions

For the purposes of this document, the terms, definitions, and explanatory information provided in IECEx 05, IECEx OD 504 and IECEx OD 504 and the following apply

For the definitions of any other terms, particularly those of a more general nature, reference should be made to IEC 60050-426 or other appropriate parts of the IECV (International Electrotechnical Vocabulary).

3.1 Test

A set of questions and answers (based on the contents of the IECEx Question Bank) that has been created and published to *GetCertified* for specific IECEx Units of Competence and has

defined properties and permissions regarding its use and access by various levels of user. Tests are used as the basis for creating *Testing sessions*. The specifications of a Test include which *Question Pools* are used and the number of questions from each *Question Pool* that need to be answered (as specified in Table 3 of IECEX OD 503) by candidates being assessed for an IECEX Unit of Competence or a combination of IECEX Units of Competence.

3.2 Testing session

The application of a *Test* that is made available to specific assessment candidates over a specified period of time. Multiple Testing sessions can be based on a single *Test*.

3.3 Question Pool

A term used in the GetCertified reference material that is equivalent to and has the same purpose as the term “question bank” used in IECEX OD 503. Each question pool loaded by the IECEX Secretariat to the GetCertified software is based on the content of specific Critical Aspects of Evidence defined in IECEX OD 504.

3.4 IECEX Administrator

A role within the IECEX Secretariat that has the highest level of access to the facilities of the GetCertified software

3.5 IECEX Certification Body / ExCB Administrator

A role within an ExCB that has access rights that enable use of a limited set of facilities of the GetCertified software for ExCB management of assessment activities

3.6 IECEX Assessment Manager / Test Manager

A role within an ExCB that has access rights needed to conduct assessments that enable use of a limited set of facilities of the GetCertified software for coordinating assessment activities for their ExCB

3.7 IECEX Candidate

A person that has applied for and been accepted by an ExCB to participate in an assessment of competence as the basis for certification. Updates to the general YouTestMe platform may override customised settings in GetCertified for IECEX – in this case and until the restoration of custom options is done, the option of STUDENT needs to be selected when adding users if an option for IECEX Candidate is NOT available,

4 Access

4.1 Access to theGetCertified software

The latest and current version of the GetCertified software (developed and provided by YouTestMe) is available via the following URL / link: <https://iecx.youtestme.com/ytm33/login.xhtml>

General information about GetCertified is available @ <https://www.youtube.com/playlist?list=PLNr69myqMnd-nirVxTZacvWLbFFXUs17>

The main support page is available @ <https://www.youtestme.com/support-and-faq> and an topic-by-topic indexed support page is also available @ https://wiki.youtestme.com/index.php/IECEX_Help_Center

4.2 Levels of Access by user type

Each type of user requires a username and password to access and use the software and to complete assessment activities as a certification candidate.

A basic summary of access rights and permissions for each user type follows:

Function / Right	IECEX User Type / Role			
	IECEX Administrator	IECEX Certification Body / ExCB Administrator	IECEX Assessment Manager / Test Manager	IECEX Candidate / Student
Create, edit or delete a user role	☒			

Create, edit or delete a user profile	☒			
Create a new user profile	☒	☒	☒	
Edit a user's profile	☒	☒	☒	
View a list of ALL users	☒	☒	☒	
Export users list to Excel	☒	☒	☒	
Manage a user's status (activate, lock or suspend)	☒	☒	☒	
Manage system settings	☒			
Create user groups	☒	☒	☒	
Create user groups and view and edit all groups	☒			
Create and edit question pools + translations	☒	☒		
Create and edit Testing session templates	☒	☒	☒	
Create and organise Testing sessions	☒	☒	☒	
Assign candidates to a session	☒	☒	☒	
Manage <u>any</u> Testing session for any ExCB	☒	☒	☒	
Manage Testing sessions for own ExCB only		☒	☒	
Join a Testing session	☒	☒	☒	☒
Mark a candidate's assessment 'paper'	☒	☒	☒	
Approve a candidate's assessment results	☒	☒	☒	
View own assessment results				☒
View candidate assessment results for own ExCB		☒	☒	
View all candidate assessment results for all ExCBs	☒			

Table 1 – Summary of Access Rights**4.3 Creating user profiles and assigning access rights****4.3.1 IECEx Certification Body Administrator level**

Access at the IECEx Certification Body Administrator level can be provided on request to the IECEx Secretariat.

4.3.2 IECEx Assessment Manager and IECEx Candidate level

Access at the IECEx Assessment Manager and IECEx Candidate levels can be granted by users with IECEx Certification Body Administrator access rights.

4.3.3 Process for assigning user access level

The process for assigning user access level is illustrated @ [user roles](#)

NOTE 1: Usernames cannot have any spaces.

NOTE 2: Passwords must have at least 7 characters long, have a digit, a lowercase letter, an uppercase letter and a special character.

Note that the software includes options for pre-defined roles. These must not be used and only the roles of:

- IECEX Certification Body Administrator
- IECEX Assessment Manager / Test Manager
- IECEX Candidate / Student

as defined in this document and available as existing options in GetCertified may be applied for IECEX activities. Requests for addition of other IECEX roles shall be directed to the IECEX Secretariat with reasons for the need.

Languages other than English may be selected in the ‘Language in Tests’ option if a question pool translation for this language has been prepared, approved by ExPCC WG3 and loaded to GetCertified for the Unit(s) of Competence to be assessed (refer Clause 5.3 in this document).

4.3.4 User access profile setup process

The process for user access setup is explained in Clause 7.1 of this OD and illustrated @ [create users](#)

It is **recommended** that user passwords are manually assigned (and are not automatically generated by the software) and that a record of these is maintained by the ExCB. If a user requests a change of password this can be done as illustrated @

https://www.youtube.com/watch?v=jBfee17yHJc&feature=emb_title

It is also **recommended** that users be advised to not change their password without prior consultation with the relevant ExCB.

In the situation where a large number of users need to have profiles setup it is possible to import the data using a pre-formatted Excel template as illustrated @

<https://www.youtube.com/watch?v=udK5dcn7ciA>

4.4 Creating User Groups

Users (for example and typically, IECEX Candidates) can be assigned to a User Group to assist in inviting and managing multiple users in the same Testing session and to analyse the results for a Testing session.

The process for User Group creation is explained in detail in Clause 7.1 of this OD and also illustrated @ <https://www.youtube.com/watch?v=l4fKL2tVtqM>

4.5 Certification Body Workspaces

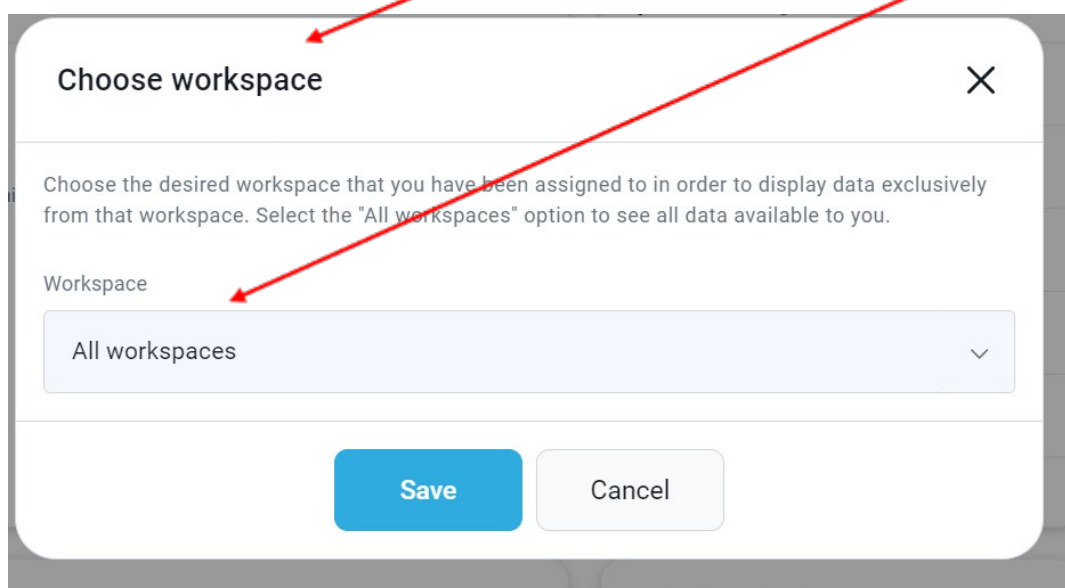
A Workspace has been established for each IECEX ExCB to maintain separation between ExCBs’ work and to maintain the privacy of candidates’ details and results. The process to nominate which Workspace an ExCBs’ users will work in is as follows:

- Login to GetCertified using the previously advised access username and password
- Select the **V** icon in the upper right of screen as shown below



- If you then see “All workspaces” displayed in your user details window that appears, you need to click on this text. Once you have selected this for the first time the system should default to this Workspace. If a user conducts work for more than one ExCB and is required to work in multiple Workspaces the step below can be followed at each login to select the appropriate Workspace.

- d) You will then see a **Choose workspace** window appear ... then click on the *All workspaces* window to display a list of all ExCBs Workspaces



- e) Select the correct ExCB Workspace for your work
 f) Select **Save**
 g) Repeat Step 2 above to check that your ExCB now appears as your assigned Workspace

5 Question Pools

GetCertified utilises “question pools” to prepare assessments – the IECEX Question Bank managed by ExPCC Working Group #3 for the ExPCC is used to create and maintain the question pools employed for IECEX assessment of competence. ExCBs do NOT need to create Question Pools and must NOT do this without consultation with ExPCC Working Group #3. The following subclauses of Clause 5 are included in this OD as a reference to ExPCC Working Group #3 and to the IECEX Secretariat that maintains overall Administrator access and rights for GetCertified.

5.1 Question Pool Creation

Each Critical Aspect of Evidence (CAE) or “Module” defined in IECEX OD 504 AND each type of question (selected response or constructed response) within each CAE requires a separate question pool in GetCertified. These question pools will be created by the IECEX Secretariat using the IECEX Question Bank as the source of questions and answers to be used by ExCBs in conducting assessments. Furthermore, the IECEX Secretariat will prepare standard Testing session templates that are referenced by the software when a Testing session for a Unit or combination of Units is being prepared – these will be based on the relationship between Units of Competence and the CAE defined in IECEX OD 504, Section 6.

The types, structure and naming of IECEX question pools is illustrated in Figure 1 following where Pools for Selected Response have an “SR” suffix and those for Constructed Response have a “CR” suffix and the addition of “MG” if the results from tests using these need to be manually reviewed and graded by the ExCB (refer Clauses 6.6 and 8.2 following in this OD for more details):

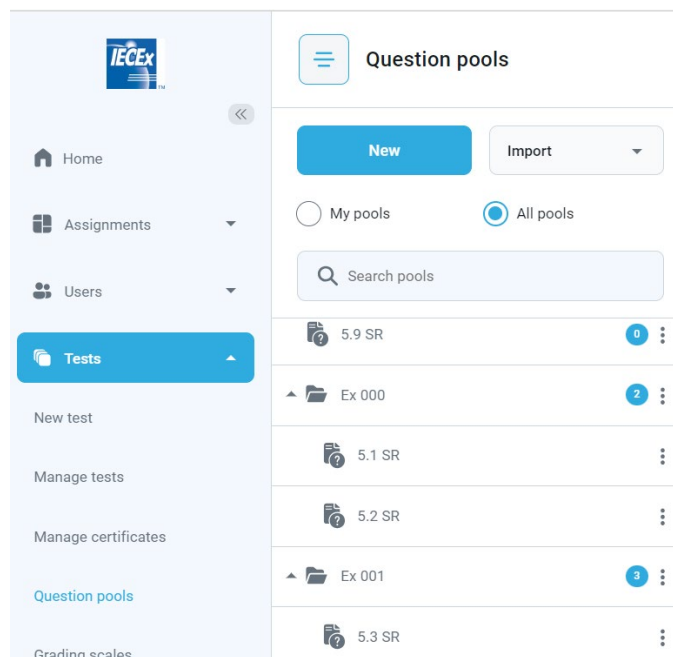


Figure 1: IECEx Question pools structure and naming convention

An example of the content of a question pool used in GetCertified for IECEx assessments is shown in Figure 2 following:

Actions	ID	Version external ID	Question text	Question pool	Difficulty	Type	Frequency factor
View	100053	3080	How many components need to be removed from the fire triangle to prevent an explosion from occurring?	5.1 SR	Medium	Multiple choice	Normal
View	100052	2515	Can removing rust on an enclosure using a grinding wheel cause an explosion?	5.1 SR	Medium	Multiple choice	Normal
View	100051	2614	How does flameproof equipment prevent equipment from causing an explosion?	5.1 SR	Medium	Multiple choice	Normal
View	100050	2523	Describe Zone 2 for flammable gases, vapors or liquids.	5.1 SR	Medium	Multiple choice	Normal
View	100049	2522	Describe Zone 1 for flammable gases, vapors or liquids.	5.1 SR	Medium	Multiple choice	Normal
View	100048	2521	Describe Zone 0 for flammable gases, vapors or liquids.	5.1 SR	Medium	Multiple choice	Normal
View	100047	2122	In which zone can the equipment protection level (EPL) Gc be used?	5.1 SR	Medium	Multiple choice	Normal
View	100046	1937	An equipment carries the marking IECEx INE 09 0123X. Among these affirmations, which one is correct?	5.1 SR	Medium	Multiple choice	Normal
View	100030	1910	Among these zones, which is a dust zone?	5.1 SR	Medium	Multiple choice	Normal
View	100029	1909	Among these zones, which is a gas zone?	5.1 SR	Medium	Multiple choice	Normal

Figure 2: Example of content of an IECEx question pool for CAE 5.1

The process of question pool creation is explained @ https://wiki.youtestme.com/youtestme/helpPages/Question_pools_tests.html

RECOMMENDATION: In preparing and using question pools for CONSTRUCTED RESPONSE type questions, it is recommended that ExPCC WG3 use “**Open Ended**” type questions with selection of the **Manual grading** option so that candidates are **not** graded automatically and are **not** required to provide an answer exactly the same as the model answer specified in the pool for the question. Guidance on the preparation of Open Ended questions is illustrated @ <https://www.youtube.com/watch?v=utGzmJtI8Us>

The GetCertified software includes a facility to upload question bank data from other sources and file formats via use of a special Excel template. An example of the template is embedded below



and an example of a filled-in template is shown in Figure 3 following:

Question ID	Question Text	Question Type	Duration	Difficulty Code	Points	Frequency Factor	Penalty	Internal ID (QID)	Source ID
4	Gas detectors: At which limit of hazardous gas concentration do they have to signal a warning?	MLC	120	DME	1	ALWAYS	0	2315	
5	What should be known about the explosion hazard in the site when entering?	MLC	120	DME	1	ALWAYS	0	2620	
6	Considerations for the issue of a safe work permit may include	MLC	120	DME	1	ALWAYS	0	3416	
7	Regard to safety in use of gas detectors, what concept helps?	MLC	120	DME	1	ALWAYS	0	3419	
8	Which letter designates Gas & Dust – Encapsulation for electrical equipment?	MLC	120	DME	1	ALWAYS	0	21	
9	When can a person enter a hazardous area?	MLC	120	DME	1	ALWAYS	0	2617	
10	What can affect the performance of a gas detector?	MLC	120	DME	1	ALWAYS	0	2618	
11	When can work be done on live circuits in an explosive atmosphere?	MLC	120	DME	1	ALWAYS	0	2619	
12	Who is responsible for the occupational health and safety related to an area with explosive atmosphere?	MLC	120	DME	1	ALWAYS	0	2621	
13	What is meant by Hot Work permit?	MLC	120	DME	1	ALWAYS	0	2622	
14	Which one of the followings is the main objective of OH&S/WH&S in the workplace?	MLC	120	DME	1	ALWAYS	0	3084	
15	Which of the following is/are the objective(s) of Permit to Work (PTW) to work in the hazardous area?	MLC	120	DME	1	ALWAYS	0	3085	
16	What is the acceptable steps before entering into the hazardous areas to conduct hot work?	MLC	120	DME	1	ALWAYS	0	3086	
17	When should the work permit and certificate be prepared and approved?	MLC	120	DME	1	ALWAYS	0	3087	
18	Which one of the following Permit To Work would you need before conducting welding work in the hazardous area?	MLC	120	DME	1	ALWAYS	0	3088	
19	Who can classify the hazardous areas and approve the equipment to be used in hazardous areas?	MLC	120	DME	1	ALWAYS	0	3089	
20	Which one of the following parties need to follow the instructions and signage on site?	MLC	120	DME	1	ALWAYS	0	3091	
21	What is the best procedure when a gas leakage is detected?	MLC	120	DME	1	ALWAYS	0	3092	
22	Which of the following is/are responsible for OH&S/WH&S in the workplace?	MLC	120	DME	1	ALWAYS	0	3094	
23	Which one of the following is the best description for Lockout & Tagout?	MLC	120	DME	1	ALWAYS	0	3095	
24	Who is authorized to remove a Personal Lock / Tag?	MLC	120	DME	1	ALWAYS	0	3096	
25	Which one(s) of the following items is included in the contents of Permit To Work?	MLC	120	DME	1	ALWAYS	0	3097	
26	What condition may change the accuracy of the gas detector?	MLC	120	DME	1	ALWAYS	0	3099	
27	What is the responsibilities of the plant owner in which a hazardous area exists?	MLC	120	DME	1	ALWAYS	0	3100	
28	What is the reason why the gas needs to be monitored frequently?	MLC	120	DME	1	ALWAYS	0	3101	
29	Who should have knowledge, skills and competencies to work in hazardous area?	MLC	120	DME	1	ALWAYS	0	3414	
30	What is incorrect description for "work permit system"?	MLC	120	DME	1	ALWAYS	0	3654	
31	Which of the options is <u>incorrect</u> as a typical factor to be checked before entering a hazardous area?	MLC	120	DME	1	ALWAYS	0	3655	
32	Which is best description for "read and run concept"?	MLC	120	DME	1	ALWAYS	0	3657	
33	Which is the most correct sentence related to the responsibilities of Ex installation?	MLC	120	DME	1	ALWAYS	0	3658	
34	Which of the following is the wrong factor to be considered for using a gas detector in hazardous area?	MLC	120	DME	1	ALWAYS	0	3659	

Figure 3: Example of completed import template

Details of the use of the template are explained @ [How to bulk import questions to the question pool using an Excel file](#) and in the below embedded file



How to Import
Questions without Im.

and as illustrated @ [Importing Questions with Excel Template](#)

Questions and answer sets that utilize images or other media can be imported as explained in the embedded file below and via a ".zip archive" as shown in the screenshot below:



How to Import
Questions with Image

5.1 SR

Question pools

Options

New sub-pool

Search anything

Home

Assignments

Users

Tests

Information

Questions

Users

Statistics

Comments

Reports

Create new questions or bulk load them from an Excel file or the QTI package. View, modify, or delete the existing questions. Copy or move them to another question pool.

Questions

Move

Copy

Delete questions

Load questions

Add question

Filter

	Actions	ID	Version external ID	Question text	Question pool	Difficulty	Without images (.xlsx format)	With images (.zip archive)	From QTI package (.zip archive)	Frequency factor
	View	100053	3080	How many components need to be removed from the fire triangle to pre...	5.1 SR	Medium	Select one			Normal
	View	100052	2615	Can removing rust on an enclosure using a grinding wheel cause an expl...	5.1 SR	Medium	Multiple choice			Normal
	View	100051	2614	How does flameproof equipment prevent equipment from causing an ex...	5.1 SR	Medium	Multiple choice			Normal
	View	100050	2523	Describe Zone 2 for flammable gases, vapors or liquids.	5.1 SR	Medium	Multiple choice			Normal
	View	100049	2522	Describe Zone 1 for flammable gases, vapors or liquids.	5.1 SR	Medium	Multiple choice			Normal

5.2 Question Pool Editing and Additions

Addition to, or editing of, question pools and standards Testing session templates will be done by ExPCC Working Group #3 with the assistance of the IECEX Secretariat. Additions and edits will be done in response to input to ExPCC WG3 discussions and additional questions and answer sets from existing and applicant ExCBs.

5.3 Translation of Question Pools

GetCertified includes a facility for candidates to (1) view the text in a language other than English (that is the default language) and (2) see the assessment questions and answers and

complete the assessment in a language other than English. The language to be used by the candidate is selected when the user profile for the candidate is setup (refer Figure 4 following).

Enabling of languages (after translated Question Pools are provided) for use within GetCertified can be done by the IECEx Secretariat on request.

The process for preparing question pools in other languages is illustrated @ https://www.youtube.com/watch?v=pZSZxncy6A8&ab_channel=YouTestMe

Note that the translation of the question pool needs to be provided by the ExCB(s) that wish to use it. The ExCB(s) shall use the current version of the approved IECEx Question Bank as the source reference and the ExCB(s) shall accept responsibility for (1) the accuracy of the translation, and (2) timely maintenance and update of the translation when the IECEx Question Bank is expanded or edited.

The screenshot shows the 'My profile' page of the IECEx system. On the left is a navigation menu with options: Home, Assignments, Users, Tests, Surveys, Training courses, Reporting, and System. The main content area is titled 'My profile' and has tabs for Information, My groups, My pools, My activity log, My subscribers, My favorite reports, and My achieve. The 'Information' tab is active, showing 'Account information'. This section includes fields for ID (100002), Username (IECEXAdministrator#1), Email (mark.amos@iecex.com), Role (Administrator), User status (Active), Time zone (Australia/Sydney (GMT +10:00)), and a 'Choose theme' dropdown (Select one). At the bottom, there are two dropdowns for 'Language in app' and 'Language in tests', both currently set to 'English'. These two dropdowns are enclosed in a red rectangular box.

Figure 4: Selection of Candidate Language options (on User specific basis)

6 Preparation for Assessments

6.1 Standardised settings and preferences

As a means of assisting ExCBs in preparing for assessments and of ensuring consistency, the Settings and associated preferences in GetCertified configured for IECEx use have been set based on the following principles:

1. Every Testing session will use different questions to previous sessions in the same Unit or combination of Units and the order of Selected Response type questions common to sessions will appear in a different randomised order
2. Every candidate will receive their Selected Response type assessment questions in a different randomised order to other candidates in the same session. To assist ExCBs in grading Constructed Response answers, the Constructed Response type questions will appear in the same order for all candidates in a particular session. To further simplify the ExCB's task of reviewing and grading candidates' answers for Constructed Response questions, these tests will be presented at random to candidates from a limited number of versions - the current template is set to create and use TWO versions however the template can, on request to the IECEx Secretariat, be revised to create

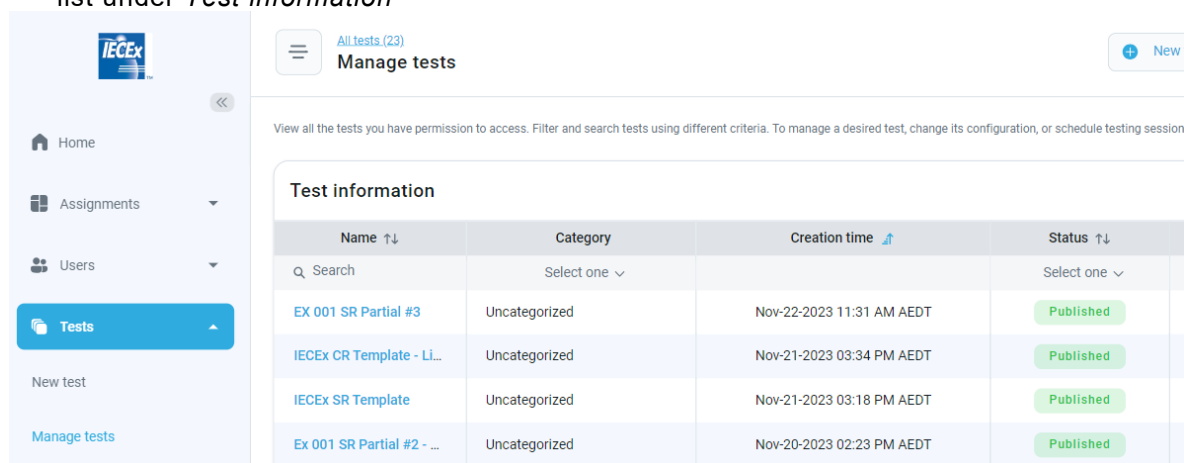
and randomly provide more versions (noting that this can increase the workload for examiners. PDF files of the Questions and Answers for each version are available to examiners as explained in Clause 6.6 following in this OD)

3. Candidates can go back (for example, to change their answer) to questions after they have been answered
4. All questions must be answered in the time allowed for each (as specified in IECEX OD 503 for each question type) multiplied by the number of questions and with the addition of 10 minutes reading time as permitted by IECEX OD 503.
5. Candidates cannot browse the internet or change to other monitor screens during the assessment (attempts to do so will result in an automatic suspension of the session)
6. Candidates can re-sit or resume (after pausing or after an automatic suspension) a Testing session if permitted to do so by the relevant ExCB's Assessment Manager.

6.2 Copying previously used Tests for a new Test

A process of copying previously used **Tests** for creating **new Tests** is a method of ensuring that all settings and preferences are standardised within an ExCB and across all ExCBs. It should not be necessary for ExCBs to create new tests (refer process for creating new Testing Session for a published Test in Clause 6.3 following) as Tests for Units and typical combinations of Units will be available as published Tests in GetCertified. Contact the IECEX Secretariat if new Tests need to be created. The steps of the copying of existing tests and publishing new tests process are as follows:

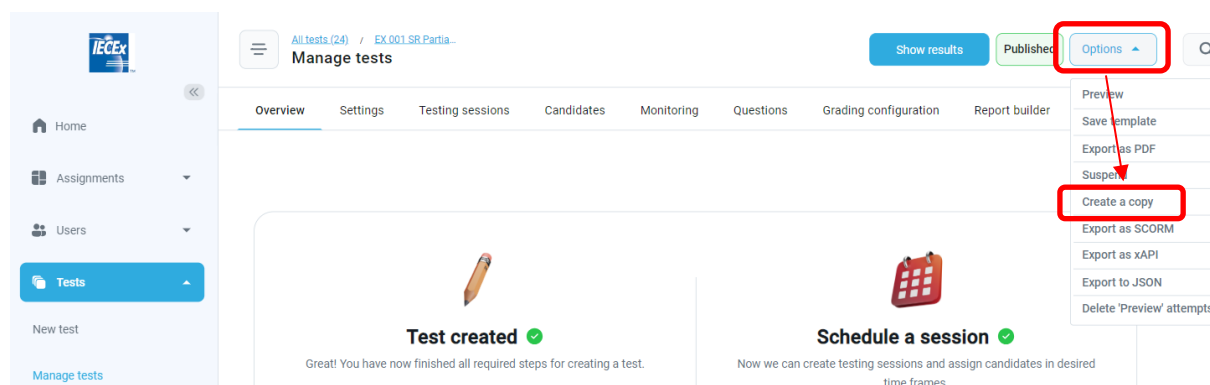
1. Select **Tests**
2. Select **Manage tests**
3. Select (by clicking on the hyperlinks in the Name column) a Test to be copied from the list under *Test information*



The screenshot shows the 'Manage tests' interface. On the left is a sidebar with the IECEX logo and navigation links: Home, Assignments, Users, Tests (selected), New test, and Manage tests. The main area is titled 'All tests (23) Manage tests'. Below this is a table with the following data:

Name ↑↓	Category	Creation time ↑	Status ↑↓
EX 001 SR Partial #3	Uncategorized	Nov-22-2023 11:31 AM AEDT	Published
IECEX CR Template - LI...	Uncategorized	Nov-21-2023 03:34 PM AEDT	Published
IECEX SR Template	Uncategorized	Nov-21-2023 03:18 PM AEDT	Published
Ex 001 SR Partial #2 - ...	Uncategorized	Nov-20-2023 02:23 PM AEDT	Published

4. Select **Options** and then select **Create a copy**



The screenshot shows the 'Manage tests' interface with a dropdown menu open for the 'Options' button. The menu includes the following options: Preview, Save template, Export as PDF, Suspended, Create a copy (highlighted with a red box), Export as SCORM, Export as xAPI, Export to JSON, and Delete 'Preview' attempts. Below the menu, there are two cards: 'Test created' with a green checkmark and the message 'Great! You have now finished all required steps for creating a test.', and 'Schedule a session' with a green checkmark and the message 'Now we can create testing sessions and assign candidates in desired time frames.'

5. Edit Test name and confirm (via tabs for Settings, Test Instructions, Questions and Grading Configuration on the menu bar) that all details are correct for the new Test

Manage tests Publish test Options

Overview **Settings** Testing sessions Candidates Monitoring Questions Grading configuration Report builder Summary

Basic information

Test instructions dialog settings

In-test configuration

Duration and layout

Pause, repeat and reschedule settings

Security settings

Basic information

Basic test information and settings, such as test instructions that candidates need to acknowledge before the test start, the test logo and categorization, etc.

Test name * Test ID

Test description

Test instructions

Test copied.

6. Select **Publish test**

6.3 Creating Testing sessions for new and unused Tests

1. Schedule a Testing session for new candidates to complete a published Test that has NOT been previously used in a Testing session by use of the **Tests** / **Manage tests** sessions for existing published Tests and then select (by clicking on the hyperlinks in the Name column) an existing test from the options presented

Manage tests All tests (27)

View all the tests you have permission to access. Filter and search tests using different criteria. To manage a desired test, change its configuration

Test information

Name ↑↓	Category	Creation time ↑
Search	Select one	
EX 001 SR Partial #3	Uncategorized	Nov-22-2023 11:31 AM AEDT
IECEX CR Template - LI...	Uncategorized	Nov-21-2023 03:34 PM AEDT

2. Select **Schedule a testing session** based on the selected Test

Manage tests All tests (27) IECEX SR Template Show results Published

Overview **Testing sessions** Candidates Monitoring Questions Grading configuration Report builder

Test created Great! You have now finished all required steps for creating a test.

Test versions Questions

Proctored Certificates

Status

Schedule a session

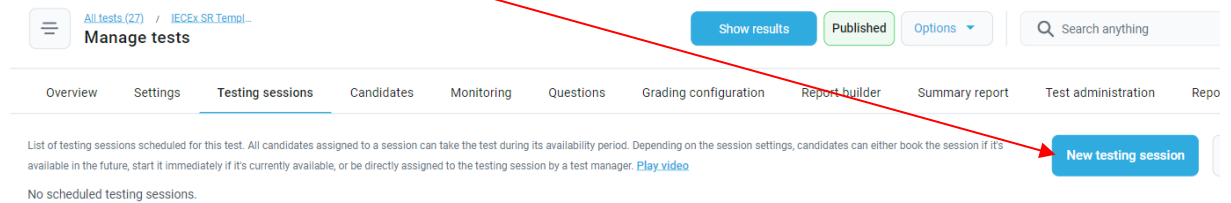
Now we can create testing sessions and assign candidates in time frames.

Proctors Managers

Graders Candidates

Schedule a testing session

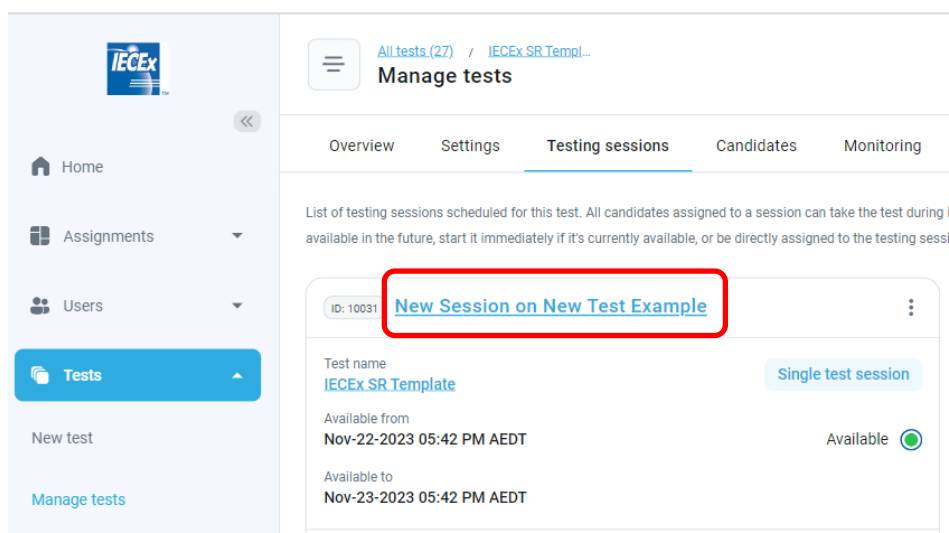
3. Select **New testing session**



4. Fill in details of new Session name, the availability date range for candidates to access and attempt the new session, choose how candidates will be assigned to the session and then select **Save**. Clause 6.5 following explains the process of assigning candidates to a Testing session

The screenshot shows the 'New session' form. The 'Session name' field is highlighted with a red box and contains the text 'New Session on New Test Example'. Other fields include 'Available from', 'Available to', 'Time zone', and 'Candidates and sharing'.

5. The new session is titled as “*New Session on New Test Example*” it will, after being saved, appear in the summary of all Testing sessions for a specific Test as shown below (this session being the only one scheduled at this time for the specific Test)



6. Assign Test Administrator(s) to the new Testing session by finding the relevant new Testing Session from the summary windows of all Testing sessions based on the published Test – see example following

Manage tests Show results Published Options

Overview Settings **Testing sessions** Candidates Monitoring Questions Grading configuration Report builder Summary report

List of testing sessions scheduled for this test. All candidates assigned to a session can take the test during its availability period. Depending on the session settings, candidates can either book the session if it's available in the future, start it immediately if it's currently available, or be directly assigned to the testing session by a test manager. [Play video](#)

ID: 10037 [Test Session Admin Assignment #2](#)

Test name
[Ex 005 CR MG](#)

Available from
Dec-06-2023 05:19 PM AEDT

Available to
Dec-07-2023 05:19 PM AEDT

Single test session

Available

ID: 10036 [Test Session Admin Assignment](#)

Test name
[Ex 005 CR MG](#)

Available from
Dec-06-2023 04:57 PM AEDT

Available to
Dec-07-2023 04:57 PM AEDT

Single test session

Available

7. Click on the 'three dot' icon for the relevant new Testing session
8. Select View all details icon

ID: 10037 [Test Session Admin Assignment #2](#)

Test name
[Ex 005 CR MG](#)

Single test session

View all details

Edit session

9. Select Test administration from the menu bar

Manage tests Show results Published Options Search anything

Overview Settings **Testing sessions** Candidates Monitoring Questions Grading configuration Report builder Summary report **Test administration**

Info Edit Delete

View session details, assign proctors for supervision, and manage candidates assigned to the testing session.

Session name
Test Session Admin Assignment #2

Session ID
10037

10. Select **Assign managers**
11. Add the relevant ExCB staff that will be managing and grading candidates result by ticking them and then use **Confirm** to update the settings of the Testing session

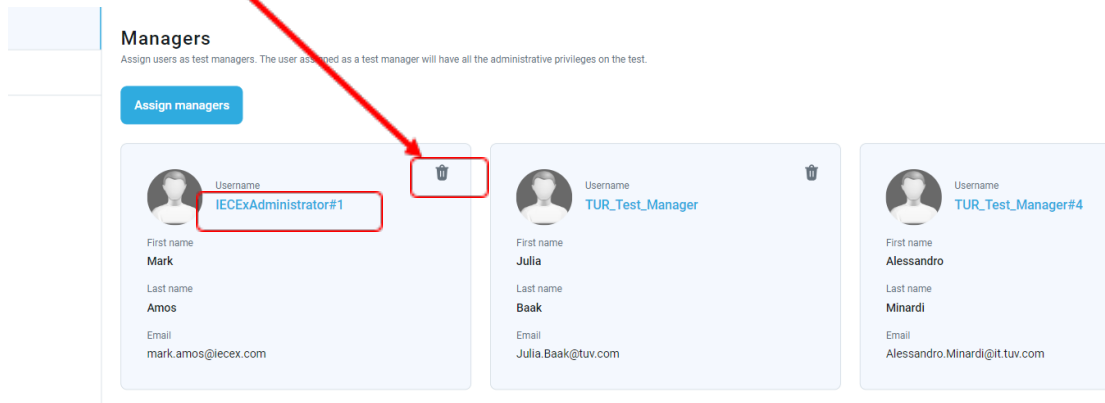
Assign managers

	Username ↑↓	First name ↑↓	Last name ↑↓	Status ↑↓
☐	TURTester1	Tester 1	TUR	Active
☐	TURTester2	Tester 2	TUR	Active
☒	TUR_Test_Manager	Julia	Baak	Active
☐	TUR_Test_Manager#2	Steffen	Kruse	Active
☐	TUR_Test_Manager#3	Mei	He	Active
☒	TUR_Test_Manager#4	Alessandro	Minardi	Active
☐	ULdo_Administrator	Eduardo	Galera	Active
☐	ULLLC_Administrator	Erin	LaRocco	Active

Save table settings

Confirm Cancel

12. Use the Trash icon to remove IECEXAdministrator#1 (as a default Manager for all Testing sessions) from the list



6.4 Creating new Testing sessions for Tests previously used for other Testing sessions

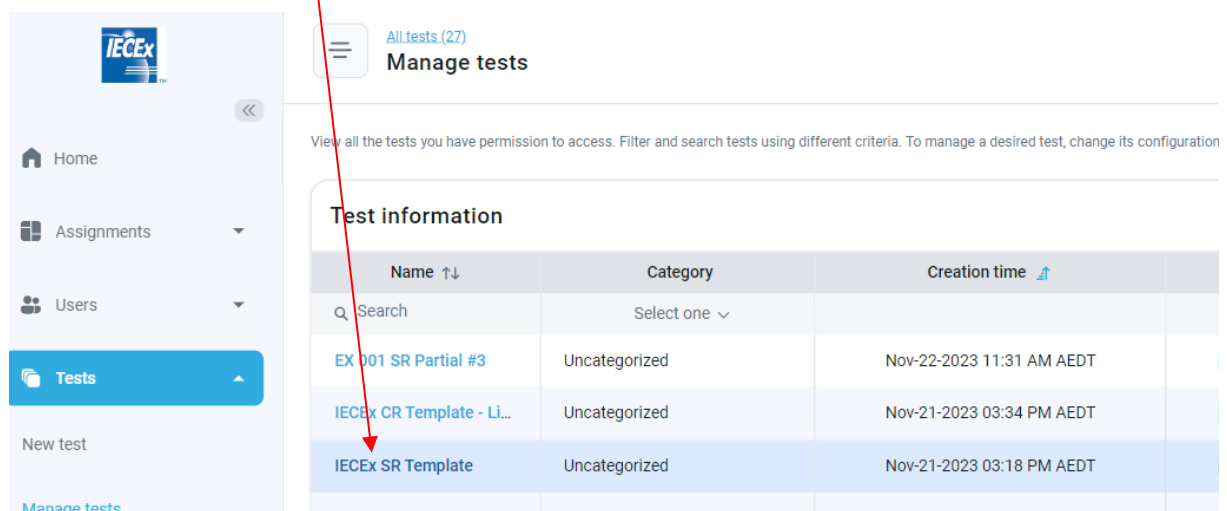
Schedule a new Testing session for new candidates to complete a published Test that has ALREADY been previously used in a Testing session by the following process.

Note that it can be seen if a Test has been previously used in a Testing session by

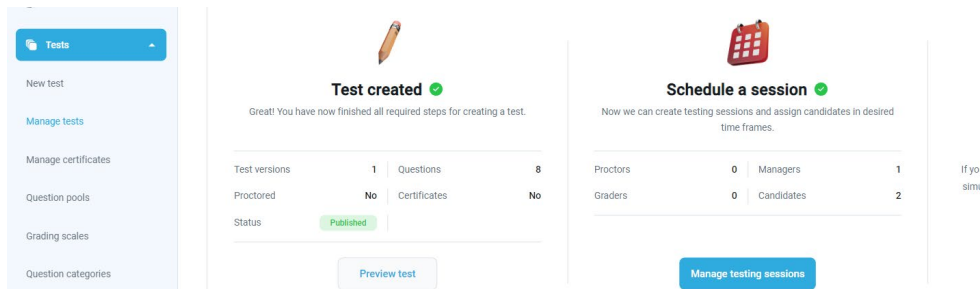
- Selecting **Tests** then **Manage tests**
- Selecting a Test from the summaries under Test information (by clicking on the hyperlink for Test name in the Names column)
- Selecting **Manage testing sessions**
- Checking if boxes for Testing sessions appear ... if none are visible then no Testing sessions have used this Test previously

Process Steps:

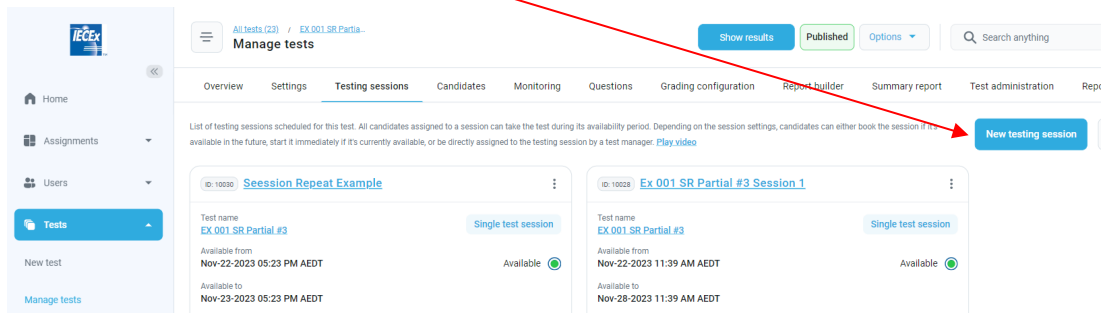
- Select **Tests** then **Manage tests** sessions for existing published Tests and then select (by clicking on the hyperlink for Test name in the Names column) a Test to be used for the new Testing session



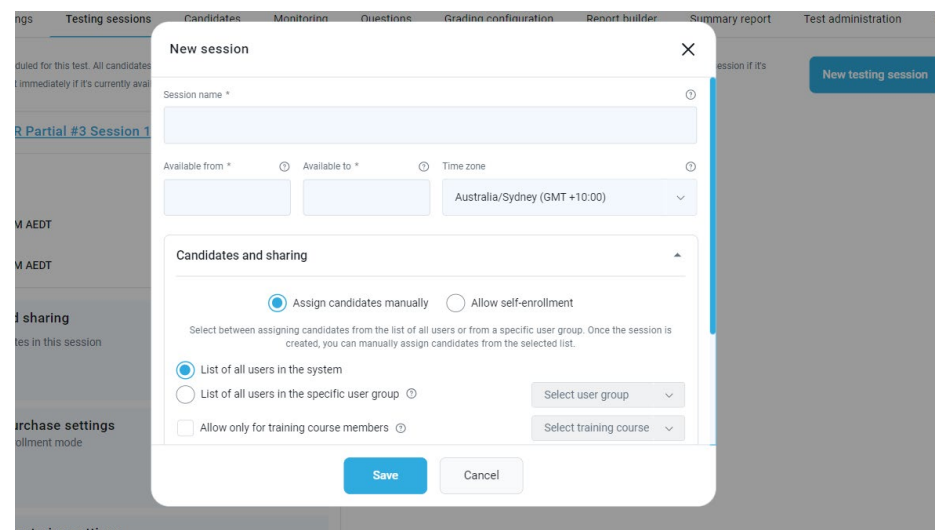
- After selection of the required Test by selecting its name from the list of Published Tests, select the **Manage testing sessions** icon.



3. Select the **New testing session** icon.



4. Fill in details of new Session name, the availability date range for candidates to access and attempt the new session, choose how candidates will be assigned to the session and then select **Save** as shown in the following figure:



As an example, if the new session is titled as “*Session Repeat Example*” it will, after being saved, appear in the summary of all Testing sessions for a specific Test (in this case, the Test is Ex 001 SR Partial #3) as shown below alongside a previous Testing session based on the Ex 001 SR Partial #3 test:

The screenshot shows the 'Manage tests' interface for a specific test. The left sidebar contains navigation links: Home, Assignments, Users, Tests (selected), New test, and Manage tests. The main content area has tabs for Overview, Settings, Testing sessions (active), Candidates, Monitoring, Questions, Grading configuration, Report builder, and Summary report. Below the tabs, there is a list of testing sessions. Two sessions are visible:

ID	Session Name	Test Name	Available from	Available to	Status
10030	Seession Repeat Example	EX 001 SR.Partial.#3	Nov-22-2023 05:23 PM AEDT	Nov-23-2023 05:23 PM AEDT	Available
10028	Ex 001 SR.Partial.#3 Session 1	EX 001 SR.Partial.#3	Nov-22-2023 11:39 AM AEDT	Nov-28-2023 11:39 AM AEDT	Available

5. Assign Test Administrator(s) to the new Testing session by finding the relevant new Testing Session from the summary windows of all Testing sessions based on the published Test – see example below

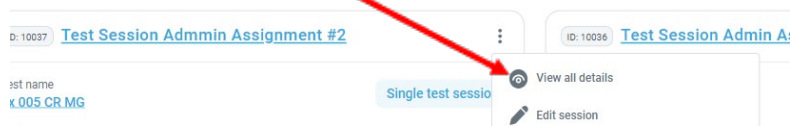
The screenshot shows the 'Manage tests' interface for a specific test. The left sidebar contains navigation links: Home, Assignments, Users, Tests (selected), New test, and Manage tests. The main content area has tabs for Overview, Settings, Testing sessions (active), Candidates, Monitoring, Questions, Grading configuration, Report builder, and Summary report. Below the tabs, there is a list of testing sessions. Two sessions are visible:

ID	Session Name	Test Name	Available from	Available to	Status
10037	Test Session Admin Assignment #2	Ex 005 CR.MG	Dec-06-2023 05:19 PM AEDT	Dec-07-2023 05:19 PM AEDT	Available
10036	Test Session Admin Assignment	Ex 005 CR.MG	Dec-06-2023 04:57 PM AEDT	Dec-07-2023 04:57 PM AEDT	Available

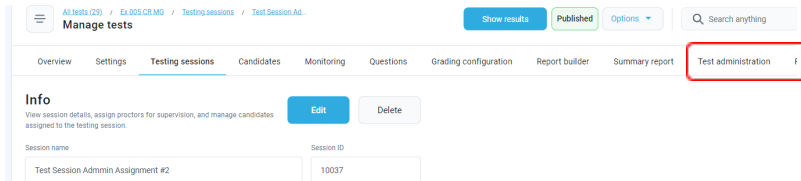
A red arrow points to the 'three dot' icon next to the session 'Test Session Admin Assignment #2'.

6. Click on the 'three dot' icon for the relevant new Testing session

7. Select View all details icon

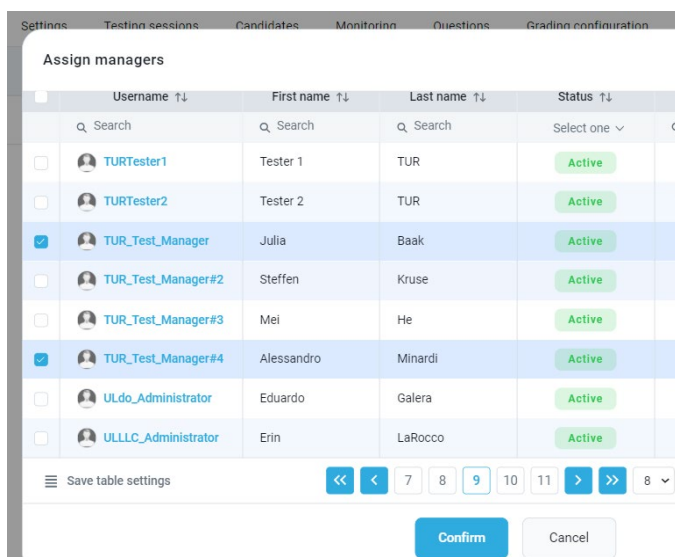


8. Select Test administration from the menu bar

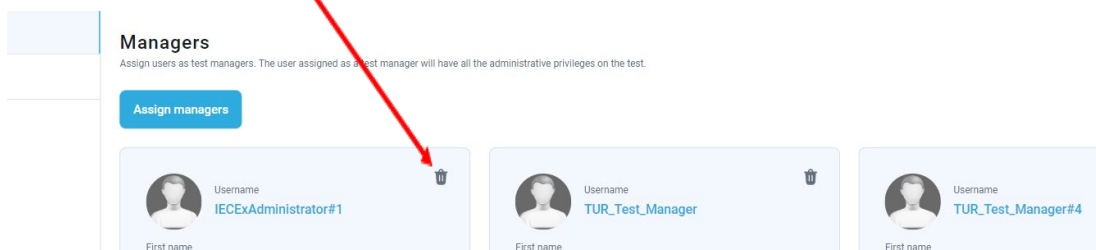


9. Select Assign managers

10. Add the relevant ExCB staff that will be managing and grading candidates result by ticking them and then use Confirm to update the settings of the Testing session



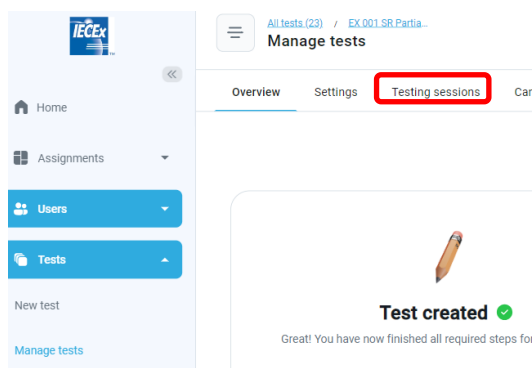
11. Use the Trash icon to remove IECEXAdministrator#1 (as a default Manager for all Testing sessions) from the list



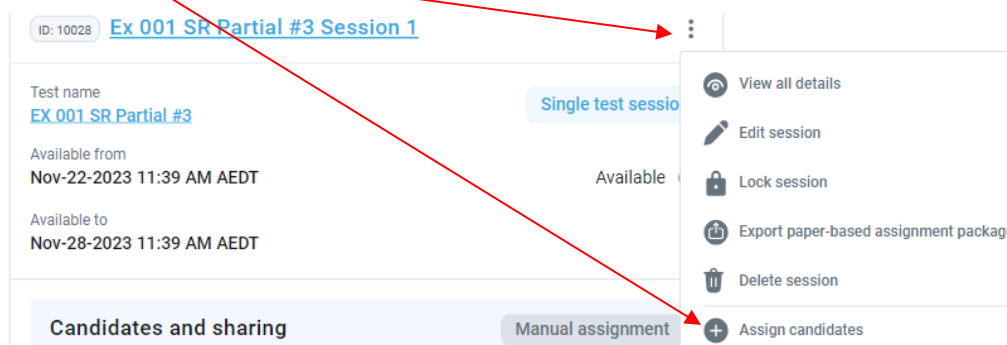
6.5 Assigning Users as individuals and via User Groups

Users that exist in the system (refer to Clause 7.1 for the process of loading users to the system) can be manually assigned to Testing sessions by

1. selecting **Tests** from the menu bar
2. then selecting **Manage Tests** from the revealed roll down menu
3. Select **Manage testing sessions**
4. Select Testing sessions for this Test from the menu bar



5. Choose the relevant Testing session from the summary boxes displayed for the relevant Test (if none are displayed you will need to create a Testing session based on the relevant Test before you can proceed to assign candidates)
6. Click on the 'three dot' icon to display options as shown below and then select *Assign candidates*



7. Add candidates from the list of users in the system by ticking all those that will participate in testing session and then select **Confirm** as shown in Figure 8 – this will instruct the system to automatically issue notification emails to all candidates. Note that User profiles need to be set up using the process in Clause 7.1 of this OD BEFORE this step so that they appear in the list of candidate options as shown in Figure 8:

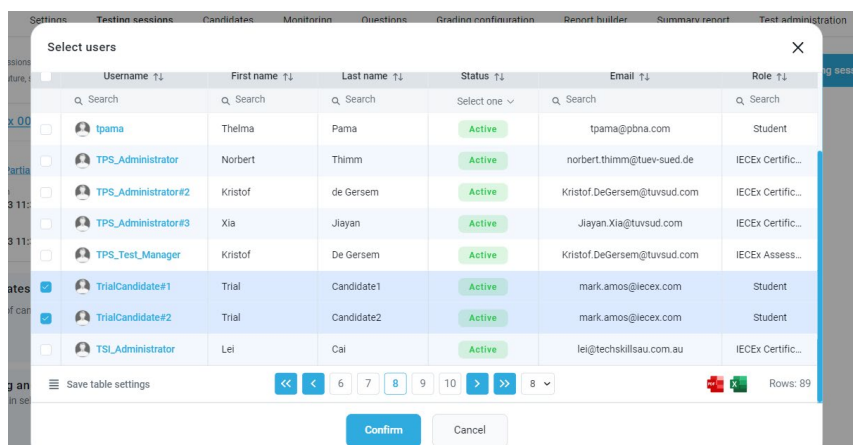
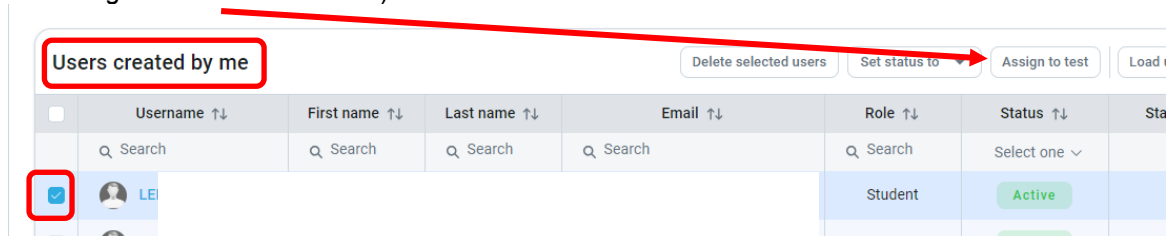


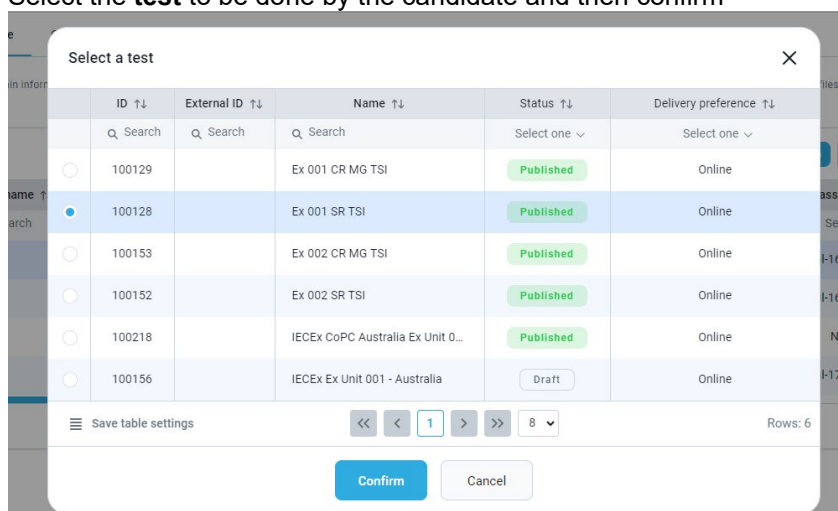
Figure 8: Adding individual Candidates to a Testing session

An **alternate method** of assigning candidates to a testing session (that can be used where a User profile has not been setup correctly and therefore does not appear in the list of Users) is as follows:

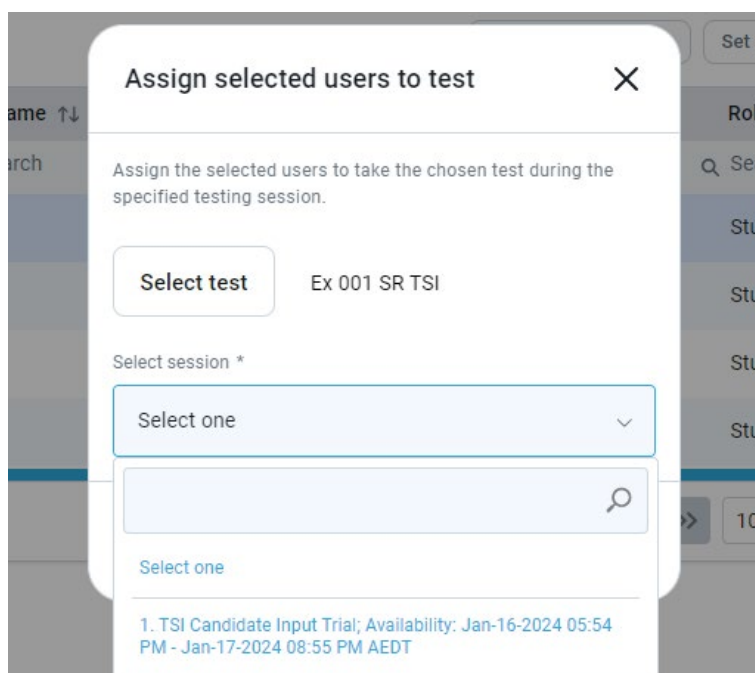
1. Access the list of **Users created by me** / you
2. Select via ticking the candidate to be assigned to a testing session (this action will make the *Assign to test* button visible)



3. Select the **test** to be done by the candidate and then confirm



4. Select the relevant **testing session** of the **test** from the list of previously created testing sessions and then confirm



If Users already exist as part of an existing User Group they can be added to the Testing session as a group by selecting the following options shown in the example below and then specifying the relevant User Group from the list presented when setting up the Testing session

The screenshot displays the 'New session' dialog box. The 'Session name' field contains 'New Testing Session Example'. The 'Available from' and 'Available to' fields are empty, and the 'Time zone' is set to 'Australia/Sydney'. Under the 'Candidates and sharing' section, the 'Assign candidates manually' radio button is selected. Below this, the text states: 'Select between assigning candidates from the list of all users or from a specific user group. If you select a specific user group, you can manually assign candidates from the list of users in that group.' The 'List of all users in the specific user group' radio button is selected and highlighted with a red box. To the right, a dropdown menu is open, showing a list of user groups: ULBR, INE, CSAE_SIR, EXCB Ex000 Trial, DEK, and SRM. The 'SRM' option is selected and highlighted with a red box. The 'Save' button is at the bottom of the dialog.

6.6 Paper based assessments as alternative to online Testing sessions

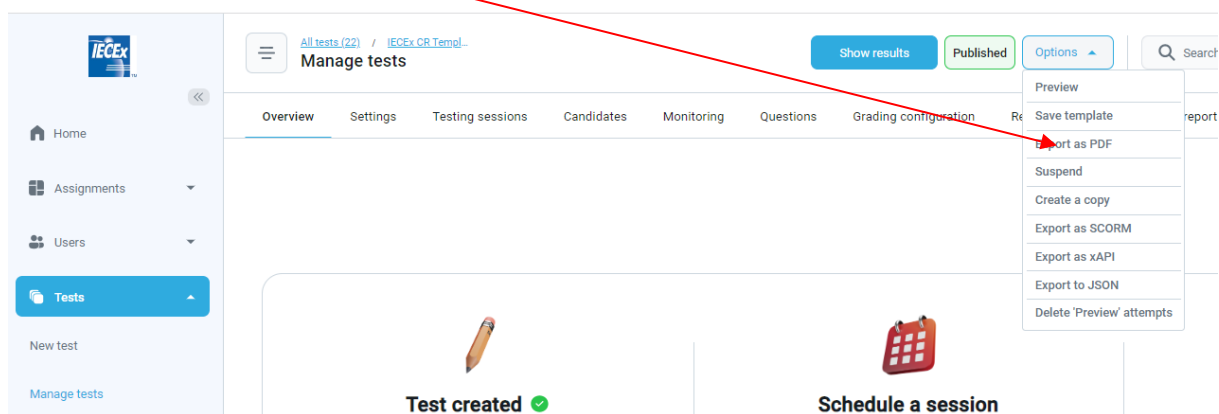
Whilst GetCertified is designed primarily for use in conducting on-line assessments, it has the facility to export Testing session question ‘papers’ as PDF files that can be used to print hard copy / “paper based” assessment papers.

Note: automatic marking of constructed response type questions (refer to the Recommendation in Clause 5.1) is NOT able to be done by GetCertified for online or for paper based assessments.

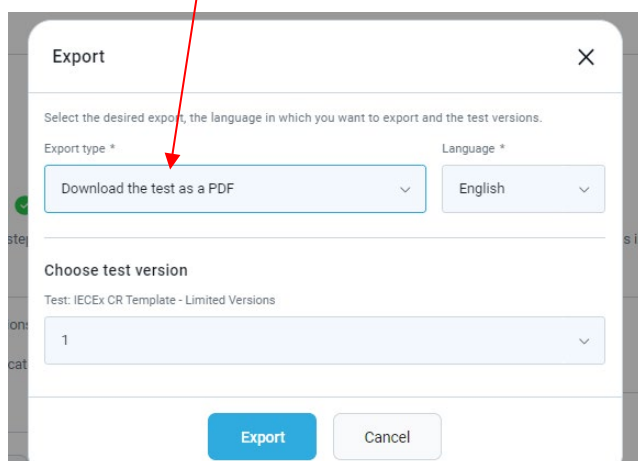
If required by an ExCB for use in a paper based Testing session, a **Test Key** as a PDF file of the questions can be created via the following process:

For **Constructed Response** tests the process is as follows

- Select Tests / Manage Tests
- Select a test for which you require the Test Key
- Select “Export as PDF”

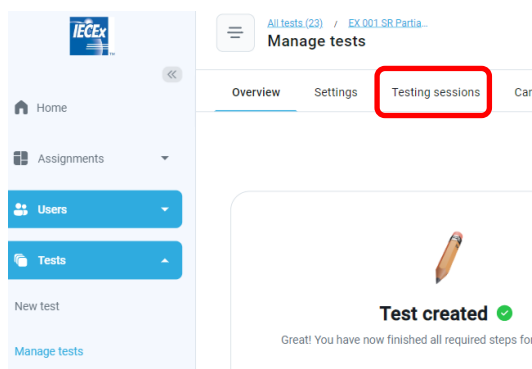


- Select “*Download the test as a PDF*” option and select which version of the test is required (in the case where there are multiple versions of the same test) and then select Export

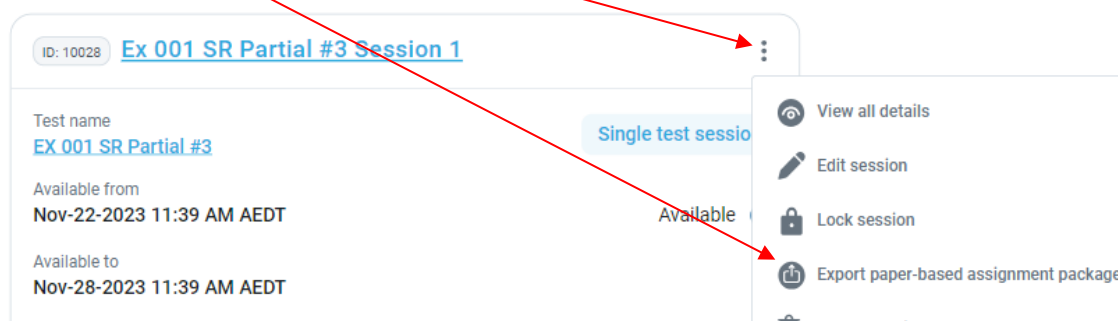


You can also download a complete *assessment package* via the following steps

- selecting **Tests** from the menu bar
- then selecting **Manage Tests** from the revealed roll down menu
- Select **Manage testing sessions**
- Select Testing sessions for this Test from the menu bar as shown following ...

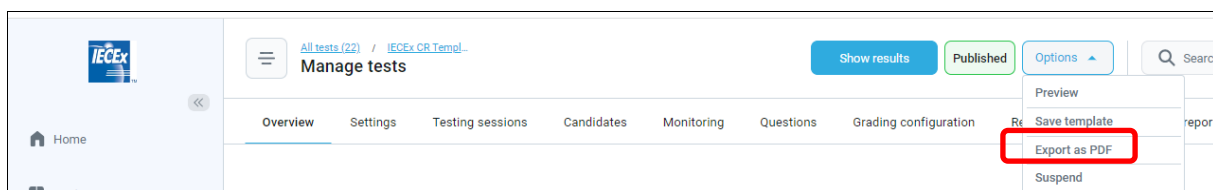


5. Select the relevant Testing session from the summaries presented
6. Click on the 'three dot' icon to display options as shown below and then select *Export paper-based assignment package*

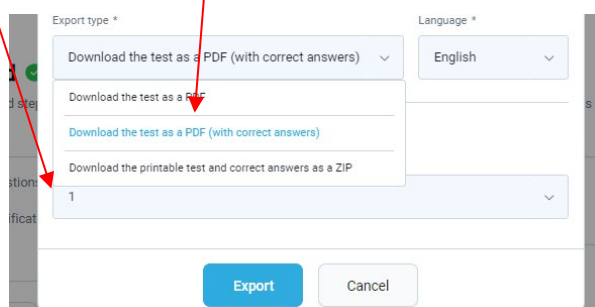


6.7 Test Keys for Examiners for use in reviewing candidate test results

1. Note the provision to export a **Test Key** (as a set of tested questions and their correct answer) as a very useful tool for reviewing and grading Constructed Response type question test results - for **Constructed Response** tests the process is as follows
 1. Select Tests / Manage Tests
 2. Select a test (and Version(s) of where multiple versions are available) for which you require the Test Key
 3. Select "Export as PDF"



4. Select "Download the test as a PDF (with correct answers)" option and select which version of the test is required (in the case where there are multiple versions of the same test and hence the correct version will be useful in marking and grading test results for candidates that completed that version) the select "Export"



2. Note ALSO the provision to import results from paper based tests (for example, for automated marking etcetra) – guidance on this is available @ <https://www.youtestme.com/kb/how-to-import-offline-test-responses/>

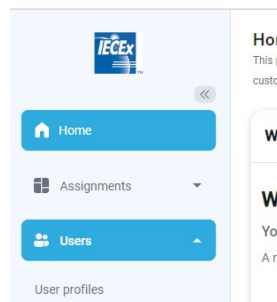
7 Candidate participation in a Testing Session

7.1 User Profiles and User Groups

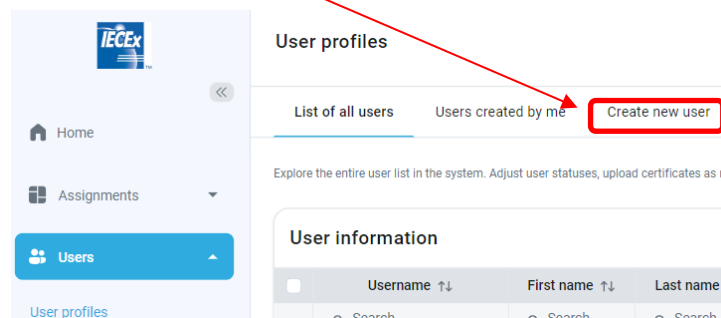
The creation of a Testing session requires assigning candidates (as “Users”) to the Testing session so that they receive notifications with links that enable them to join and complete the Testing session

Create **INDIVIDUAL User profiles** for all candidates for the test session that will use this new test by:

1. Selecting **Users** from Home screen then select **User profiles**



2. Select *Create new user* from menu bar

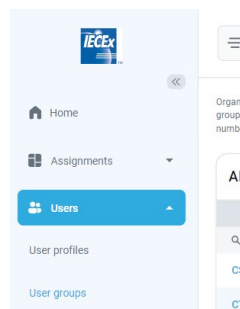


3. Fill in the Application credentials details as required by the mandatory fields and then select **Save**
In filling in details please note that, as shown in the following diagram ...
 - a. Regarding Passwords, it is recommended that you select “**Manually inserted**” instead of “Generated” and then manually assign a password to the candidate.
 - b. The Role to be selected for IECEx candidates is “**IECEX Candidate**” OR “Student” if an option for “IECEX Candidate” is not displayed.
 - c. The inclusion of the candidate’s email address is mandatory because the system uses emails to communicate with candidates about their Testing session schedule and their results after completing the Testing session
 - d. There is an optional facility for setting a Password expiration date ... it is recommended that you do not do this UNLESS local privacy laws or other requirements force this OR that it is intended that the new user will complete several testing sessions over the next few months in which case an extended period of validity of their password can be set. An alternative to setting a password expiration date is the facility to set a candidate’s User status from Active to Suspended or Locked which will prevent them from accessing their records and new testing sessions
 - e. The Time Zone should be that for where the candidate is located or where they will complete the Test as online testing session
 - f. Specify the candidate’s preferred language for reading GetCertified screens etcetra (this does NOT automatically change the language used for the questions to be answered in the Testing session).

- g. An option exists to specify the Language in tests ... please do NOT change this from English unless a Text exists with translations of Questions and Answers from the English based IECEX Question Bank test to the language that you wish to use for this candidate.

Create **User Groups** for candidates with common aspects (typically these will be groups that are being assessed by a specific IECEX ExCB and can also be further refined to allocate candidates to a User Group for a specific Testing session however note that this can complicate post testing session administration) by:

1. Selecting **Users** from Home screen then select **User groups** – this will display all User groups accessible by your ExCB



2. Select **+ New top level group** from the upper right of screen

Name ↑↓	Path ↕	Description ↑↓	ID ↑↓
CSAE_SIR	CSAE_SIR	CSA Group Testing	100013
CTE	CTE	CTE Australia Pty Ltd	100000

3. Provide a name (in this example, “YTM ExCB Training Group” has been used) and other details for the new User Group on the User groups Information page for the new User Group and then select *Members* from the menu bar

Information Members Managers Score charts Reports

Check or update the basic details, enable the self-enrollment option for candidates to join the group in order of the group. [Learn more](#)

Group name * User group ID

YTM ExCB Training Group 100020

4. Select **Assign members** in the upper right of screen and then proceed to choose (by ticking beside their name as shown below) Users that need to be added to the User Group and when finished selecting User Group members, select **Confirm**

Assign members

Username	First name	Last name	Status	Email	Role
☐ TPS_Administrator	Norbert	Thimm	Active	norbert.thimm@tuev-sued.de	IECEX Certific...
☐ TPS_Administrator#2	Kristof	De Gerssem	Active	Kristof.DeGerssem@tuvsud.com	IECEX Certific...
☐ TPS_Administrator#3	Xia	Jiayan	Active	Jiayan.Xia@tuvsud.com	IECEX Certific...
☐ TPS_Test_Manager	Kristof	De Gerssem	Active	Kristof.DeGerssem@tuvsud.com	IECEX Assess...
☒ TrialCandidate#1	Trial	Candidate1	Active	mark.amos@ieecex.com	Student
☒ TrialCandidate#2	Trial	Candidate2	Active	mark.amos@ieecex.com	Student
☐ TSL_Administrator	Lei	Cai	Active	lei@techskillsau.com.au	IECEX Certific...
☐ TSL_Administrator#2	Santosh	Pillay	Active	santosh@techskillsau.com.au	IECEX Certific...

Confirm Cancel

5. Check that all required members have been added to the User Group as shown below (if any are missing use the **Assign members** icon again to add more members to the User Group). Note that Users will automatically receive an email advising them of their addition to a User Group ... they do NOT need to act on this or respond to it.

Assigned members

Username	First name	Last name	Email	Status	Creation time
☐ TrialCandidate#1	Trial	Candidate1	mark.amos@ieecex.com	Active	Aug-13-2021 04:31 PM AEST
☐ TrialCandidate#2	Trial	Candidate2	mark.amos@ieecex.com	Active	Aug-13-2021 04:31 PM AEST

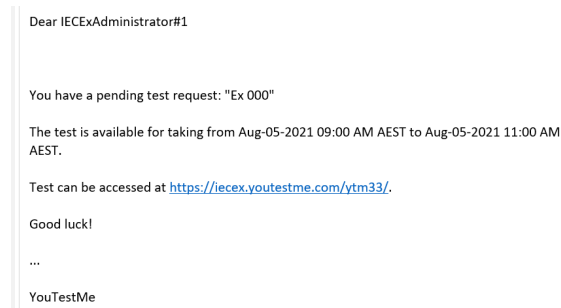
Assign members

7.2 Notifications to Candidates

After the ExCB's Administrator or Assessment Manager has created a user profile for a candidate and added the candidate to a User Group for a specific Testing session, the software will automatically send an email to the candidate. This email (an example is shown in Figure 9 following) contains the session title, a hyperlink to the session and details of the date and

time period in which the session is available to the candidate (these are specified when the ExCB sets up the Testing session).

Note that the ExCB can use previous text to appear in the notification email or they can specify different text and instructions in emails for different sessions.



Dear IECExAdministrator#1

You have a pending test request: "Ex 000"

The test is available for taking from Aug-05-2021 09:00 AM AEST to Aug-05-2021 11:00 AM AEST.

Test can be accessed at <https://iecex.youtestme.com/ytm33/>.

Good luck!

...

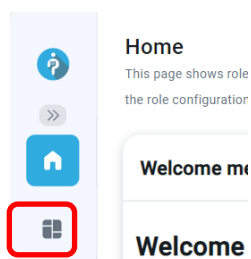
YouTestMe

Figure 9: Example of Notification email to a candidate

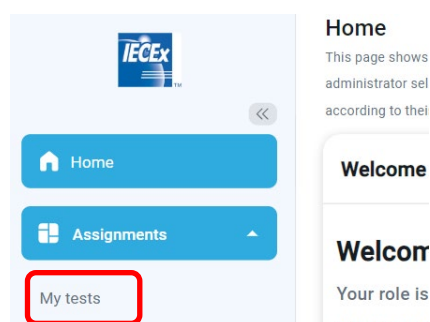
7.3 Candidate access to the session

After selection of the session hyperlink in the notification email, candidates need to:

1. Open the hyperlink in the notification email
2. Select the Assignments icon



1. Select My tests under the 'Assignments' icon to show available test sessions completed (refer Figure 10)



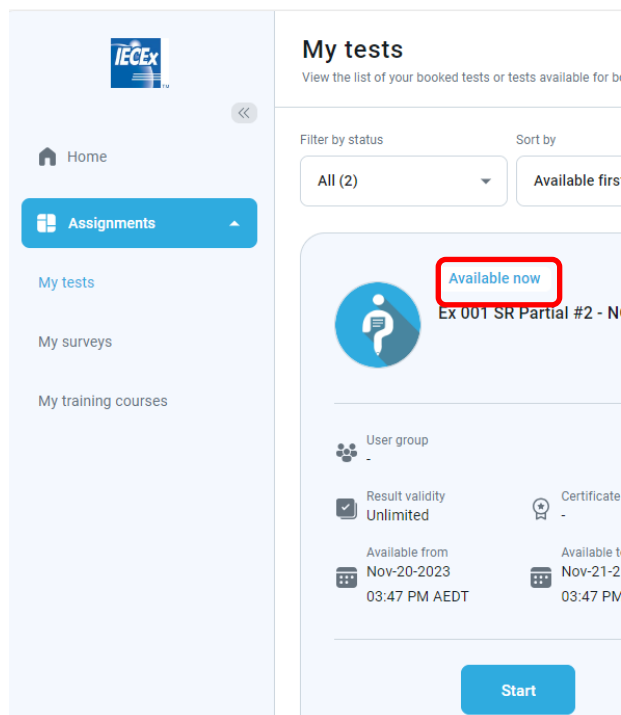
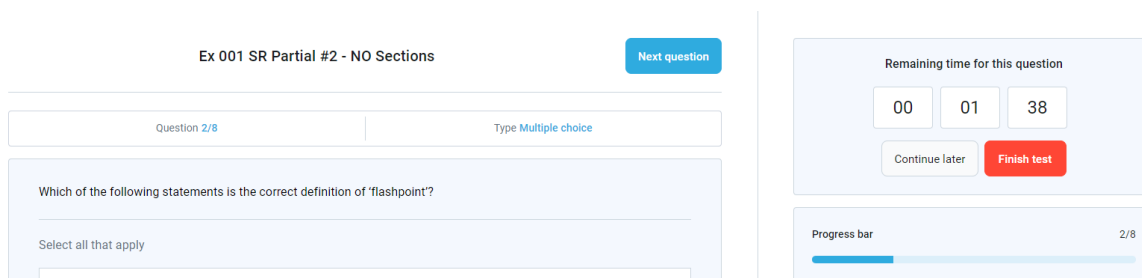


Figure 10: Example of “My tests” page for a candidate

2. Read any instructions on screen BEFORE clicking on the **Start** button

3. Start assessment, answer questions and click on  OR depending on your browser, the **Next Question** icon to advance to the next question OR **Finish Test** when the last question (as indicated by the lack of the Next Question icons) has been answered OR to exit the testing session



8 Post assessment processes

8.1 Grading of candidate session results - SELECTED RESPONSE QUESTIONS

GetCertified has a function that can automatically grade and record the results of the assessment of a candidate for **SELECTED RESPONSE** type questions – an example of the output of this tool for single candidate is shown in Figure 11 following. Details for all candidates in a user group for a specific Testing session are also available for view.

Username ↑↓	Session ↑↓	Status ↑↓	Result ↑↓	Score (%) ↑↓	Test finished
Q Search	Q Search	Select one ↓	Select one ↓		Select one ↓
TrialCandidate#1	Ex 001 SR Partial #2...	Report complete	Passed	87.50	Yes

Figure 11: Example of a Candidates Grading report

The full details for each candidate are available to the Test Manager via selection of (1) Manage Tests, then (2) Tests, (3) the test for which results are to be reviewed

Manage tests

Name	Category	Creation time	Status	ID	External ID	Creation type	Proctored
Ex 001 SR Partial #2	Uncategorized	Nov-20-2023 02:23 PM AEDT	Published	100076		Generated	No
Ex 001 Partial with S...	Uncategorized	Nov-20-2023 01:55 PM AEDT	Published	100075		Generated	No
Ex 001 Partial	Uncategorized	Nov-20-2023 01:14 PM AEDT	Suspended	100071		Test with sections	No
Nov 2023 Training	Uncategorized	Nov-20-2023 12:49 PM AEDT	Draft	100069		Test with sections	No

then selection of the candidate for which results will be reviewed is possible ...

Manage tests

Candidates

Actions	Attempt ID	Username	Session	Status	Result	Score (%)	Test finished
	100166	TrialCandidate#1	Ex 001 SR Partial #2...	Report complete	Passed	87.50	Yes

Select the options icon

All candidates

Actions	Attempt ID	Username	Session	Status	Result	Score (%)	Test finished
	100166	TrialCandidate#1	Ex 001 SR Partial #2...	Report complete	Passed	87.50	Yes

Then select Actions and then select *Verify selected attempts* after which the candidate will be notified of their result.

Assign candidates

Actions

- Verify selected attempts
- Verify all attempts
- Mark selected test attempts for review
- Remove "Mark for review" from selected attempts

and then confirm via selection of **Yes** in the Confirmation dialog window that appears

The Test Manager can then use the 'chart' icon to view the Candidates personal report as a Summary OR on a question-by-question basis as shown below:

8.2 Grading of candidate session results - CONSTRUCTED RESPONSE QUESTIONS

Whilst GetCertified has a facility for automatic grading of Open Ended type questions (as used for **Constructed Response** type questions for IECEX assessments) the format and wording of the question is critical for a fair assessment of IECEX candidates. As many questions in the IECEX Question Bank that has been developed over many years prior to the use of GetCertified, the format and content of these are not all suitable for automatic grading. For this reason, ExCBs will need to continue to manually review and grade candidates' responses to Constructed Response type questions. The process for this is illustrated below in Figures 12, 13, 14 and 15.

After candidates have completed the testing session the assigned Test Manager will receive a notification (see example below) that the candidate's answers can now be reviewed and graded (select **Grade** to open the candidate's results)

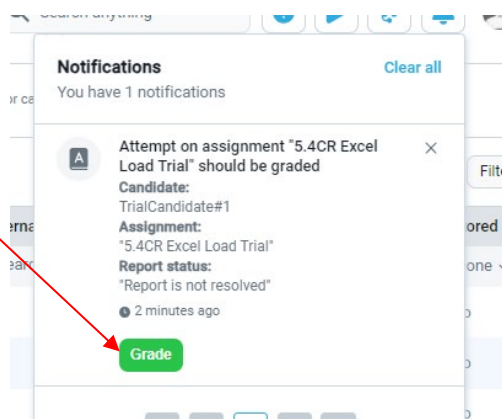


Figure 12: Example of notification to Test Manager

This will open the candidate's result (which will show a Result = **Failed** until Grading has been done manually – see example below of a candidate's results that have NOT yet been graded). Select **Grade** to conduct the manual review and grading. (Note the facility for **Next candidate >** as a way of moving to the results for other candidates in the same testing session)

Trial Candidate1

Next candidate >

Summary Aggregated reports Questions

Test name 5.4CR Excel Load Trial

Candidate Trial Candidate1

Started Nov-22-2023 01:58 PM AEDT

Finished Nov-22-2023 01:59 PM AEDT

Time spent 00:00:37

Passing score 75.0%

Score Test not yet graded

Result Failed

User groups IECEx Secretariat > Ex 000 Trial Test #2

Report completion summary

Test finished ✓

Graded questions ✗

Visible to candidate ✗

Verified ✗

Report export Export

Report visibility Show

Report verification Verify

Figure 13: Example of candidate grading page for the Test Manager

This will provide the opportunity to select and grade the candidate's answer for each question (which will have its status as graded or not graded shown and they can be filtered via these)

Trial Candidate1

Next candidate >

Back

Summary Aggregated reports Questions

Test version: 4

Show all (4) Show ungraded (4)

Action	#	ID	Question text	Type	Status	Score [%]
Grade	3	100104	When a piece of portable equipment is required to be taken into a hazardous atmosphere...	Open-ended	Not graded	
Grade	4	100106	Under what circumstances can a component certified product be used in a hazardous ...	Open-ended	Not graded	

Figure 14: Example of question by question grading page for the Test Manager

In the case of Tests with Sections you will need to select the Section to be graded as shown in the examples below:

Summary Aggregated reports Questions

Test section

IECEX Ex 010 SR V2.0

IECEX Ex 010 CR V2.0

Test version: 1

Questions from 'IECEX Ex 010 SR V2.0' section

Summary Aggregated reports Questions

Test section

IECEX Ex 010 SR V2.0

IECEX Ex 010 CR V2.0

Test version: 1

Questions from 'IECEX Ex 010 CR V2.0' section

Action	#	ID
--------	---	----

Compare the Candidates' *Answered result* to the *Correct Answer* (from the IECEX Question Bank Model Answers) and then Grade the answer as **CORRECT** by setting Achieved points to 1.00 (as shown below) OR to 0.00 to record this answer as **INCORRECT** and then select **Submit**

Note that in the example below “zzzzz” is obviously NOT correct but for illustration purposes this answer has manually been graded as Correct with Achieved points assigned as 1.00

The screenshot shows a grading interface for a question. At the top, there are tabs for 'Summary', 'Aggregated reports', and 'Questions'. The 'Questions' tab is active. Below the tabs, there is a header for 'Question 1 of 4' with details: 'Type Open-ended', 'Points 1.00', 'Penalty 0.00', 'Difficulty Medium', and 'Pool 5.4CR'. The question text is: 'When a piece of portable equipment is required to be taken into a hazardous atmosphere but has no certification markings, what action shall be taken to ensure safety?'. The 'Answered' field contains 'zzzzz'. The 'Correct answer' field contains 'Documented risk management case to be made.'. At the bottom right, there is a 'Submit' button and a 'Cancel' button. The 'Achieved points' field is set to 1.00. Red arrows point from the text above to the 'Answered' field, the 'Correct answer' field, and the 'Submit' button.

Figure 15: Example of a questions grading page for the Test Manager

Candidate's testing results can also be accessed for grading via the following process

1. Select Tests / Manage tests
2. Select Test used for the Testing Session to be graded
3. **Select Manage testing** sessions to access list of Testing sessions for this Test
4. Choose the Testing session to be graded
5. Select the 'three dot' icon and then the *Manage candidates* option (refer below)

The screenshot shows a 'Manage testing' page for a test named '5.4CR Trial #2'. It lists 'Single test session' with details like 'Available from Nov-22-2023 01:48 PM AEDT' and 'Available to Nov-23-2023 01:48 PM AEDT'. A dropdown menu is open, showing options: 'View all details', 'Edit session', 'Lock session', 'Export paper-based assig', 'Delete session', 'Assign candidates', and 'Manage candidates'. Red arrows point from the text above to the 'three dot' icon and the 'Manage candidates' option.

6. Select 'chart icon' to open personal report for the candidate to be graded

The screenshot shows a table of candidates. The 'Actions' column has a 'chart icon' (a bar chart). Red arrows point from the text above to the 'chart icon' and the 'Manage candidates' option in the dropdown menu.

7. Select Questions from the menu bar

The screenshot shows a 'Questions' grading page. At the top, there are tabs for 'Overview', 'Settings', 'Testing sessions', and 'Candidate'. The 'Questions' tab is active. Below the tabs, there is a header for 'Trial Candidate1' with a 'Next candidate' button. The 'Questions' tab is active. Red arrows point from the text above to the 'Questions' tab and the 'Next candidate' button.

8. Once the Test Manager has access (via either method above) to the candidate's personal report they can use the **Grade** icon to access the answer to each question and then select Cancel to return to the list of questions where answer have been or need to be graded as indicated by their status

Summary Aggregated reports **Questions**

Test version: 4

Show all (4) Show ungraded (3)

Action	# ↑↓	ID ↑↓	Question text ↑↓	Type ↑↓	Status	Score [%] ↑↓
 Grade	3	100104	When a piece of portable equipment is required to be taken into a hazardous atmosphe...	Open-ended	Correct	100% (1.00 / 1.00 Points)
 Grade	4	100106	Under what circumstances can a component certified product be used in a hazardous ...	Open-ended	Not graded	
 Grade	1	100110	What is the purpose of Ex Equipment Certification scheme?	Open-ended	Not graded	
 Grade	2	100111	If an Ex equipment requires repair / overhaul, how can a user be sure that it still retains ...	Open-ended	Not graded	

Save table settings

Rows: 4

9. When all answers have been graded, Verify the report via use of the Verify icon as shown below

Summary Aggregated reports Questions

Test name	5.4CR Excel Load Trial
Candidate	Trial Candidate1
Started	Nov-22-2023 01:58 PM AEDT
Finished	Nov-22-2023 01:59 PM AEDT
Time spent ⓘ	00:00:37
Passing score ⓘ	75.0%
Achieved score	100.0%
Achieved points	4.00
Result	Passed

Report completion summary	
Test finished	✓
Graded questions	✓
Visible to candidate	✓
Verified	✗
Report export ⓘ	Export
Report visibility ⓘ	Hide
Report verification ⓘ	Verify

10. The *Report completion summary* will then show that all steps have been completed for the grading of this Testing session for this candidate (see below) and the overall graded result for this Testing session for this candidate. Note that you need to check the candidate's Aggregated Report to check the results for each section (even though the Summary shows a Passed result

Trial Candidate1 [Next candidate >](#)

Summary Aggregated reports Questions

Test name	5.4CR Excel Load Trial
Candidate	Trial Candidate1
Started	Nov-22-2023 01:58 PM AEDT
Finished	Nov-22-2023 01:59 PM AEDT
Time spent ⓘ	00:00:37
Passing score ⓘ	75.0%
Achieved score	100.0%
Achieved points	4.00
Result	Passed
Verification date ⓘ	Nov-22-2023 03:48 PM AEDT
User groups ⓘ	IECEX Secretariat > Ex 000 Trial Test #2

Report completion summary	
Test finished	✓
Graded questions	✓
Visible to candidate	✓
Verified	✓
Report export ⓘ	Export
Report visibility ⓘ	Hide

In the case of Tests with Sections, the overall grading summary for all completed and graded sections for each candidate can be viewed as the **Aggregated Reports** summary accessed as shown below:

Summary	Aggregated reports	Questions
---------	---------------------------	-----------

Aggregated reports
Reports that display test attempt scores divided by test sections, section groups, question pools used in the test, etc., if there are any available.

Test statistics

Score by question pools
Score on the test/test section divided by question pools. These passing marks are descriptive and represent the expected level of knowledge the final score on the test.

Question pool ↑↓	Passing mark ↑↓	Score	Proficiency level ↑↓	Status ↑↓
Q Search				
5.45 SR V2.0	> 0%	100.00% (6.00/6.00 points) 6 correct, 0 incorrect, 0 skipped questions		Passed
5.45 CR MG V2.0	> 0%	100.00% (2.00/2.00 points) 2 correct, 0 incorrect, 0 skipped questions		Passed

Save table settings

Rows: 2

11. Note that Aggregate Report has lines for each section of the Testing Session and that the line for CR type question usually shows a Passed result but you need to disregard this status and the displayed score / Achieved Points because the answers to CR type need to manually graded and then processed with the SR result according to IECEX OD 503, Clause 4.3.5.1.1 in taking a decision that the candidate has achieved an overall >75% result

Summary	Aggregated reports	Questions
---------	---------------------------	-----------

Statistics for each test section

The score achieved on individual test sections
The score divided by test sections. If a test section is marked as required, achieving the passing score for that section is necessary to pass the overall test.

Test section ↑↓	Passing required ↑↓	Passing mark ↑↓	Score	Result ↑↓
Q Search				
IECEX Ex 001, 003, 007 & 008 Combination SR V1.0	Yes	≥ 75.00%	67.78%	Failed
IECEX Ex 001, 003, 007 & 008 Combination CR V1.0	No	> 0.00%	71.43%	Passed

Save displayed columns set

Rows: 2

12. You can then use the Next candidate icon to move to the answers for other candidates in the same Testing session ...

Overview	Settings	Testing sessions	Candidate
----------	----------	------------------	------------------

Trial Candidate1 **Next candidate** >

Summary Aggregated reports Questions ●

8.3 Communicating assessment results to candidates

Unless otherwise stated or requested, the standard Testing session templates configured for IECEX assessments require the approval of the results by the relevant ExCB Assessment Manager before these can be viewed by the candidate and before the results notification email is sent to the candidate via the email address in their user profile (refer Figure 16 for an example of the content of the notification and a link that can be used to access the results)

Dear TrialCandidate#1

Results of the "5.4CR Excel Load Trial" test are now available.

View the full report by logging into YouTestMe GetCertified.

...

Best Regards,

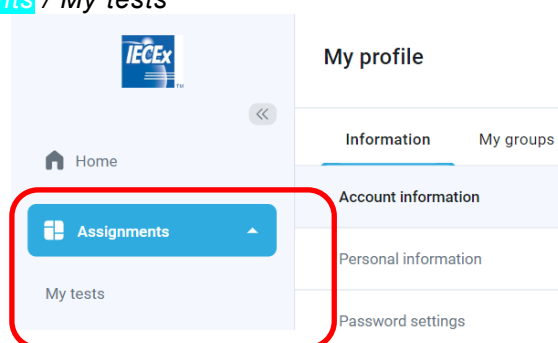
YouTestMe

<https://iecex.youtestme.com/ytm33/>

Figure 16: Example of result notification email to a candidate

Candidates can then use the link in the notification email to open the software where they can

1. Select **Assignments** / My tests



2. Select the test that displays a **Completed** icon and then select **Personal report** to view the outcomes of their reviewed, graded and verified assessment results.

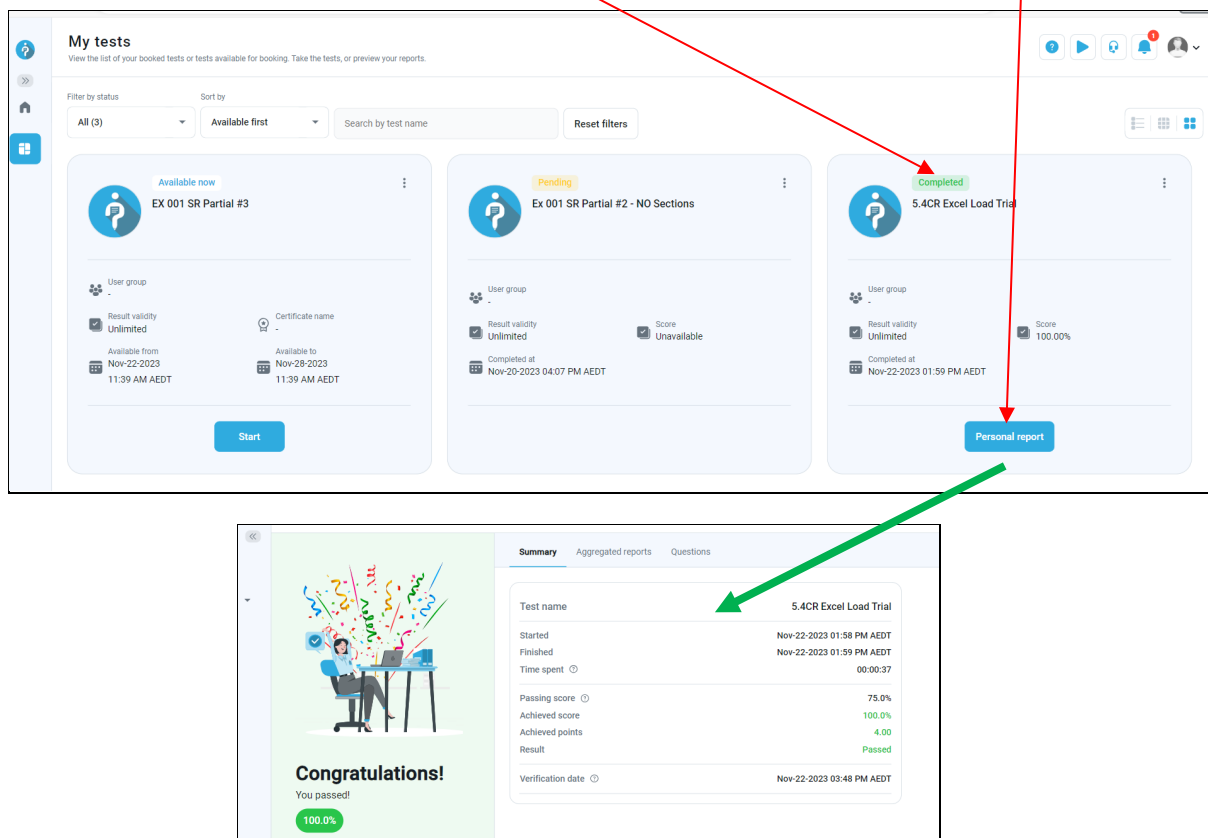


Figure 17: Example of personal report accessible to a candidate

Annex A

This Annex includes suggested text to be used by ExCBs when preparing Testing sessions.

A.1 Suggested instructions text – **Selected Response Questions**

TEST INSTRUCTIONS FOR IECEX CERTIFICATION CANDIDATES - **PLEASE READ CAREFULLY**

1. This test uses Selected Response or 'single choice' type questions where only one of the four answer options is correct or the most correct and the selection of more than one answer option will result in a failure for that question. Question and answer sets are assigned randomly from the IECEX Question Bank so you will mostly have different questions to other candidates and any questions common among candidates will appear in a different order for each candidate.
2. You must answer ALL questions and you have a **maximum time limit for this testing session** that is based on an allowance of two (2) minutes to answer each question in any order that you prefer PLUS an additional ten (10) minutes to review the questions before you start and to revisit, review and potentially revise your answers after you have answered questions. The questions that you have or have not answered are displayed in the summary in mid right of screen. The time remaining for the testing session is displayed by the timer in the upper right of screen during the test.
3. Answers to question are made by selecting your preferred answer option in the tick box beside the text and the selection of more than one answer option will result in a failure for that question. If you decide to change your answer you can (whenever and as many times as you want during the testing session time limit) deselect the unwanted previous answer option and then select your new preferred answer option.
4. You can use the Finish Test button once you are satisfied with your answers to each question.
- 5.
- 6.
7. Please note the **warning message** on the permissions page that you are required to complete before the test commences - if you try to minimise from full screen display, open other documents or web browsers, move to a second screen or attempt to copy or print screen content the test session will be closed and can only be opened by the IECEX Certification Body for you to continue or recommence the test.
8. The test session will automatically close after you have completed all questions within the allowed maximum time unless you have already selected the Finish Test icon.
9. Your results and a link to access to your personal report will be emailed to you after the Examiner has reviewed and approved these
10. If the test session includes multiple test sessions (for example for several modules or "critical aspects of evidence" as per IECEX OD 504) you will need to select either "Finish Section" to move to the next section of the test after all questions in the current section have been answered OR select "Finish Test" to complete the testing session.

A.2 Suggested instructions text – **Constructed Response Questions**

TEST INSTRUCTIONS FOR IECEX CERTIFICATION CANDIDATES - **PLEASE READ CAREFULLY**

1. This test uses Constructed Response or 'short written answer' type questions. Questions are assigned randomly from the IECEX Question Bank so you will mostly have different questions to other candidates and any questions common among candidates will appear in a different order for each candidate.
2. You must answer ALL questions and you have a **maximum time limit for this testing session** that is based on an allowance of four (4) minutes to answer each question in any order that you prefer PLUS an additional ten (10) minutes to review the questions before you start and to revisit, review and potentially revise your answers after you have answered questions. The questions that you have or have not answered are displayed in the

summary in mid right of screen. The time remaining for the testing session is displayed by the timer in the upper right of screen during the test.

3. You can use the Finish Test button once you are satisfied with your answers to each question.
4. Please note the **warning message** on the permissions page that you are required to complete before the test commences - if you try to minimise from full screen display, open other documents or web browsers, move to a second screen or attempt to copy or print screen content the test session will be closed and can only be opened by the IECEX Certification Body for you to continue or recommence the test.
5. The test session will automatically close after you have completed all questions within the allowed maximum time unless you have already selected the Finish Test icon.
6. Your results and a link to access to your personal report will be emailed to you after the Examiner has reviewed and approved these
7. If the test session includes multiple test sessions (for example for several modules or "critical aspects of evidence" as per IECEX OD 504) you will need to select either "Finish Section" to move to the next section of the test after all questions in the current section have been answered OR select "Finish Test" to complete the testing session.