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NEBOSH Open Book Examinations: Technical Learner Guide

NEBOSH Open Book Examinations: Technical Learner Guide

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NEBOSH Open Book Examinations: Technical Learner Guide

Introduction

We have created two guidance documents to help learners prepare for open book examination (OBE):

- NEBOSH Open Book Examinations: Learner Guide
- NEBOSH Open Book Examinations: Technical Learner Guide

This document – the Technical Learner Guide – focuses on accessing, completing and submitting your open book examination using NEBOSH’s online assessment platform.

We recommend that you download and read all relevant documents as part of your open book examination preparations.

Please note: The NEBOSH online assessment platform should only be used for submitting the open book examination answer paper. If you are also registered to complete another unit(s) please contact your Learning Partner for further details.

What is a Learning Partner?

A Learning Partner is the organisation that provides your training course and registers you for your assessment.

Read

The NEBOSH Open Book Examinations: Learner Guide explains the structure of the open book examination and associated closing interview and gives hints and tips to help you succeed.

This document can be found at

<http://www.nebosh.org.uk/obe-resources>

NEBOSH Open Book Examinations: Technical Learner Guide

Your assessment journey



Registration

Learning Partners administer learner registration. It is important that you provide your Learning Partner with an accurate email address.



Confirmation of registration

You will receive an email confirming that you have been registered to an open book examination (OBE).



Revise and prepare for your OBE

A range of resources is provided on the NEBOSH website at www.nebosh.org.uk/obe-resources



Explore the NEBOSH online assessment platform

Eight days before the OBE a unique username (your username is also your NEBOSH learner number) and temporary password will be sent to the email address you provided. Log in, create a new password and familiarise yourself with the platform. If you have previously taken a NEBOSH open book examination your log in details will remain the same and you will not receive this email.



Examination day

The OBE question paper will be available at the assessment start time (UK local time). Complete and submit the assessment in the timeframe provided.



Closing interviews

Attend a closing interview with your Learning Partner.



Results

Results will be emailed to you up to 50 working days after the assessment date.

NEBOSH Open Book Examinations: Technical Learner Guide

Before the assessment

Technology requirements

The open book examination is an assessment that needs to be downloaded, completed and submitted on the NEBOSH online assessment platform within a specified time period. You can complete your open book examination at home so long as you have:

Internet connection

The NEBOSH online assessment platform is compatible with the following browsers:

Desktop	Mobile
Chrome Firefox Safari Edge Internet Explorer	Mobile Safari Google Chrome

For the best experience and optimum security, we recommend that you keep your browser up-to-date.

[Access to a device capable of downloading and viewing a PDF document](#)

This can be a computer, smartphone or tablet. If you plan to use a smartphone or tablet, the online assessment platform is fully optimised and responsive for mobile use.

NEBOSH Open Book Examinations:

Technical Learner Guide

Registering for your open book examination

To sit an open book examination, you must register with your Learning Partner for a specific sitting.

At the time of your registration you must confirm your personal email address. Please make sure you use a personal email address and not a work/company email, as company firewalls can block messages which will result in you not receiving important information. NEBOSH uses the email address registered to your learner record for all communications including to send you your open book examination login and registration details.

Reasonable adjustments and access arrangements

The NEBOSH Access Arrangements and Reasonable Adjustments Policy can be found [here](#).

If you need to apply for a reasonable adjustment or access arrangement for the open book examination, please request this through your Learning Partner.

Please note: If you have been granted a revised question paper, for example, a different coloured background, you will receive a modified PDF within the NEBOSH online assessment platform.

Email one: OBE assessment registration confirmation

Prior to assessment day you will receive an email confirming your registration to the open book examination.

Email two: login details

After you have registered with your Learning Partner, you will receive a login email no later than eight days before the assessment date – this will provide you with the login details you need to access the online assessment platform. Please check your email inbox for this email. The email will contain your username (also your learner number) and a temporary password.

When you first log in you will be prompted to change the temporary password. Please keep your username and password details safe ready for your assessment day.

Please note: if you have previously taken a NEBOSH open book examination then you will use your existing login details and will not receive this email. If you have forgotten your details, please see 'Resetting your password' on the next page.

You will be able to access the NEBOSH online assessment platform, familiarise yourself with the layout and undertake the user tour.

If you have not received this initial login email 7 days before your assessment date, please contact the NEBOSH Customer Enquiry team [here](#).

Please note: You will only be able to access your question paper during the time period specified for your open book examination.

Tip

We recommend that you log in, change your password and familiarise yourself with the platform before the day of the assessment. This will give you more time to focus on your assessment.

Access problems

If you have difficulty accessing the NEBOSH online assessment platform, please perform the following checks before contacting our Customer Enquiry team:

- Check your Internet connection
- Check you are using the correct login (this is case sensitive)
- Try using another browser from the list of compatible browsers in the table supplied on the previous page.

Still need help?

If you are unable to access your question paper or are having issues with your assessment, please contact our team using the details below and we will be happy to help you.

- [Contact us](#)
- 'Live chat' via our website www.nebosh.org.uk


NEBOSH Open Book Examinations: Technical Learner Guide

Using the online assessment platform

Once you have completed the registration process and received your login details, you will be able to access the NEBOSH online assessment platform.

How to log in

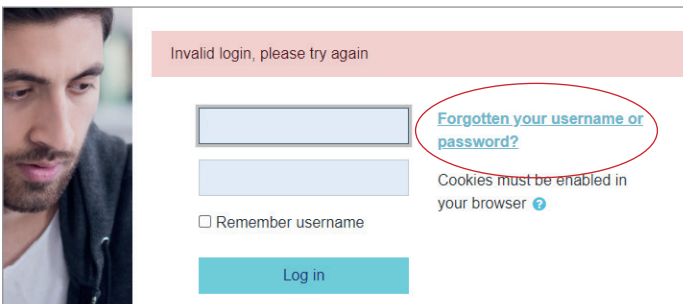
Use your username or registered email and the new password you created to log into the NEBOSH online assessment platform at <https://learning.nebosh.org.uk>.



The screenshot shows the NEBOSH login interface. On the left is a partial view of a man's face. The main area contains the NEBOSH logo, a 'Log in' button, and a 'Forgotten your username or password?' link. There are two input fields for username and password, and a 'Remember username' checkbox. A note states 'Cookies must be enabled in your browser' with a help icon.

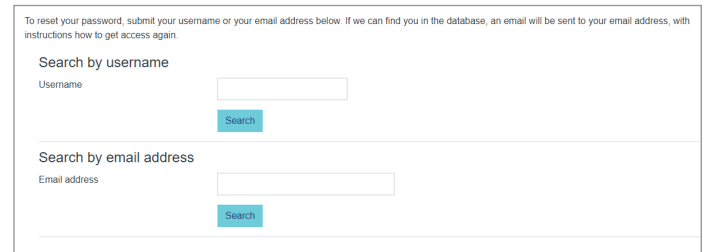
Resetting your password

If you are unable to log in or are having issues with your password, click on the *Forgotten your username or password?* link.



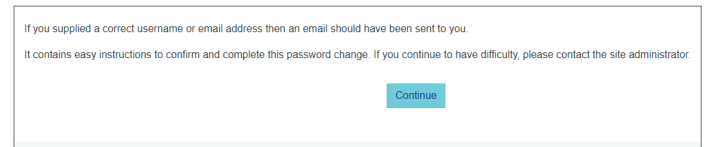
The screenshot shows the NEBOSH login interface with an error message: 'Invalid login, please try again'. The 'Forgotten your username or password?' link is circled in red. There are two input fields for username and password, and a 'Remember username' checkbox. A note states 'Cookies must be enabled in your browser' with a help icon.

You can either search by your username or email address registered. **Remember:** your username can be found in the login details email that was sent to you and is the same as your learner number.



The screenshot shows the password reset search form. It has two sections: 'Search by username' and 'Search by email address', each with an input field and a 'Search' button. A note at the top says 'To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.'

This will then send a password reset link to your registered email address.



The screenshot shows the password reset confirmation page. It says 'If you supplied a correct username or email address then an email should have been sent to you. It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.' and has a 'Continue' button.

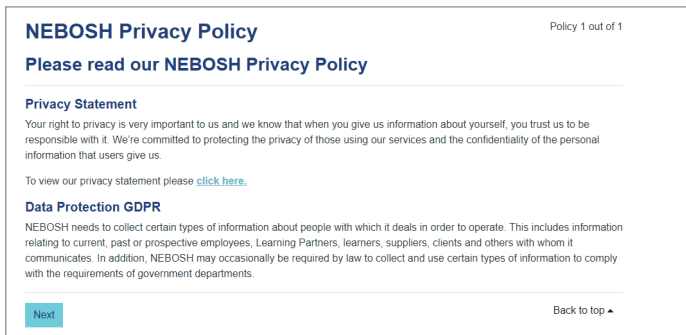
If you have not received your reset password email, please check your junk folder and allow at least ten minutes for the email to come through. If you still have not received it please contact NEBOSH [here](#).

If you have previously taken a NEBOSH open book examination your login details will remain the same. If you have forgotten your password select 'Forgotten your username or password?'. Your username is your learner number.

NEBOSH Open Book Examinations: Technical Learner Guide

Privacy Statement

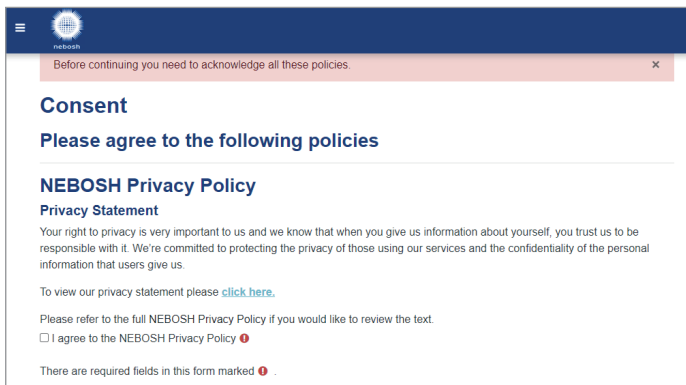
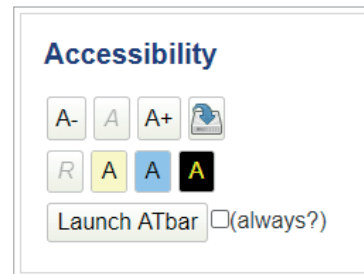
The first time you log into the NEBOSH online assessment platform an automated privacy statement will appear on the screen. Please read this carefully. By ticking the boxes and clicking 'next' you are agreeing to the terms.



How to change the font and background colour

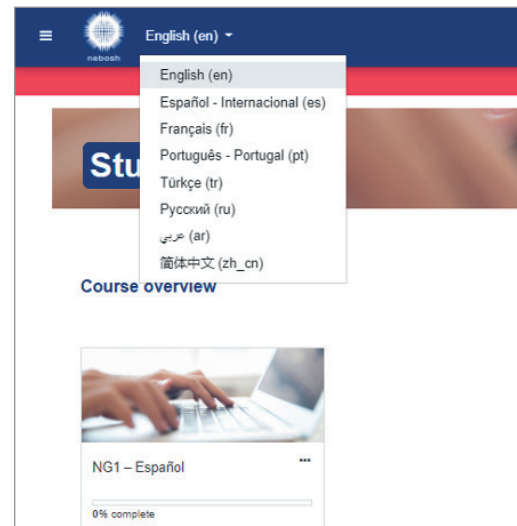
It is possible to change the font size and background colour you see in the NEBOSH online assessment platform.

Click on the Accessibility box on the right-hand side of the homepage to select from the available options.



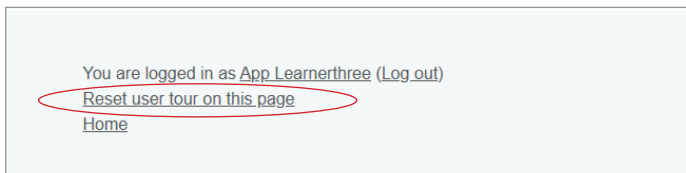
How to use the online assessment platform in another language

Click on the button and arrow next to the NEBOSH logo in the top left hand corner of your screen. You will be presented with a list of language options - select your chosen language.



Accessing the tour guide

When you access the platform for the first time, a tour is available to highlight its key features. To revisit this tour at any time, scroll down to the bottom of any of the pages and select the *Reset user tour* on this page link.



NEBOSH Open Book Examinations: Technical Learner Guide

On the day of the assessment

The NEBOSH Open Book Examinations: Learner Guide provides you with useful pointers to help you prepare for and complete your open book examination, including guidance on:

- How to revise and prepare your notes
- Creating a workspace conducive to success
- The assessment format and how to answer questions well
- Word counts
- How to reference materials used during your open book examination
- NEBOSH's policy on malpractice, plagiarism and collusion

Read

NEBOSH Open Book Examinations: Learner Guide

This document can be found at
<http://www.nebosh.org.uk/obe-resources>.

Please remember the deadline will be UK local time so if you are completing the assessment outside of the UK you will need to make sure you consider any time zone differences. Please find a world clock [here](#).

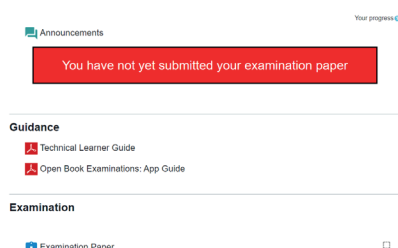
Downloading your open book examination question paper and materials

Downloading your assessment and answer template

When you log in on the day of the OBE you will see the unit assessments you have been registered for.



During the assessment time, once you click onto the required unit, you will see an assessment file available for you to download.



Within this assessment file, you will find the question paper, an answer template and any applicable supporting material for your assessment. Once you have downloaded these documents, you have everything you need to sit your assessment.

Answer template

It is not compulsory to use the answer template provided for all assessments, however it is recommended.

If it is compulsory to use the answer template provided, it will be clearly displayed on your assessment paperwork, for example, the question paper.

The first section of the answer template will need to be completed with your:

- Name
- NEBOSH learner number (your username)
- Learning Partner details

Please note: if you use the answer template, it is important that this is downloaded and used to complete your work offline. If you remain logged into the platform while completing the assessment, you will be timed out and may lose your work. Save the answer template to your computer and remember to keep saving the document.

If you decide not to use the answer template, you will need to include the same information on your submission, including:

- Unit code (e.g. NG1)
- Assessment date
- Your name
- Your NEBOSH learner number (your username)
- Learning Partner name
- Page numbering and question numbers next to each of your responses. You do not need to copy out the questions
- Word count (this does not include the references)
- A list of references you have used

What is a Learning Partner?

A Learning Partner is the organisation that provides your training course and registers you for your assessment.

Top tip: Remember to save your work regularly while completing your answers.

NEBOSH Open Book Examinations: Technical Learner Guide

Submitting your open book examination answer paper

Accepted formats

Your answers should be prepared electronically. You can submit them via the NEBOSH online assessment platform in the file formats listed below:

- PDF
- doc
- docx

You may not submit handwritten answers.

Please note: the file size limit is **100MB in total**. The system cannot accept anything that exceeds this. If you upload multiple files, they should not collectively exceed the 100MB limit and **the maximum number of files that can be uploaded is 20**. Please make sure you delete any unwanted uploads before the assessment finishes.

Naming your documents

It is important that you name your answer paper document(s) correctly to allow NEBOSH to identify your documents. Please name your submission using the following information:

- Surname
- First name
- NEBOSH learner number – your learner number can be found on the initial log in details email and is also your username
- Learning Partner name

For example:

Smith John 00123456 NEBOSH Learning Partner

Important

Do not delete the file extension when renaming your documents. For example, you must keep .doc, .pdf, after the name of your document(s).

Submitting your OBE answer paper

It is strongly recommended that you do not leave it until the deadline to upload your answer paper(s) as delays may be experienced due to the high volume of learners accessing the platform.

- Click on the 'Add submission' button at the bottom of your assessment page.

Submission status	
Submission status	No attempt
Grading status	Not marked
Due date	Saturday, 4 July 2020, 12:00 PM
Time remaining	23 hours 38 mins
Last modified	-
Submission comments	<ul style="list-style-type: none">Comments (0)

[Add submission](#)

- You will be asked to agree to the Turnitin End-Users License Agreement, by clicking the link the agreement will be launched.

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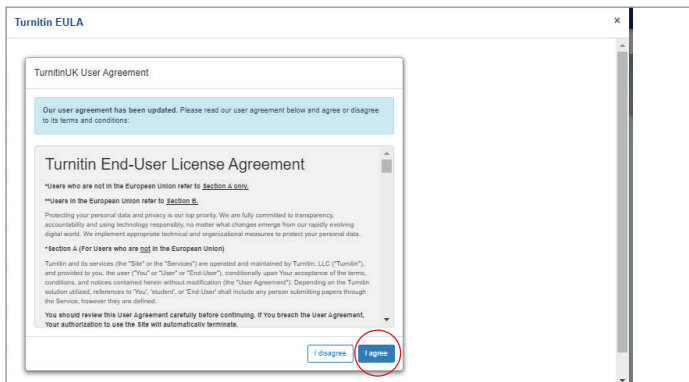
يحتوي على معلومات القطاع العام المرخص لها بموجب ترخيص الحكومة المفتوحة v3.0

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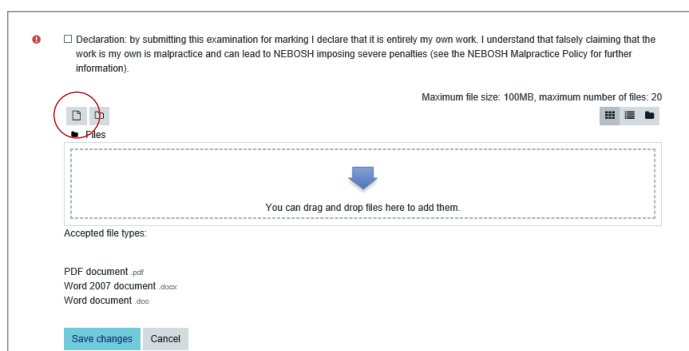
- You will need to agree to the this before submitting your work by clicking 'I agree'



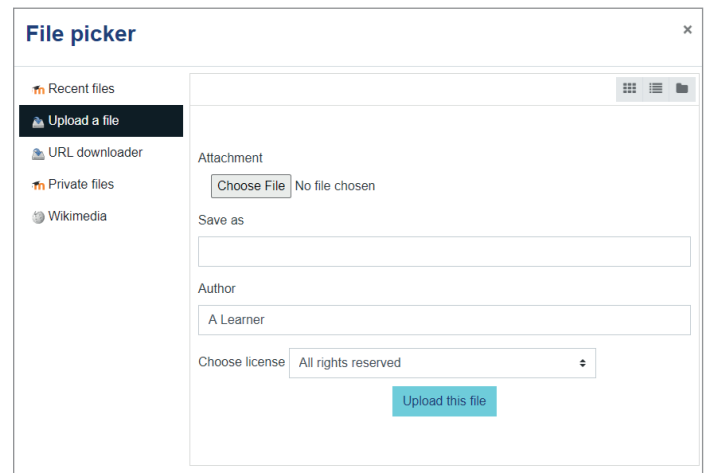
Anti-plagiarism software

Assessments must be the learner's original work. Assessments will be submitted by NEBOSH to the Turnitin UK text-matching service and added to the Turnitin database. Cases of plagiarism or collusion will be dealt with severely and are liable to result in the submission being disqualified and the learner being banned from future registrations. Any learner who provides an opportunity for another learner to use his/her assessment inappropriately shall be liable to the same sanction.

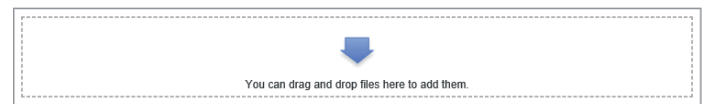
- Once this has been selected, you can then choose the file to upload by clicking the below "file" icon.



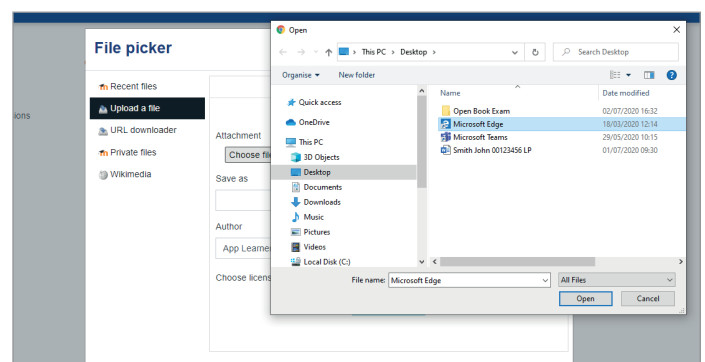
- Once you have clicked on the file icon the below box will appear for you to browse your computer and select your file.



- Alternatively, you can use the drag and drop option into the blue arrow section below.

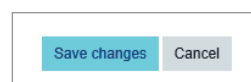


- Once you have selected your files you can upload them.



Please note: If you are uploading multiple files, they should be selected and uploaded one at a time. They cannot all be selected at once.

- Finally, click the 'save changes' button at the bottom of the page, to confirm upload.

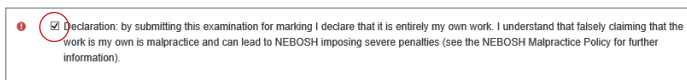


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Statement of own work

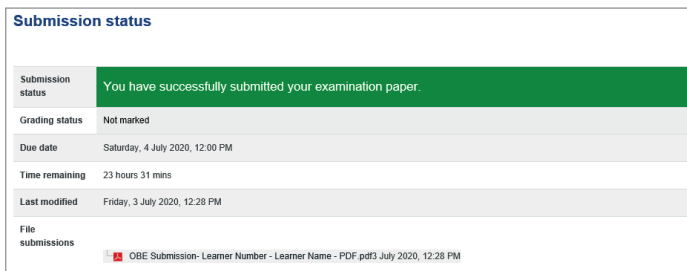
When you submit your answer paper, you will be asked to confirm that the work is your own. Further information on our malpractice policy can be found on our website by clicking [here](#).

Please note: You cannot submit your assessment answer paper unless you have ticked this box.



Confirmation your submission has been received

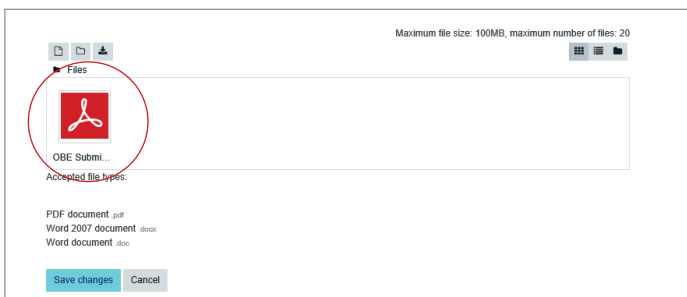
Once you have submitted your assessment answer paper, the NEBOSH online assessment platform screen will display a confirmation in green, as shown in the screenshot below.



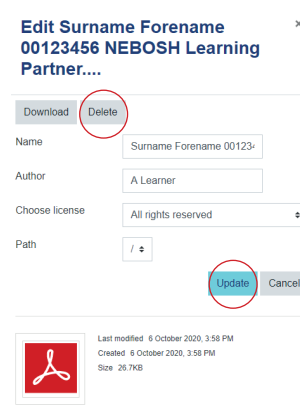
Editing/deleting submission

You can edit or delete and replace a submission at any time during the assessment period.

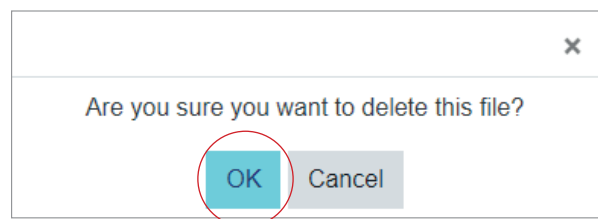
- Click on your uploaded assessment file.



- An option box will appear, you can either select 'delete' at the top or 'update' in blue.



- If removing your submission to add an updated version, a confirmation box will appear to confirm you wish to delete the document.



- Once this has been removed, follow the steps above to submit your updated answer paper.

Please note: If you delete a file after submitting, the green confirmation of submission message will remain displayed on the screen. Please make sure you are submitting your answers rather than the question paper or other associated documents.

Difficulties uploading your submission?

If you experience any difficulties uploading your answer paper please contact your Learning Partner in the first instance.

If you are unable to speak to your Learning Partner, the NEBOSH Customer Enquiry team are here to help.

- [Contact us](#)
- 'Live chat' via our website www.nebosh.org.uk

Please note: Failure to report any issues to NEBOSH could result in your submission not being accepted.

NEBOSH Open Book Examinations: Technical Learner Guide

After the assessment

Special considerations

If you think that your performance in your open book examination has been negatively affected by temporary illness, bereavement, injury, or adverse circumstances that arose at or near the time of assessment you can apply for special consideration.

Our NEBOSH Special Considerations Policy can be found [here](#).

Please contact your Learning Partner if you think special consideration should be applied. They will complete an application on your behalf where appropriate.

Closing interview

Once you have submitted your answer paper you must attend a closing interview with your Learning Partner.

The purpose of the closing interview is to confirm that the work you have submitted is your own and that you did not have assistance in completing your assessment. The Interviewer will ask you questions about your open book examination submission.

Though the closing interview is not an assessment, it must take place before your results can be declared.

Read

Further information to help you prepare for your closing interview is available in the NEBOSH Open Book Examinations: Learner Guide.

This document can be found at <http://www.nebosh.org.uk/obe-resources>.

Results

Results will be issued up to 50 working days from the assessment date and sent to the email address registered to your learner record.

It is recommended that you keep a copy of your original submission until your results are declared should there be any technical difficulties in the download of your answer paper.

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