



European Certification &
Qualification Association

European Certification and Qualification Association

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ECQA Exam Guide

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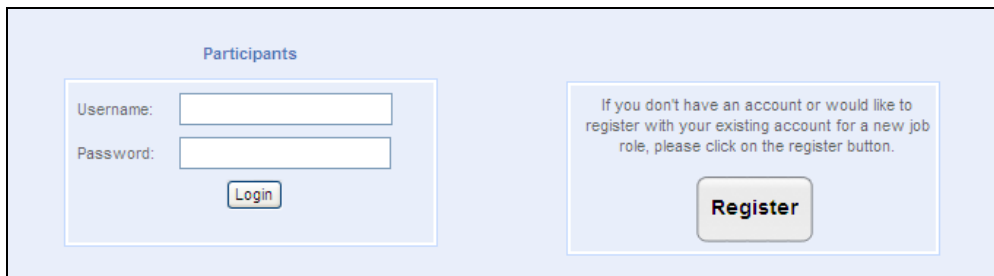
Graz, June 2011

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Volksbank Krems, account no: 32367180000, BLZ: 41210, IBAN: AT924121032367180000, BIC: VBOEATWWKRE



Performing the Exam

1. Go to: www.ecqa.org
2. Select **Certification and Examination – Exam Registration** from the left menu.
3. If you have registered before, just log in under **Exam Registration – Participants** from the menu on the left hand side of the page and continue with step 8.
4. If you don't have an account, please click on **Register**.



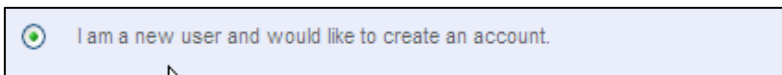
5. Select first the profession you would like to register for (e.g. "Innovation Manager") and click **Next**



6. Select then the examination organisation (e.g. "ISQI") and click **Next**.



7. Click on the option „**I am a new user and would like to create an account**”.



8. ...to get the registration form. Please fill out the form completely and click **Finish**. You will be forwarded to the ECQA Exam System.

IMPORTANT: Please make sure that you have entered your correct data because this information will be used for further contact with you. The surname and the first name provided under "Contact details" will appear on the certificate.



Register for an account

Please choose one of the following options:

I have registered to the system before and have a username and password.

I am a new user and would like to create an account.

Account Information

Username

Password

Retype Password

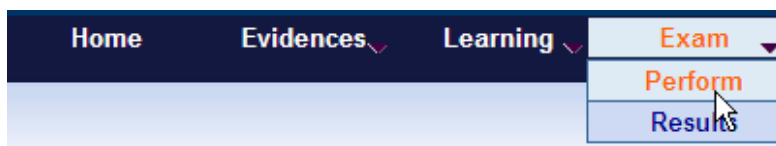
Company Information

Company

Address

Telephone

9. After logging in to the ECQA Exam System select **Exam** and then **Perform** from the menu.



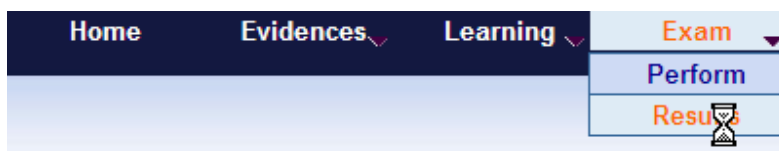
10. Start the exam by clicking on the **Start** button.

11. Close the exam by clicking on the **Finish** button.

Display the results

Results can be displayed only after the exam is closed by the examination organization.

To display the results select **Exam** and then **Results** from the menu:



Examination rules

1. The start and end time of the exam is set by the exam organisation.
2. The user can attend the exam at any time after the exam has started and before it will end.
3. During the exam the participant can log in and log out from the system. The answers are stored in the database.
4. If an internet connection break occurs (wireless connection drops, internet not working etc.) a warning message will be displayed. The user has to log out. After the connection has been re-established, the user can log in and **has to** re-check if his last answers were saved correctly. In the case of any problems the person supervising the exam should be informed.
5. The results of the exam are displayed after the exam is closed by the exam organisation. If the user finishes the test earlier he/she won't be able to view the results.
6. The results are calculated and displayed per learning element.
7. To pass a learning element, at least **66%** coverage of the answers provided for a learning element must be correct.
8. From each learning element 10 random questions are selected.
9. Each question has at least one correct answer.
10. If the participant selects a wrong answer, the question is scored zero (0%)
11. All questions are equally weighted; the results are calculated with the average algorithm (total of scores of all questions per element / number of questions per element).

Evaluation rules

If the participant didn't select all correct answers he/she will not receive 100% for the question but will receive marks according to the following table:

Total number of correct answers in the exam pool	Correct answers selected by the user	Score per question
1	0	0%
2	1	50%
3	1	33%
3	2	66%
4	1	25%
4	2	50%
4	3	75%

