

2021-22 Helpful Hints for the IAATO Online Assessment

THE 2021-22 ONLINE ASSESSMENT OPENS ON WEDNESDAY JULY 14TH 2021

It is time to start preparing for the 2021-22 Season and for many this means taking the IAATO Online Assessment. The below information will assist with your preparation for the Online Assessment and give some helpful hints for the actual assessment.

Here are some of the most frequent questions about the Online Assessment.

1) What is the Online Assessment?

The Online Assessment is one of the tools IAATO uses to show the Treaty Nations their Officers, Crew, Field Staff, Observers, and Office staff are qualified, continually training, and learning the most up to date information regarding rules and procedures for operating in and around the Antarctic. The Online Assessment is also a resource to assess knowledge of, and become familiar with, the Field Operations Manual (FOM), which is where they can find the answers for IAATO and Antarctic Treaty related questions.

2) Who has to take the Online Assessment?

All IAATO Field Staff are required to take an IAATO Online Assessment. Which assessment will depend on your position. Please check with your Operator company for which assessment you should take.

ALL Field Staff visiting and guiding on South Georgia must hold the current season's Online Assessment Certificate.

3) Where do I find the answers to the questions in the Online Assessment?

All of the answers for the Online Assessment can be found in the IAATO Field Operations Manual or on the IAATO Website (<https://iaato.org>).

Knowing how to access and navigate the FOM is critical for success in completing the Online Assessment as well as understanding many important aspects of Operations in Antarctica and South Georgia. See below on how to access the FOM and the Online Assessment.

What's New for the 2021-22 Online Assessment:

1) Accessing the Field Operations Manual and Field Staff section of the IAATO website

IAATO has redesigned the IAATO website. All of the same materials including the Field Operations Manual and links to the FOM Sync App can be found in the Field Staff section of the website. (<https://iaato.org>)

- a. User accounts will be created by each Operator. If you need access to the Field Operations Manual, please contact your Operator.

2) FOM Sync App

Due to the updates of the IAATO Website and Field Operations Manual, all current versions of the FOM Sync App will need to be re synced to your computer.

The process will be similar to syncing throughout the season by clicking 'Sync' in the top left corner of the app, but will re download all FOM documents.

Please make sure that you have a stable Internet connection when syncing.

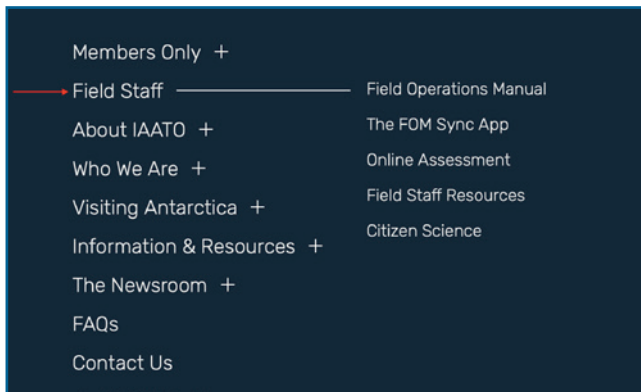
3) NEW documents added to the FOM

- a. '2021-22 New and Updated Documents' is a list of documents that have updated information or are new for the 2021-22 season. This document can be found in the FOM under Section 01 General Information.

4) New Assessment

- a. A 'Deep Field Operations for Expedition Staff' assessment has been added to the Online Assessment platform

Accessing the Online Assessment:



1) In order to access the FOM and the Online Assessment you must have access to the Field Staff Section at <https://iaato.org>. The Field Staff section can be found by expanding the Menu located in the top left corner of the webpage.

a. To access the field staff section, you must have a user name and password for the IAATO website.

- i. IAATO Operators are responsible for registering their own staff members through the IAATO Database.

If you are a new staff member, an account will be created for you by your Operator. You will receive an activation email from IAATO once your Operator has created an account for you. Please follow the activation link in this email to finish creating your personal login to the Field Staff section of the website. Please note this email may arrive in your inbox (or SPAM) well before you are ready to take the assessment. DO NOT disregard this email as it is needed to access the assessment.

- iii. If you are a returning staff member, please check with your Operator to ensure your account is still active.

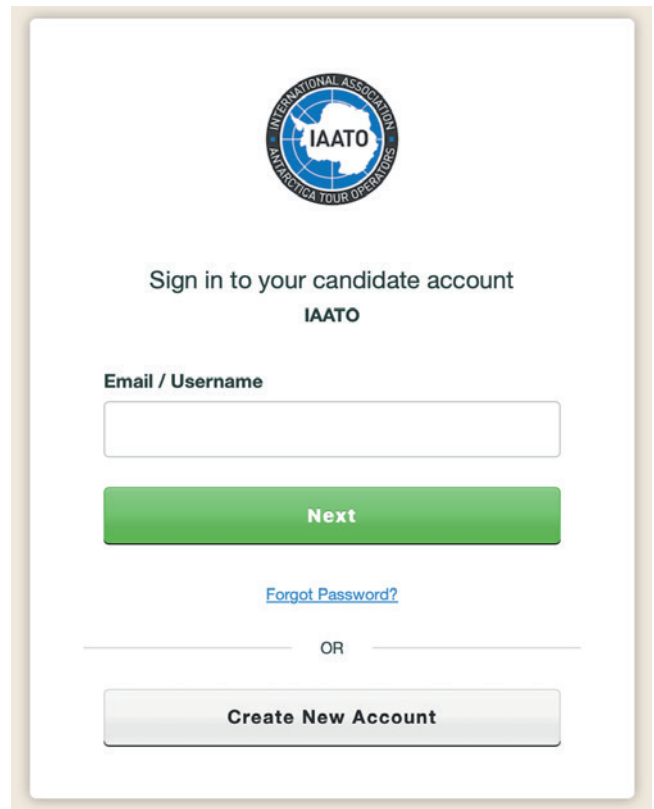
b. Once you have logged in you will have access to the Electronic FOM, as well as the download links for the FOM Sync App. The FOM is completely electronic. There are no longer hard copies or large PDFs of the FOM. All documents can be downloaded via the website or FOM Sync App.

2) Once you have accessed the Field Staff Section of <https://iaato.org>, you will have access to the FOM and all the information needed to pass the assessments.

3) There is a link to the Online Assessment on the field staff home page. Alternatively, the web address is: <https://candidate.speedexam.net/signin.aspx?site=iaato>.

a. Everyone needs a separate login for the IAATO Online Assessment. Personal logins from the previous season are valid, use the password reset if you have forgotten your password.

b. First Time Users: Self-register as appropriately prompted.



4) Once you have registered for the Online Assessment, you may begin to take the practice assessments (see below), or the actual assessment.

a. The Online Assessment requires the following Web Browser specifications in order to operate properly. Please find the Supported Operating Systems listed below:

Windows 7, 8, 8.1 & 10 | Mac OS 8 & Above.

Supported Web Browsers - Internet Explorer 10, 11 & above | Microsoft Edge | Mozilla Firefox 24 & above | Google Chrome 18 & above | Mac Safari 8 & above.

b. Tutorials for taking the assessments can be found at the following addresses:

https://www.youtube.com/watch?v=uTDVvqZtlc&index=4&list=PL_4O2kpDvP739tkp6KmMM7GWQ3HIheRB_

https://www.youtube.com/watch?v=IE7D-OYSi-CY&list=PL_4O2kpDvP739tkp6KmMM7GWQ3HIheRB_

c. There are seven possible assessments for Field Staff:

- 1) Ross Sea for Expedition Leaders and Guides;
- 2) Peninsula for Expedition Guides;
- 3) Peninsula for Expedition Leaders;
- 4) Peninsula and South Georgia for Expedition Guides; and
- 5) Peninsula and South Georgia for Expedition Leaders.
- 6) Cruise Only for Expedition Staff
- 7) Deep Field Operations for Expedition Staff

d. Other assessments:

- 1) Vessel Officers and Crew;
- 2) Home Office Staff;
- 3) IAATO Observers;
- 4) Staff without IAATO employer.

Be sure to take the appropriate assessment for your place of operation and Field Staff position.

What is the FOM Sync App (v4)?

The FOM Sync App v4 allows everyone to electronically access and download the most up to date files from the FOM. The FOM Sync App v4 allows users to search the FOM for specific documents and/or contents within a document. If at any time during the year a new document is added to the FOM, sync the App and the new document will download automatically. Note: After the initial download the App will only download new documents, not the entire FOM.

This is the IAATO App which can be downloaded directly from within the Field Staff section of the IAATO website (<https://iaato.org/field-staff-resources/installing-the-fom-sync-app/>). You can download the App into a folder of your choice on your computer.

To download FOM Sync App v4, use links below based on your computer.

MAC: <https://softwarethinkingbrasouth.blob.core.windows.net/dist/iaato/fom/FOMSync.MAC.zip>

WIN: <https://softwarethinkingbrasouth.blob.core.windows.net/dist/iaato/fom/FOMSync.Win.exe.zip>

For MAC users, please move FOM Sync App download from the downloads folder to a different folder (ie. Documents or Desktop) before launching.

The initial sync of the FOM Sync App v4 should take about 5 minutes over a strong stable internet connection. The total space needed for storage is about 500MB.

For the 21-22 season, if you already have the FOM Sync App v4 downloaded to your computer from a previous season, ALL documents will need to be re-downloaded. To do this, click 'Sync' in the top left hand corner of the app.

The up-to-date FOM documents can also be found in the Field Operations Manual Section of the Website.



ALL IAATO vessels will receive a pre-loaded flash drive which contains the FOM Sync App v4 and associated files. While onboard, connect to the wifi, open the flash drive folder and click on the FOM Sync icon, it will then sync with any new files.


Vessels will need to add the following URLs to the IT system Whitelist:

apps.iaato.org/iaato
apps.iaato.org/fomsync/token
apps.iaato.org/fomsync/token_mobile
iaato.app.box.com

Taking the Online Assessment

- 1) **Take the assessment before you leave home/good internet connection** – most gateway ports and/or ship internet services are not fast enough to successfully run the Online Assessment.
- 2) The Assessment is 'Open Book'. You will need to have access to the current version of the FOM and IAATO Website, in order to correctly identify answers. It is useful to have the Online Assessment open in one Browser window and the FOM in another, to make it easy to switch between the two. If you have access to two screens or computers, then you can open one on each to make it even easier to switch between them.
- 3) The FOM Sync App v4 allows users to easily search the entire FOM for specific documents. You can search by the Name of a document or by the 'Contents' of a document. If searching for multiple words such as 'Half Moon', use quotation marks in the search bar, ex. "Half Moon".
- 4) **Returning assessment takers:** Allow yourself a minimum of 1 - 2 hours to take the actual Assessment. **Note:** the assessment viewing has been reset for the 2021–22 season, so older assessments are no longer able to be viewed.
- 5) **First time assessment takers:** Allow 3-4 hours to take the assessment. It is suggested a practice Assessment is taken for familiarization purposes, as this will give you an idea of the process and question structure, but not count towards your actual Assessment.
- 6) Each Assessments is 60 -120 questions, depending on your specific Assessment.



- 7) Officers/Crew, Office Staff, Potential Field Staff and Expedition Guides need to obtain a score of 80%, whilst Expedition Leaders need to obtain a score of 85%, in their respective Assessments. **Make sure you take the correct Assessment.**
- 8) Upon failing to meet the required score, Staff may take the Assessment up to a maximum of five times.
- 9) **There may be several different ways of answering a question:** True/False; One answer, Multiple answers. Read each question carefully so it may be answered in the correct fashion.
- 10) **If, for some reason, the connection drops** while taking the exam, the questions and responses are automatically saved. You will be able re-start from where connection was lost.
 - a. **If your connection fails**, after logging back into the Online Assessment, click on the 'Upcoming Exams' section and the "Continue" button and it will restore the previous session.
- 11) **You may pause the assessment at any time and continue later.**
 - a. **To restart the assessment**, after logging back into the Online Assessment, click on the 'Upcoming Exams' section which will display the "Continue" button.
- 12) After finishing the assessment you can review your results. These will be made available to you and IAATO only and treated confidentially at all times. Please note that we will no longer provide a PDF report of your questions but you can still download a summary of your results. An instant Certificate of Achievement will be issued upon passing the assessment. You can review your results under 'Exam History'; click on 'Exam Name' and 'Review.'
- 13) **Don't forget to bring your certificate to the ship!**
 - a. To Download your certificate:
 - i. Click Exam History (in the left hand column)
 - ii. Find the Assessment.
 - iii. Next to the name of the exam taken and passed will be a certificate symbol. 
 - iv. Click on the certificate symbol and print.

Any questions you may have can be directed to Erin (edelaney@iaato.org) or IAATO's Online Assessment Administrator (survey_test@iaato.org).