

2024-25 Helpful Hints for taking the Online Assessment

THE 2024-25 ONLINE ASSESSMENT WILL OPEN ON WEDNESDAY JULY 24TH, 2024

It's time to start preparing for the 2024-25 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.

Here are some of the most frequently asked 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 that their Officers, Crew, Field Staff, Observers and office staff are qualified, continually training, and learning the most up to date information regarding the 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 each season. Which assessment will depend on your position.

Additionally, Captains and senior Officers are also required to take the Online Assessment each season.

Please check with your Operator for which assessment you should take.

ALL field staff visiting and guiding on South Georgia must hold the current season's IAATO 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](#)

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 Online Assessment.

For a guide on where to find documents referenced in the 'New for the 2024-25 Season' section, please view the appendix at the end of the Helpful Hints document.

IAATO Website

- Links to the Online Assessment as well as the Field Operations Manual (FOM) and download links to the FOM Sync App can be found on the IAATO Website ([iaato.org](#)). The FOM will be helpful when taking the Online Assessment as many answers to assessment questions will be found there. Answers will also be found in different parts of the IAATO Website.

Members Only +	
Field Staff	Field Operations Manual
About IAATO +	The FOM Sync App
Who We Are +	Online Assessment
Visiting Antarctica +	Field Staff Resources
Antarctic Ambassadors +	Avian Influenza Response 2022-23
Information & Resources +	Avian Influenza FAQs
The Newsroom +	Webinar Library
FAQs	Antarctic Ambassador Resources
Contact Us	Citizen Science

2. To access the FOM and/or FOM Sync App, you will need an account to access the Field Staff section of the IAATO Website. **This account will be created by your Operator (and is separate from the Online Assessment account.)**
 - a. Once your Operator has created an account for you, you will receive an activation email from IAATO. The link in this email will allow you to finish setting up your account. (Check spam folder for this email.)
 - b. Returning field staff can use their existing credentials. If you have trouble logging in, try resetting your password using the option on the Login page or or contact the Operator you are working with in the upcoming season.
 - i. For the purpose of accessing the FOM, if prompted to select an Operator when logging in, any Operator you are actively working for can be selected. The Operator name will not reflect on your Online Assessment certificate.
3. The FOM can be found under the Field Staff section of the IAATO website. You can access FOM documents directly from the website, or download the FOM Sync App.
4. The FOM Sync App v4 allows you to have an electronic copy of the FOM downloaded to your computer and sync the app to retrieve any new or updated documents throughout the season.
 - a. Mac and Windows download links for the FOM Sync App can be found on the [FOM Sync App page of the IAATO Website](#). On this page, you can also find troubleshooting tips for the app download as well as tips on how to use the app.
 - b. The FOM Sync App and FOM documents have been reformatted. If you already have the FOM Sync App on your computer, please remember to sync the app before the season.
5. All IAATO vessels and field camps should have a pre-loaded flash drive which contains the FOM Sync App v4 and associated files. With a strong Wi-Fi connection, open the flash drive, connect to the Wi-Fi, open the flash drive folder and the FOM Sync App. Click on 'Sync' in the top left corner to sync any new files.
 - a. The following URLs may need to be added to the IT system Whitelist:
 - apps.iaato.org/iaato
 - apps.iaato.org/fomsync/token
 - apps.iaato.org/fomsync/token_mobile
 - iaato.app.box.com



IAATO Online Assessment

1. The Online Assessment can be accessed by going to the following web address:
<https://candidate.speedexam.net/signin.aspx?site=iaato>
 This link can also be found through the Field Staff section of the [IAATO Website](#).
2. There are several different assessments that can be taken depending on your position:
 - Peninsula for Expedition Staff
 - Peninsula for Expedition Leaders
 - Peninsula and South Georgia for Expedition Staff
 - Peninsula and South Georgia for Expedition Leaders
 - Ross Sea for Expedition Leaders and Staff
 - Peninsula for IAATO Observers
 - Peninsula and South Georgia for IAATO Observers
 - Cruise Only Operations (No Landings) for Staff
 - Deep Field Operations for Expedition Staff
 - Vessel Operations for Officers and Crew
 - Vessel Operations for Home Office Staff
 - Peninsula for Staff without IAATO employer

Be sure to check with your Operator to ensure you register under the correct Group and take the appropriate assessment for your position. Depending on your contract (Deep Field/Vessel, Peninsula/Ross Sea) you may need to take more than one assessment.

3. Logging in to the Online Assessment Website:

- a. If you are a new field staff member, you will need to self-register for the Online Assessment. This can be done by clicking 'Create New Account' on the login page of the **Online Assessment website** (link above). Users can change their group within their existing account under "Change Group" within the left hand side bar. This is particularly useful for staff with both Deep Field and Vessel contracts.

When registering, you will need to select a 'Group'. This group generates which assessments you have access to.

The Online Assessment is separate from the IAATO Website, and therefore requires a separate login.

- i. When you register for the first time, you will be sent a verification code to the email you've registered with. Enter the verification code on the assessment platform to be brought to your dashboard.
- b. For returning staff, you can use your existing login credentials. If you have forgotten your password, use the 'Forgot Password' option on the login page. If your position has changed from the previous season and you are under the incorrect group, please contact the Assessment Administrator: Survey_test@iaato.org.

4. Once logged in, your exam can be found under 'Upcoming Exams' from your Dashboard.

- a. Alternatively, you can navigate to the 'Test Maker' section to take a practice assessment. This will give you an idea of the questions and structure of the assessment without counting towards your actual assessment.

5. After finishing the assessment, you can review your results. These will be made available to you and IAATO only and treated as confidential 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'.

6. Don't forget to submit your certificate to your Operator!

To Download your certificate:

- a. Click 'Exam History' (in left hand column)
- b. Find the Assessment
- c. Next to the name of exam taken and passed will be a certificate symbol. Click the certificate, this will expand the section.
- d. On the right-hand side of this section, click 'Certificate' to download. Then print.

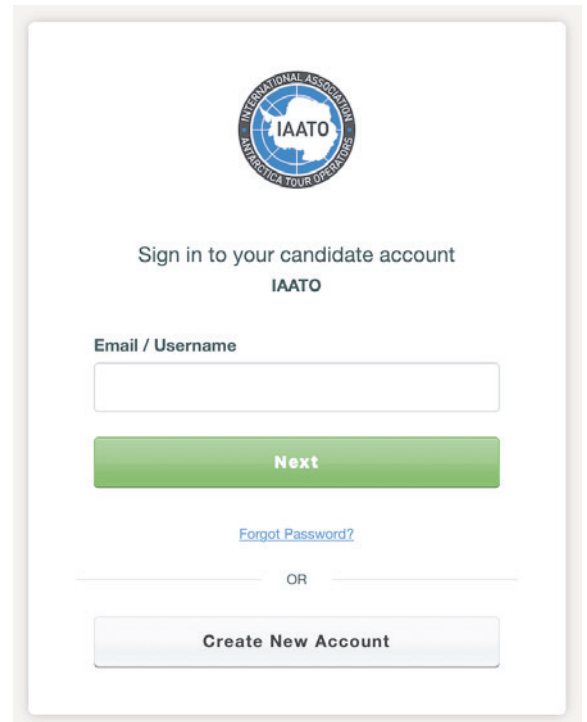


7. The Online Assessment requires the following Web Browser Specifications in order to operate properly. Please find the supported Operating Systems listed below:

- a. Windows 8, 8.1, 10 & 11 | Mac OS X Yosemite & above.
- b. Microsoft Edge | Mozilla Firefox 24 & above | Google Chrome 18 & above | Mac Safari 8 & above.

8. A tutorial for taking the assessment can be found below:

https://www.youtube.com/watch?v=uTDVvqZtlc&index=4&list=PL_402kpDvP739tkp6KmMM7GWQ3HlheRB_





Assessment Tips

- 1. Take the assessment before you leave home/good internet connection** – internet services in most gateway cities and/or in the field are not fast enough to successfully run the Online Assessment.
- 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 and FOM Sync App open simultaneously to make it easier 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.
- 3. Returning Assessment takers:** Allow yourself a minimum of 1.5-2.5 hours to take the actual Assessment. The questions have been restructured, so more time may be required for completion. **Note:** the assessment viewing has been reset for the 2024-25 season, so older assessments are no longer able to be viewed.
- 4. First time assessment takers:** Allow yourself 4-5 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 but not count towards the final assessment.
- Each Assessment is 60-120 questions, depending on the assessment taken.
- Officers/Crew, Office Staff, Potential Field Staff, Expedition Guides and Deep Field Guides need to obtain a score of 80%, whilst Expedition Leaders need to obtain a score of 85%, in their respective Assessments. Observers need to obtain a score of 90% on their Assessment. **Make sure you take the correct Assessment.**
- You may take the Assessment up to a maximum of five times if the required score is not reached initially.
- 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.**
- 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.
 - 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.
- 10. You may pause the assessment at any time and continue later.**
 - To restart the assessment, after logging back into the Online Assessment, click on the 'Upcoming Exams' section which will display the "Continue" button.
- The **FOM Sync App allows users to easily search the entire FOM** for specific documents based on either the name or contents of a document. The Website currently does not support the same search functionality as the FOM Sync App. Using the Name/Contents drop down and search bar, search for a word or phrase.
 - When searching more than one word, put the words in quotes such as, "Half Moon".
 - You may also use an asterisk as a wildcard, for example guide* will return results that include "Guide" or "Guidelines".
- Please Note: The 'Section' title in the top right corner of your current question does not correlate to a specific section of the FOM, but rather the topic of its specific question group.

QID: 550 [2Mark]

Section: Environmental Mitigation Practices (for Guides)

- In the FOM Sync App, click the '+' symbol to expand the document title to see if there are other translations or any related documents.

Any questions can be sent to either Stella Giangarra (sgiangarra@iaato.org) or IAATO's Online Assessment Administrator (survey_test@iaato.org).



Appendix

Documents referenced in the Online Assessment 'New for the 2024-25 Season' Section

Document Title	FOM Section
IAATO Bongrain Point, Pourquoi Pas Island Site Guidelines	Section 07 Operational Procedures
IAATO Cape Lookout Site Guidelines	
IAATO Chiriguano Bay Site Guidelines	
IAATO Cierva Cove Site Guidelines	
IAATO Fort Point Site Guidelines	
IAATO Hidden Bay Site Guidelines	
IAATO Hovgaard Island Site Guidelines	
IAATO Hydrurga Rocks Site Guidelines	
IAATO Jenny Island Site Guidelines	
IAATO Kerr Point Site Guidelines	
IAATO Kinnes Cove Site Guidelines	
IAATO Leith Cove Site Guidelines	
IAATO Penguin Point Site Guidelines	
IAATO President Head Site Guidelines	
IAATO Prospect Point Site Guidelines	
IAATO Robert Point Site Guidelines	
IAATO Spert Island Site Guidelines	
IAATO Stonington Island Site Guidelines	
IAATO Social Media Guidelines for Field Staff	Section 01 General Information Section 18 Field Staff Resources
Avian Influenza Must Know Information	Section 02 Seasonal Information Section 07 Operational Procedures
Field Staff Experience and Staff: Passenger Ratio in the Field	Section 01 General Information
IAATO General Vessel Booking Protocols	Section 08 Vessel Operations Section 09 Yacht Operations Section 12 Cruise Only Operations
IAATO Vessel Helicopter Guidelines and Etiquette	Section 07 Operational Procedures Section 08 Vessel Operations Section 10 Aircraft Operations