2023-24 Helpful Hints for taking the Online Assessment

THE 2023-24 ONLINE ASSESSMENT WILL OPEN ON WEDNESDAY JULY 26TH, 2023

It's time to start preparing for the 2023-24 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 the 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 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 2023-24 Season' section, please view the appendix at the end of the Helpful Hints document.

IAATO Website

1. 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 for 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 contact your Operator.

        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 for the 2023-24 season. 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:

- Ross Sea for Expedition Leaders and Guides;
- Peninsula for Expedition Guides;
- Peninsula for Expedition Leaders;
- Peninsula and South Georgia for Expedition Guides; and
- Peninsula and South Georgia for Expedition Leaders.
- Peninsula and SG for IAATO Observers;
- Peninsula for IAATO Observers.
- Cruise Only Operations (no landings) for Expedition Staff
- Deep Field Operations for Expedition Staff
- Vessel Officers and Crew;
- Home Office Staff

Be sure to check with your Operator to ensure you register under the correct Group and take the appropriate assessment for your position.

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).

    When registering, you will need to select a 'Group'.
    This group generates which assessments you have access to. **(NOTE: This login is separate from the IAATO Website.)**

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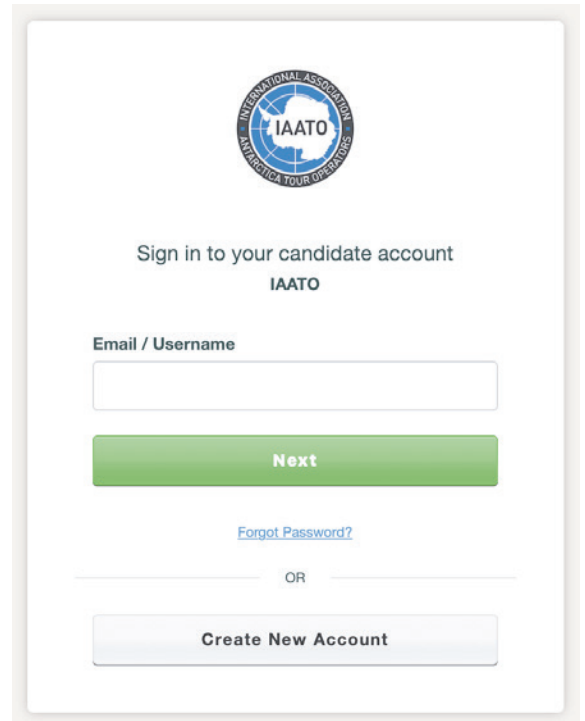
7. The Online Assessment requires the following Web Browser Specifications in order to operate properly. Please find the supported Operating Systems listed below:

    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=uTDVvqZtlic&index=4&list=PL_4O2kpDvP739tkp6KmMM7GWQ3HlheRB_*

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.

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.

3. **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 2023-24 season, so older assessments are no longer able to be viewed.

4. **First time assessment takers:** Allow yourself 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 but not count towards the final assessment.

5. Each Assessment is 60-120 questions, depending on the assessment taken.

6. 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. **Make sure you take the correct Assessment.**

7. Upon failing to meet the required score, Staff may take the Assessment up to a maximum of five times.

8. 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**.

9. 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.

10. **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.

11. 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. Using the Name/Contents drop down and search bar, search for a word or phrase.

   a. When searching more than one word, put the words in quotes such as, "Half Moon".

   b. You may also use an asterisk as a wildcard, for example guide* will return results that include "Guide" or "Guidelines".

12. 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)

13. 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 2023-24 Season' Section	
Document Title	**FOM Location**
Acoustic Awareness Zone – the Gullet, Adelaide Island	Section 08 Vessel Operations
ASPA ZZZ Draft management Plan for Danger Islands Archipelago	Section 07 Operational Procedures > Area & Site Specific Guidelines
2023-24 Avian Influenza Must Know Information	Section 02 Seasonal Information Section 07 Operational Procedures
IAATO Avian Influenza A3 Poster (multiple languages available)	Section 02 Seasonal Information Section 07 Operational Procedures Section 19 Operator Pre-Departure Information
The Response to Avian Influenza – Information for Guests 2023-24	Section 02 Seasonal Information Section 07 Operational Procedures Section 19 Operator Pre-Departure Information
IAATO Operational Procedures Upon the Discovery of a High or Unusual Mortality Event	Section 07 Operational Procedures
IAATO Geofenced Whale Areas	Section 08 Vessel Operations
IAATO Site Guidelines	Section 07 Operational Procedures