

2019-20 Online Assessment

THE 2019-20 ONLINE ASSESSMENT OPENS ON MONDAY, AUGUST 5,

It is time to start preparing for the 2019-20 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?

Each Company has different requirements for who is required to take the Online Assessment. Please check with your Company for their individual requirements.

Even if a crew or staff member is not required to take the Online Assessment annually, they can still register to take a practice assessment to brush up on seasonal information.

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 (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 2019-20 Online Assessment:

The FOM Sync App is the tool IAATO members can use to download the IAATO FOM onto their computers. This is not to be confused with the IAATO Polar Guide App which is available for iOS and Android Platforms, and only contains publicly available documents.

1) The new version of the FOM Sync App v4 now has Search function (See Below Section "What is the FOM Sync App (v4)?" for downloading instructions)

- a. The FOM Sync App has been moved to a new platform, allowing documents to be searched by name and/or by contents. Please delete FOM Sync v3 from last year and download the new version FOM Sync v4 following the instructions below.
- b. Recognizing last year's complications while downloading powerpoint documents via the computer app, FOM Sync App v4 no longer has the IAATO PPT Briefings available for download. The PPT briefings and animations can be downloaded directly from the IAATO website <https://iaato.org/field-operations-manual>, and can be found on the Flash Drives delivered to the ships.

2) NEW documents added to the FOM

- a. You can find a list of added/ updated documents at the beginning of the FOM under 'General Information'. These documents have updated information or are new for the 2019-20 season.

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/field-staff>. Look for the Field Staff header at the top of the iaato.org 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 staff members with the IAATO Secretariat.
 - ii. **If you are a new staff member**, your Operator has sent your email address into IAATO and a welcome email has been sent to you. Please follow the directions 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**, your login from the previous season(s) is valid, and you may log in as you would normally. If you have forgotten your password, please use the "forgot password" function to create a new one.
 - b. Once you have logged in you will have access to the Electronic FOM, as well as the download for the FOM Sync App. The FOM is now 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 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 X Yosemite & 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=uTDVvqZtlic&index=4&list=PL_4O2kpDvP739tkp6KmMM7GWQ3HlheRB_
https://www.youtube.com/watch?v=IE7D-OYSi-CY&list=PL_4O2kpDvP739tkp6KmMM7GWQ3HlheRB_
 - c. **There are five 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.

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

d. Other assessments:

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

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. 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.

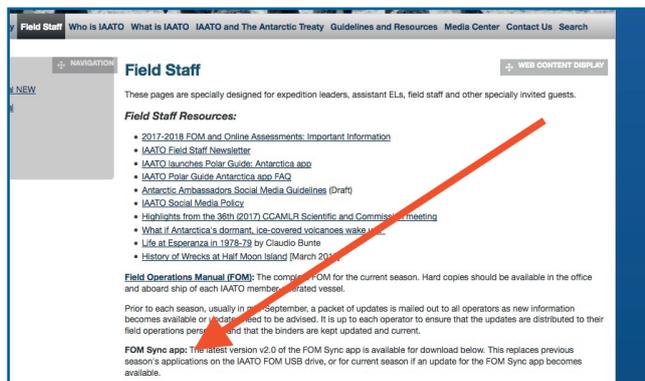
MAC: <https://www.dropbox.com/s/c2nrw7nh4o4v5qd/FOMSync.MAC.zip?dl=1>

WIN: <https://www.dropbox.com/s/ee037mn88yhmwfo/FOMSync.Win.exe.zip?dl=1>

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.

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 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.
- 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.
- 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".
- 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 2019-20 season, so older assessments are no longer able to be viewed.
- 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.
- Each Assessments is 60 -120 questions, depending on your specific Assessment.
- 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.**
- Upon failing to meet the required score, Staff may take the Assessment up to a maximum of five times.
- 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.
- 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.



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'.

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

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.