

2022-23 Helpful Hints for taking the Online Assessment

THE 2022-23 ONLINE ASSESSMENT WILL OPEN ON WEDNESDAY JULY 13TH, 2022

It's time to start preparing for the 2022-23 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 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](#)

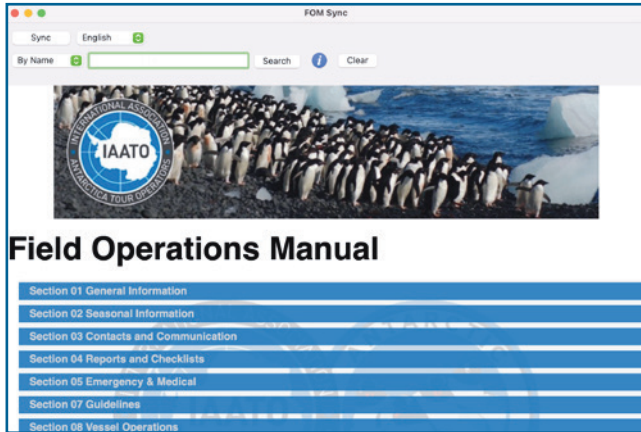
Knowing how to access and navigate the FOM is critical for success in completing the Online Assessment as well as understanding many important aspects of Operations in Antarctica and South Georgia. See below on how to access the FOM and Online Assessment.

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.
- 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.)**
 - 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.)
 - 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.
- 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.

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|---|---|
| Field Staff | Field Operations Manual |
| About IAATO + | The FOM Sync App |
| Who We Are + | Online Assessment |
| Visiting Antarctica + | Field Staff Resources |
| Antarctic Ambassadors + | Citizen Science |
| Information & Resources + | |
| The Newsroom + | |

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. Links to download the FOM Sync App along with trouble shooting tips can be found on the [FOM Sync App page of the IAATO Website](#). There are both MAC and Windows download links.



5. All IAATO vessels should have a pre-loaded flash drive which contains the FOM Sync App v4 and associated files. While onboard, 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. Vessels may 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

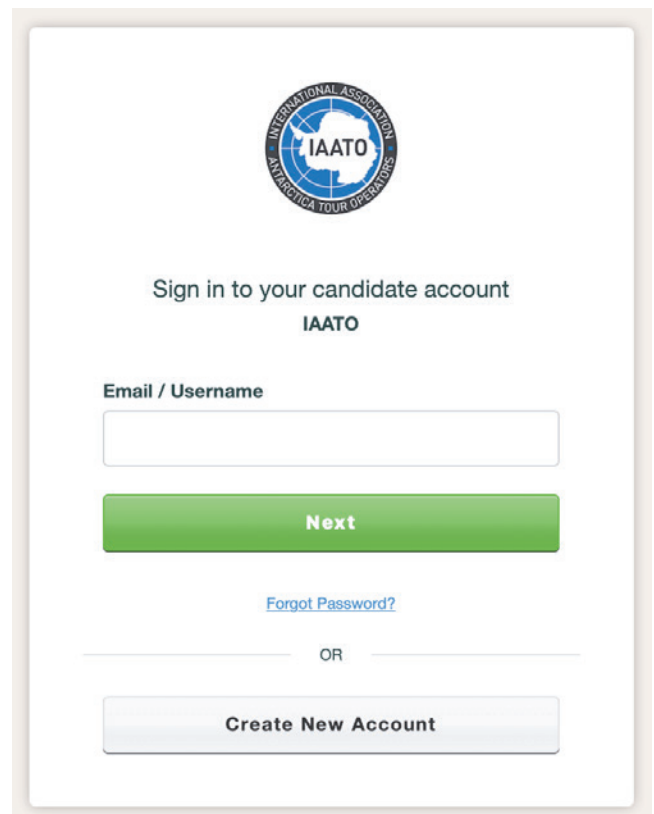
IAATO Online Assessment

1. The Online Assessment can be accessed by going to the following web address: [https:// candidate.speedexam.net/signin.aspx?site=iaato](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.
 - Cruise Only Operations (no landings) for Expedition Staff
 - Deep Field Operations for Expedition Staff
 - Vessel Officers and Crew;
 - Home Office Staff

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.)**


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

- 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 bring your certificate to the ship!**
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 7,8,8.1,&10 | Mac OS 8 & Above
 - b. Web browsers: Internet Explorer 10, 11 & above | Microsoft Edge | Mozilla Firefox 24 & above | Google Chrome 18 & above | Mac Safari 8 & above.
 8. Tutorials for taking the assessment can be found:

https://www.youtube.com/watch?v=uTDVvqZtlic&index=4&list=PL_4O2kpDvP739tkp6KmMM7GWQ3HlheRB_

https://www.youtube.com/watch?v=IE7D-OYSi-CY&list=PL_4O2kpDvP739tkp6KmMM7GWQ3HlheRB_
 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 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.**
 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. When searching more than one word, put the words in quotes such as, "Half Moon".
 12. 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 Erin (edelaney@iaato.org) or IAATO's Online Assessment Administrator (survey_test@iaato.org).

Assessment Tips

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.
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 2022-23 season, so older assessments are no longer able to be viewed.