



nebosh

NEBOSH Open Book Examinations: Technical Learner Guide

NEBOSH Open Book Examinations: Technical Learner Guide

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NEBOSH Open Book Examinations:

Technical Learner Guide

Introduction

We have created three guidance documents to help learners prepare for the unit NG1/IG1/NGC1/IGC1 open book examination (OBE):

- NEBOSH Open Book Examinations: App Guide
- NEBOSH Open Book Examinations: Learner Guide
- NEBOSH Open Book Examinations: Technical Learner Guide

This document – the Technical Learner Guide – focuses on accessing, completing and submitting your open book examination using NEBOSH's online examination platform.

We recommend that you download and read all relevant documents as part of your open book examination preparations.

Please note: The NEBOSH online examination platform should only be used for submitting the open book examination answer paper. If you are also registered to complete a practical unit, this process has not changed. For further information, please contact your Learning Partner.

Read

The NEBOSH Open Book Examinations: Learner Guide explains the structure of the open book examination and associated closing interview and gives hints and tips to help you succeed.

This document can be found at
<http://www.nebosh.org.uk/obe-resources>

What is a Learning Partner?

A Learning Partner is the organisation that provides your training course and registers you for your examination.

NEBOSH Open Book Examinations: Technical Learner Guide

Your examination journey



Registration

Learning Partners administer learner registration. It is important that you provide your Learning Partner with an accurate email address.



Confirmation of registration

You will receive an email confirming that you have been registered to an open book examination (OBE).



Revise and prepare for your OBE

A range of resources is provided on the NEBOSH website at www.nebosh.org.uk/obe-resources



Explore the NEBOSH online examination platform

Eight days before the OBE a unique username (your username is also your NEBOSH learner number) and temporary password will be sent to the email address you provided. Log in, create a new password and familiarise yourself with the platform. If you have previously taken a NEBOSH open book examination your log in details will remain the same and you will not receive this email.



Examination day

At 09:00 UK local time the OBE question paper will be available in the NEBOSH online examination platform. You have 24 hours to complete and submit your examination.



Closing interviews

Your Learning Partner will arrange a closing interview with you.



Results

Results will be emailed to you up to 50 working days after the examination date.

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Before the examination

Technology requirements

The open book examination is an examination that needs to be downloaded, completed and submitted on the NEBOSH online examination platform within a specified 24-hour period. You can complete your open book examination at home so long as you have:

Internet connection

The NEBOSH online examination platform is compatible with the following browsers:

Desktop	Mobile
Chrome Firefox Safari Edge Internet Explorer	Mobile Safari Google Chrome

For the best experience and optimum security, we recommend that you keep your browser up-to-date.

[Access to a device capable of downloading and viewing a PDF document](#)

This can be a computer, smartphone or tablet. If you plan to use a smartphone or tablet, you can download the Moodle App for free from the Apple or Android Store.

Read

Further guidance on using the smartphone app can be found in the NEBOSH Open Book Examinations: App Guide.

This document can be found at
<http://www.nebosh.org.uk/obe-resources>.

Please note: the app is only available in English. Please refer to page 7 for guidance on accessing the online examination platform in your chosen language.

Whether you use the App or desktop version of the online examination platform, your examination paper will be available in your chosen language.

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Registering for your open book examination

To sit an open book examination, you must register with your Learning Partner for a specific sitting.

At the time of your registration you must confirm your personal email address. Please make sure you use a personal email address and not a work/company email, as company firewalls can block messages which will result in you not receiving important information. NEBOSH uses the email address registered to your learner record for all communications including to send you your open book examination login and registration details.

Reasonable adjustments and access arrangements

The NEBOSH Policy and procedures for access arrangements, reasonable adjustments, and special considerations can be found [here](#).

If you need to apply for a reasonable adjustment or access arrangement for the open book examination, please request this through your Learning Partner.

Please note: If you have been granted a revised examination paper, for example, a different coloured background, you will receive a modified PDF within the NEBOSH online examination platform.

Email one: OBE registration confirmation

Prior to examination day you will receive an email confirming your registration to the open book examination.

Email two: login details

After you have registered with your Learning Partner, you will receive a login email no later than 8 days before the examination date – this will provide you with the login details you need to access the online examination platform. Please check your email inbox for this email. The email will contain your username (also your learner number) and a temporary password.

When you first log in you will be prompted to change the temporary password. Please keep your username and password details safe ready for your examination day.

Please note: if you have previously taken a NEBOSH open book examination then you will use your existing login details and will not receive this email. If you have forgotten your details, please see 'Resetting your password' on the next page.

You will be able to access the NEBOSH online examination platform, familiarise yourself with the layout and undertake the user tour.

If you have not received this initial login email 7 days before your examination date, please contact the NEBOSH Customer Experience team at obe@nebosh.org.uk.

Please note: You will only be able to access your question paper during the 24-hour window specified for your open book examination.

Tip

We recommend that you log in, change your password and familiarise yourself with the platform before the day of the examination. This will give you more time to focus on your examination.

Access problems

If you have difficulty accessing the NEBOSH online examination platform, please perform the following checks before contacting our Customer Experience team:

- Check your Internet connection
- Check you are using the correct login (this is case sensitive)
- Try using another browser from the list of compatible browsers in the table supplied on the previous page.

Still need help?

If you are unable to access your question paper or are having issues with your examination, please contact our team using the details below and we will be happy to help you.

- Email obe@nebosh.org.uk
- 'Live chat' via our website www.nebosh.org.uk

NEBOSH Open Book Examinations: Technical Learner Guide

Using the online examination platform

Once you have completed the registration process and received your login details, you will be able to access the NEBOSH online examination platform.

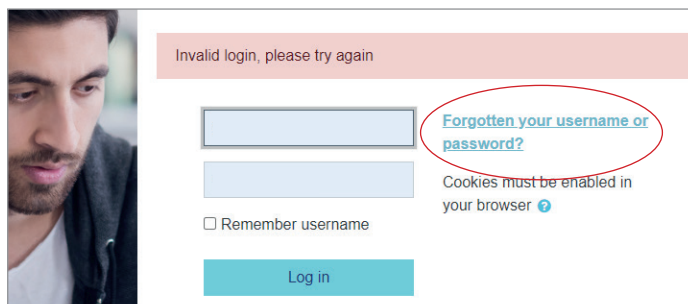
How to log in

Use your username or registered email and the new password you created to log into the NEBOSH online examination platform at <https://learning.nebosh.org.uk>.

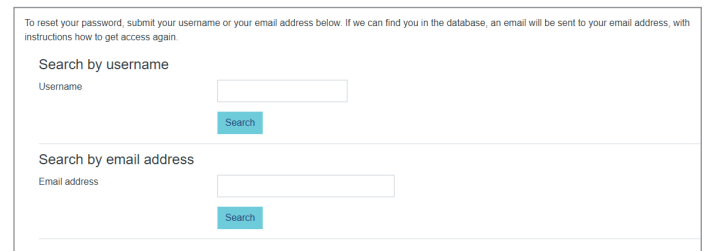


Resetting your password

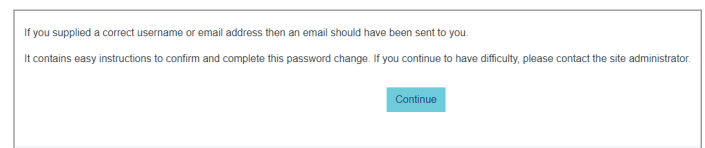
If you are unable to log in or are having issues with your password, click on the *Forgotten your username or password?* link.



You can either search by your username or email address registered. **Remember:** your username can be found in the login details email that was sent to you and is the same as your learner number.



This will then send a password reset link to your registered email address.



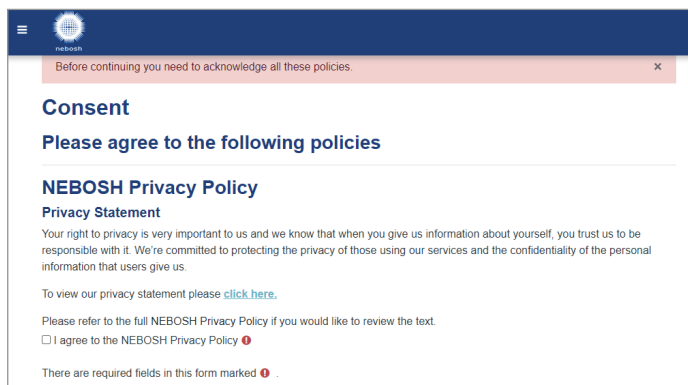
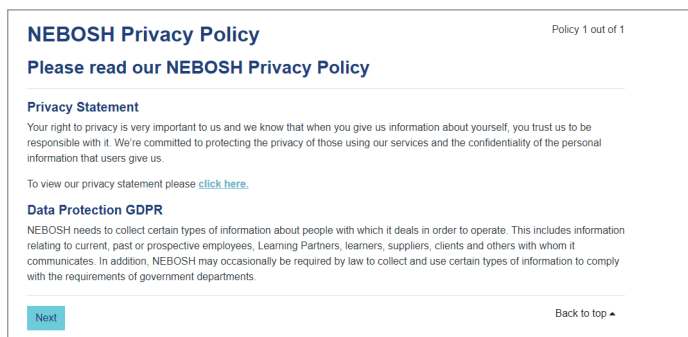
If you have not received your reset password email, please check your junk folder and allow at least ten minutes for the email to come through. If you still have not received it please contact NEBOSH at obe@nebosh.org.uk.

If you have previously taken a NEBOSH open book examination your login details will remain the same. If you have forgotten your password select 'Forgotten your username or password?'. Your username is your learner number.

NEBOSH Open Book Examinations: Technical Learner Guide

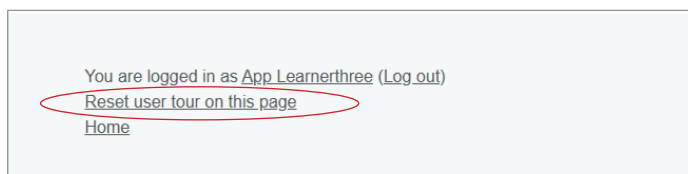
Privacy Statement

The first time you log into the NEBOSH online examination platform an automated privacy statement will appear on the screen. Please read this carefully. By ticking the boxes and clicking 'next' you are agreeing to the terms.



Accessing the tour guide

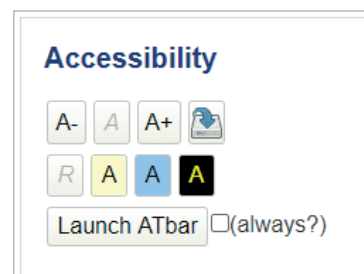
When you access the platform for the first time, a tour is available to highlight its key features. To revisit this tour at any time, scroll down to the bottom of any of the pages and select the *Reset user tour* on this page link.



How to change the font and background colour

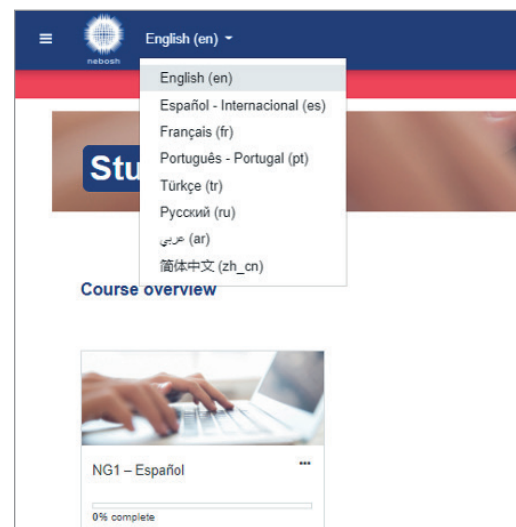
It is possible to change the font size and background colour you see in the NEBOSH online examination platform.

Click on the Accessibility box on the right-hand side of the homepage to select from the available options.



How to use the online examination platform in another language

Click on the button and arrow next to the NEBOSH logo in the top left hand corner of your screen. You will be presented with a list of language options - select your chosen language.



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On the day of the examination

The NEBOSH Open Book Examinations: Learner Guide provides you with useful pointers to help you prepare for and complete your open book examination, including guidance on:

- How to revise and prepare your notes
- Creating a workspace conducive to success
- The examination format and how to answer questions well
- Word counts
- How to reference materials used during your open book examination
- NEBOSH's policy on malpractice, plagiarism and collusion

Read

NEBOSH Open Book Examinations: Learner Guide

This document can be found at
<http://www.nebosh.org.uk/obe-resources>.

Please remember the deadline will be UK local time so if you are completing the examination outside of the UK you will need to make sure you consider any time zone differences. Please find a world clock [here](#).

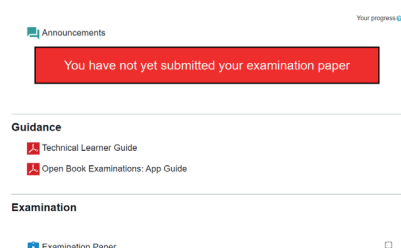
Downloading your open book examination question paper and materials

Downloading your examination and answer template

When you log in on the day of the OBE you will see the unit examinations you have been registered for.



During the 24-hour window, once you click onto the required unit, you will see an examination file available for you to download.



Within this examination file, you will find the question paper, an answer template and any applicable supporting material for your examination. Once you have downloaded these documents, you have everything you need to sit your examination.

Answer template

It is not compulsory to use the answer template provided, however it is recommended. The first section of the answer template will need to be completed with your:

- Name
- NEBOSH learner number (your username)
- Learning Partner details

Please note: if you use the answer template, it is important that this is downloaded and used to complete your work offline. If you remain logged into the platform while completing the examination, you will be timed out and may lose your work. Save the answer template to your computer and remember to keep saving the document.

If you decide not to use the answer template, you will need to include the same information on your submission, including:

- Unit code (e.g. NG1)
- Examination date
- Your name
- Your NEBOSH learner number (your username)
- Learning Partner name
- Page numbering and question numbers next to each of your responses. You do not need to copy out the questions
- Word count (this does not include the references)
- A list of references you have used

What is a Learning Partner?

A Learning Partner is the organisation that provides your training course and registers you for your examination.

Please note: Handwritten submissions will also need to include a word count. The word count does not include the references you have used.

Top tip: Remember to save your work regularly while completing your answers.

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Submitting your open book examination answer paper

Accepted formats

Ideally your answers to the open book examination should be prepared electronically. You can submit and upload them via the NEBOSH online examination platform in any of the formats listed below:

- PDF
- JPEG
- doc
- docx
- PNG

If you cannot access a computer and are using a smartphone or tablet you may handwrite your answers. If you handwrite your responses, please write legibly, and upload clear photographs of each page of your work. These photos will need to be uploaded as either a PDF, JPEG or PNG using the naming protocol in the section opposite – please check your smartphone settings to ensure your photos are saved as these file types only.

Read

If you are using a smartphone or tablet to complete your open book examination please use the Moodle App for a better experience and read the NEBOSH Open Book Examinations: App Guide for further information.

This document can be found at
<http://www.nebosh.org.uk/obe-resources>.

Please note: the file size limit is **100MB in total**. The system cannot accept anything that exceeds this. If you upload multiple files, they should not collectively exceed the 100MB limit and **the maximum number of files that can be uploaded is 20**. Please make sure you delete any unwanted uploads before the 24-hour period is up.

Naming your documents

It is important that you name your answer paper document(s) correctly to allow NEBOSH to identify your documents. Please name your submission using the following information:

- Surname
- First name
- NEBOSH learner number – your learner number can be found on the initial log in details email and is also your username
- Learning Partner name
- If you are submitting images for a handwritten examination, please make sure you add page numbers to the document name, as this will help the Examiner to mark them in the correct order.

For example:

Smith John 00123456 NEBOSH Learning Partner

Important

Do not delete the file extension when renaming your documents. For example, you must keep .doc, .pdf, .JPEG after the name of your document(s).

Submitting your OBE

It is strongly recommended that you do not leave it until the deadline to upload your answer paper(s) as delays may be experienced due to the high volume of learners accessing the platform.

- Click on the 'Add submission' button at the bottom of your examination page.

Submission status

Submission status	No attempt
Grading status	Not marked
Due date	Saturday, 4 July 2020, 12:00 PM
Time remaining	23 hours 38 mins
Last modified	-
Submission comments	Comments (0)

Add submission

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- Once this has been selected, you can then choose the file to upload by clicking the below “file” icon.

☐ Declaration: by submitting this examination for marking I declare that it is entirely my own work. I understand that falsely claiming that the work is my own is malpractice and can lead to NEBOSH imposing severe penalties (see the NEBOSH Malpractice Policy for further information).

Maximum file size: 100MB, maximum number of files: 20

You can drag and drop files here to add them.

Accepted file types:
Image (JPEG) .jpg .jpeg .png
PDF document .pdf
Word 2007 document .docx
Word document .doc

- Once you have clicked on the file icon the below box will appear for you to browse your computer and select your file.

File picker

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

No file chosen

Save as

Author

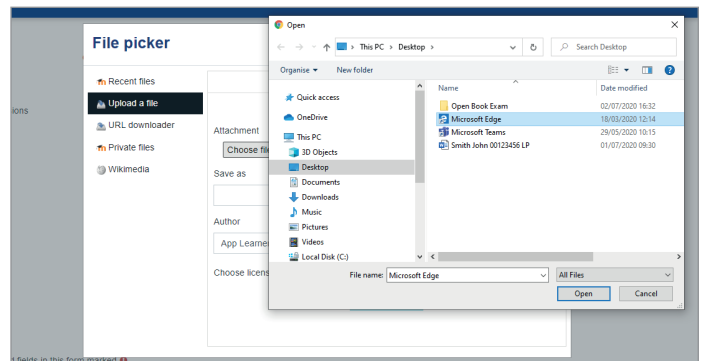
A Learner

Choose license All rights reserved

- Alternatively, you can use the drag and drop option into the blue arrow section below.

You can drag and drop files here to add them.

- Once you have selected your files you can upload them.



Please note: If you are uploading multiple files, they should be selected and uploaded one at a time. They cannot all be selected at once.

- Finally, click the ‘save changes’ button at the bottom of the page, to confirm upload.

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Statement of own work

When you submit your examination, you will be asked to confirm that the work is your own. Further information on our malpractice policy can be found on our website by clicking [here](#).

Please note: You cannot submit your examination answer paper unless you have ticked this box.

☒ Declaration: by submitting this examination for marking I declare that it is entirely my own work. I understand that falsely claiming that the work is my own is malpractice and can lead to NEBOSH imposing severe penalties (see the NEBOSH Malpractice Policy for further information).

Confirmation your submission has been received

Once you have submitted your examination answer paper, the NEBOSH online examination platform screen will display a confirmation in green, as shown in the screenshot below.

Submission status	
Submission status	You have successfully submitted your examination paper.
Grading status	Not marked
Due date	Saturday, 4 July 2020, 12:00 PM
Time remaining	23 hours 31 mins
Last modified	Friday, 3 July 2020, 12:28 PM
File submissions	OBE Submission- Learner Number - Learner Name - PDF.pdf 3 July 2020, 12:28 PM

Editing/deleting submission

You can edit or delete and replace a submission at any time during the 24-hour examination period.

- Click on your uploaded examination file.

Maximum file size: 100MB, maximum number of files: 20

Files

OBE Submi...

Accepted file types:

Image (JPEG) jpg jpeg jng
PDF document pdf
Word 2007 document docx
Word document doc

Save changes Cancel

- An option box will appear, you can either select 'delete' at the top or 'update' in blue.

Edit Surname Forename
00123456 NEBOSH Learning
Partner....

Download Delete

Name Surname Forename 001234

Author A Learner

Choose license All rights reserved

Path /

Update Cancel

Last modified: 6 October 2020, 3:58 PM
Created: 6 October 2020, 3:58 PM
Size: 26.7KB

- If removing your submission to add an updated version, a confirmation box will appear to confirm you wish to delete the document.

Are you sure you want to delete this file?

OK Cancel

- Once this has been removed, follow the steps above to submit your updated examination document.

Please note: If you delete a file after submitting, the green confirmation of submission message will remain displayed on the screen. Please make sure you are submitting your answers rather than the question paper or other associated documents.

Difficulties uploading your submission?

If you experience any difficulties uploading your answer paper please contact the NEBOSH Customer Experience team immediately, we are here to help.

- Email obe@nebosh.org.uk
- 'Live chat' via our website www.nebosh.org.uk

Please note: Failure to report any issues to NEBOSH could result in your submission not being accepted.

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After the examination

Special considerations

If you think that your performance in your open book examination has been negatively affected by temporary illness, bereavement, injury, or adverse circumstances that arose at or near the time of assessment you can apply for special consideration.

Our Policy and procedures for access arrangements, reasonable adjustments, and special considerations, can be found [here](#).

Please contact your Learning Partner if you think special consideration should be applied. They will complete an application on your behalf where appropriate.

Closing interview

Once you have submitted your answer paper your Learning Partner will be in touch to arrange a convenient time to conduct your closing interview.

The purpose of the closing interview is to confirm that the work you have submitted is your own and that you did not have assistance in completing your assessment. The Interviewer will ask you questions about your open book examination submission.

Though the closing interview is not an assessment, it must take place before your results can be declared.

Results

Results will be issued up to 50 working days from the examination date and sent to the email address registered to your learner record.

It is recommended that you keep a copy of your original submission until your results are declared should there be any technical difficulties in the download of your examination paper.

Read

Further information to help you prepare for your closing interview is available in the NEBOSH Open Book Examinations: Learner Guide.

This document can be found at <http://www.nebosh.org.uk/obe-resources>.

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 [@NEBOSHTweets](https://twitter.com/NEBOSHTweets)

 www.youtube.com/neboshofficial

NEBOSH

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NEBOSH, the National Examination Board in Occupational Safety and Health,
is a world leading provider of health, safety, environmental and wellbeing qualifications.

Registered in England and Wales | Company number: 2698100 | Registered charity number: 1010444

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