



electrotechnical
certification
scheme

ONLINE ASSESSMENTS

Company Guide

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Administered in England, Wales and Northern Ireland by the Joint Industry Board for the Electrotechnical Industry



Administered in Scotland by the Scottish Joint Industry Board for the Electrical Contracting Industry

INTRODUCTION

The Electrotechnical Certification Scheme (ECS) Remote Invigilation assessment system allows ECS assessments to be delivered by licensed assessment venues on demand, directly to their staff under company supervision. This guide is for the set up of Remote Invigilation assessments by the Employer, rather than invigilated assessments (in a room with an invigilator).

When an ECS Health Safety and Environmental (HS&E) assessment has been passed, the delegate's record is updated with the result and this is made available for ECS card applications in MyECS and the ECS Employer Portal.

Each Licensed Organisation must have a Licence Manager who takes responsibility for the administration of the assessment system under the licence. Assessments taken under the Remote Invigilation system must be setup and overseen by the Licence Manager.

It is possible to make an ECS card application before the ECS HS&E assessment is taken (apply pending HSE assessment). The application will be placed on hold until the HS&E assessment has been passed. For more information, please see www.ecscard.org.uk/RIS.

1.1 Licence

Under the terms of the licence the Licensed Organisation is allowed to deliver the ECS assessments to its employed staff who are listed on the ECS Employer Portal.

The licence does not allow an organisation to offer open access to assessments to anyone not engaged directly with the licensed company's business operation.

The Licence Manager must ensure the security of the ECS assessment system, and all requirements of the scheme are fully met.

1.2 Data Protection

Personal data obtained by the JIB in relation to individuals is processed in accordance with current data protection legislation. The legislation may be updated, extended and modified from time to time, and in line with the General Data Protection Regulations 2018 (GDPR) and the Data Protection Act 2018. Details of the JIB's Privacy Policy are available from the JIB website www.jib.org.uk or on request from the Data Protection Officer at dataprotectionofficer@jib.org.uk.

1.3 Equipment

The ECS assessment system requires a suitable laptop or desktop computer for the assessments with a working and stable internet connection.

Computers should be running a minimum of Windows 7 or Mac OS X 10.8 with the latest version of either Google Chrome or MS Edge. The browser must have the webcam enabled and 'allow redirects' activated for the assessment system to work.

Details of the minimum equipment specification are listed in the 'IT Supported Systems' document available in the policies and documents section, located in the footer of the ECS card website www.ecscard.org.uk.

1.4 Payment for Assessments

All fees are due at the time of purchase and must be paid in full to the JIB. To make a payment, the company may purchase Test Credits. These can be purchased in advance by credit or debit card or by BACs transfer and held within your account. You can also pay for the required credits by credit or debit card at the time an assessment is setup. Test Credits do not have an expiry and are available until converted to an assessment.

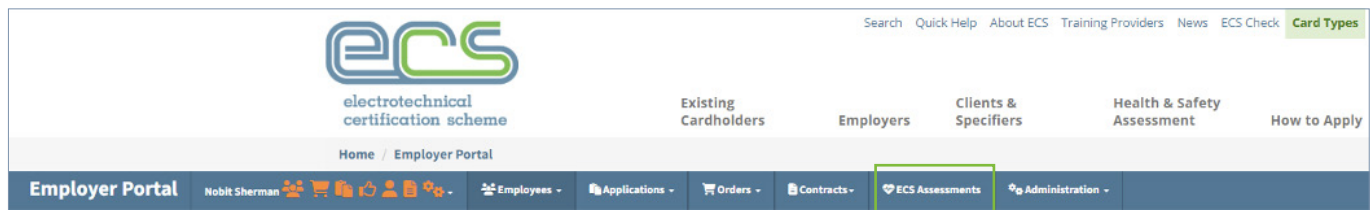
2. PREPARING FOR THE ASSESSMENTS

For ECS assessment system to work effectively, the following conditions will need to be considered first:

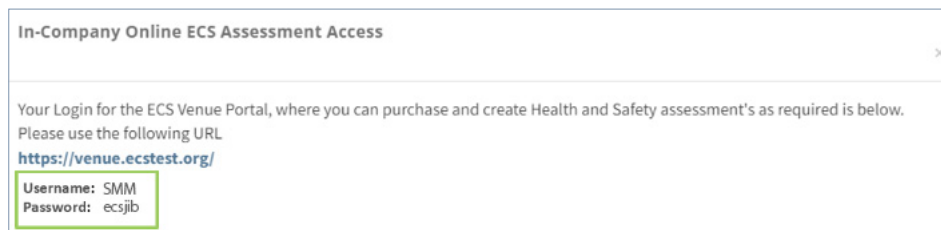
- The company must set up the assessment for the delegate.
- Only employees who are listed on the **ECS Employer Portal** will have the assessment setup for them. You can add more employees via the ECS Employer Portal. For guidance watch the video by clicking the link below.
[ECS Employer Portal – Adding New Employees](#)
- The company must provide a suitable place to take the assessment, where the delegate will not be disturbed.
- The web browser must have JavaScript enabled to function correctly. To check this you can use the Computer Test links provided to verify the system is setup correctly. These are available from the Help section, which can be found when logged in to the assessments portal (see Section 2.2).
- Test credits **MUST** be purchased. Sufficient credits are required on the system to create assessments and to create a retest if needed. To view receipts and invoices, log into the ECS Assessment system (via the tab in the Employer Portal) and click on the **'Accounts'** tab.
- When paying for credits by **BACS**, a remittance advice must be sent to JIB accounts with the invoice number and company details to ensure that the credit is allocated correctly.

2.1 Accessing the ECS Online Assessments System from the Employer Portal

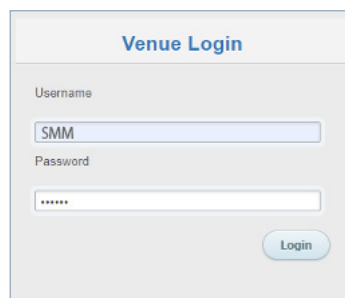
To access the assessments system, you will need to be logged into the ECS Employer Portal, from there click on the ECS Assessments tab as shown below.



Next you will see your login details and the link to the ECS Assessments system will be shown on the next page.



Click the link <https://venue.ecstest.org/> to access the portal where you can then add your log in details and click Login.



2.2 Accessing Help in the Assessment System

Once logged in to the assessment system you can access the help section to access different guidance on the system. Click on the Help button as shown and from there you can select the topic that you wish to read information on.

You have 0 test credits available, to purchase further credits [click here](#).

FAQ
Error – After delegate has confirmed personal details when starting test
Remote Invigilation Delegate Email Not Received
Photograph Requirements
Venue Licence
Support for Delegates
ECS HS&E Venue User Guide
Correct links to access to ECS assessment system
Common support enquiries
Minimum Computer requirements
Venue Manager Computer Test
Invigilator Computer Test
Delegate Computer Test
GDPR / Terms & Conditions
ECS HS&E Assessment Photo Capture
Link to Practice Test

3. HOW TO PURCHASE ECS TEST CREDITS

To use the system, you will need to purchase test credits. For those purchasing in bulk of 10 or more, there are several ways to add credits. The minimum number of credits that can be purchased is 1, and the price of the credit will depend on company's membership status with the JIB (to find out about discounted services for members, please email membership@jib.org.uk).

3.1 Purchasing fewer than 10 credits

Once you have logged into the ECS Online Assessments portal under the accounts tab click on Purchase Credits.

Accounts Exam List Create Exams Change Password Help

You have 0 test credits available, to purchase further credits click [here](#).

Test Credit Balance: 0

Purchase Credits

Pre Paid Exam Payments

Payment #	Your Ref #	Valid Payment	Total Ex	Total Inc	Payment Type	# Credits	Created On	Pro-Forma	Receipt
HS/CP/YAA/20231002105411			74.00	88.80	Credit Card -	2	02-10-2023		

Next you will need to enter the number of credits you wish to purchase and click on Calculate to see the total value of the credits you have selected. Once done you can click on Purchase Credits. The payment screen will open and you can make your payment by credit or debit card to complete the purchase.

Please enter the number of Test Credits that you would like to purchase

Number of Credits *

Test Credit Purchase Price (ex. VAT)

Total ex Vat:

Total Inc Vat:

Note: Fields with a * are mandatory.

When you pay online, you will be transferred to a secure site hosted by Barclaycard, a well-known intermediary created to safeguard and process credit card information. For further information, please see the Barclay website - <https://www.barclaycard.co.uk/business/accepting-payments/payment-gateways>.

3.2 Purchasing more than 10 credits

If purchasing 10 or more credits you can pay by bank transfer or by credit card or debit card.

1. First you will need to enter the number of credits you wish to purchase and then click on calculate as shown above. The following screen will then open:

Please enter the number of Test Credits that you would like to purchase

Number of Credits *

Test Credit Purchase Price (ex. VAT)

Total ex Vat:

Total Inc Vat:

Payment Type:

Payment Reference / Purchase Order #:

Note: The process for Bank Transfers is as follows

- Confirm the number of credits to purchase above and use the 'Purchase Credits' button below to save the payment.
- A Pro-Forma invoice will be sent to your accounts contact (Delta Dog), use the bank details on this invoice to pay with.
- Once the 420.00 has been reconciled, 10 credits will be assigned to your account and a receipt will be emailed

Note: Fields with a * are mandatory.

When you pay online, you will be transferred to a secure site hosted by Barclaycard, a well-known intermediary created to safeguard and process credit card information. For further information, please see the Barclay website - <https://www.barclaycard.co.uk/business/accepting-payments/payment-gateways>.

2. Ensure you select your payment option and add a **Payment Reference** if you are paying by bank transfer.
3. Click on Purchase Credits and the payment screen will be shown.

If paying by BACs an invoice will be raised and emailed to you.

Once the payment is received the credits will be added to your account, typically within 5 working days.

4. SETTING UP AN ASSESSMENT

For Invigilation Type select Proctored for assessments that will be invigilated by the online system.

See www.ecscard.org.uk/RIS for more information about Invigilation Type and video guidance.

For Exam Type select ECS HS&E Assessment for the Health, Safety and Environmental Assessment. For other technical assessments click on the arrow to choose from the list.

Select how many people will be sitting the assessment under 'Number of Exams' section.

Invigilation Type * By Invigilator
 Proctored

Exam Type * ECS HS&E Assessment - Electrical

Upload File Choose file No file chosen Upload

OR

Number of Exams 5

* Mandatory fields

Next

Next enter all the details of the delegates as highlighted below and click save once you have completed this.

Title	First Name	Last Name	NI Number	DOB	Email	Employer Ref
1 Mr	*	*	*	*	*	*
2 Mr	*	*	*	*	*	*
3 Mr	*	*	*	*	*	*

Note: All delegate details above must be completed. As these exams will be remotely monitored, a photograph of the delegate must exist on file or be uploaded prior to the exam taking place. A list of delegates without an existing photo on file will be listed.

Save

The delegates will now be added to your exam list.

Successfully created 3 tests, you may now export these using the Export button below or click the Exam List above to view them.

Name	NI Number	Dob	Email	EmployerReference	Invigilator ID	Exam Code	
Test Record	ECS2345678	27-09-1988	ecs@ecs.org.uk	12345	WZAE05644-387281	WZAE1023387281	Show Detail
Record Test	ECS3456789	19-10-1991	ecs@ecs.org.uk	12345	WZAE05644-387282	WZAE1023387282	Show Detail
Nobit Test	ECS1234567	07-03-1987	ecs@ecs.org.uk	12345	WZAE05644-387280	WZAE1023387280	Show Detail

The following delegates we do not have a photo on record for OR the photo is not of a quality required for the proctoring test. NOTE: They will not be able to log into their assessment until a photo is uploaded, this can be done via the test detail link.

[Nobit Test - WZAE1023 - Test Detail](#)
[Test Record - WZAE1023 - Test Detail](#)
[Record Test - WZAE1023 - Test Detail](#)

4.1. Adding a New Photograph

Under exam list select the delegate you wish to add a photo for by clicking on Capture Photo as highlighted below.

Missing Photo
 Today
 Outstanding
 Completed
 Search

78 Exams Found

Search / Refresh Clear Search

Move Tests to Another Invigilator
 Export

Invigilator ID	Exam Code	First Name	Last Name	Employer Reference	Invigilator	Exam Type	Start Time	Score	Result	Delete
WZAED5644-387282	WZAE1023387282	Record	Test	12345	Proctoring Invigilator	Electrical			Show Detail	Capture Photo Chrome
WZAED5644-387281	WZAE1023387281	Test	Record	12345	Proctoring Invigilator	Electrical			Show Detail	Capture Photo Chrome

Next view the photo ID and then either use your computer webcam to take the delegates photo or upload a photo you have on file.

A passport style photograph is required with a plain background, there should be no lights, doors, windows etc in view. Your eyes should be open, you should have a neutral expression, and be looking directly at the camera.

Position the face so that it fills the target area to ensure that the subject is positioned correctly.

Take Photo

Select photo...

Please note: The picture taken must be a passport style photograph as shown below.

35mm

At least 29mm

No more than 34mm

45mm

Select the photo ID Type and if everything is fine click Finalise and Save.

A passport style photograph is required with a plain background, there should be no lights, doors, windows etc in view. Your eyes should be open, you should have a neutral expression, and be looking directly at the camera.

I hereby confirm that this is a true and recent photo which conforms to the requirements of the ECS Scheme. I also understand that problems with this photo may delay processing.

Photo ID Type:

Drivers Licence

Passport

Existing ECS Card

Other Photo ID

Finalise and Save

<< try again

Your delegate will now show with a photograph as shown below.

Delegate Details

Name: Test Record
 Personal Email: ecs@ecs.org.uk
 Business Email: [redacted]
 NI Number: ECS2345678
 DOB: 27-09-1988
 Mobile Phone: [redacted]
 Employer Reference: 12345
 Address: [redacted]

Start Date: --
 Finish Date: --
 Test Score: --
 Result Sent: --
 Time to Complete: 30 Minutes
 Exam Type: ECS HS&E Assessment - Electrical
 Invigilator ID: WZAED5644-387281
 Exam Code: WZAE1023387281

Capture New Chrome

Edit Delegate

Delete Test

4.2 Sending Delegates Assessment Login Details

Venue Detail Accounts Invigilators Invigilator Training **Exam List** Create Exams Delegate H & S Search Change Password Help

Missing Photo
 Today
 Outstanding
 Completed
 Search

137 Exams Found

Search / Refresh Clear Search

Move Tests to Another Invigilator
 Export

Export All Tests Listed Below Export Selected - Delegate List **Email Selected - Exam Login Details** Export Selected - ECS Card Creation

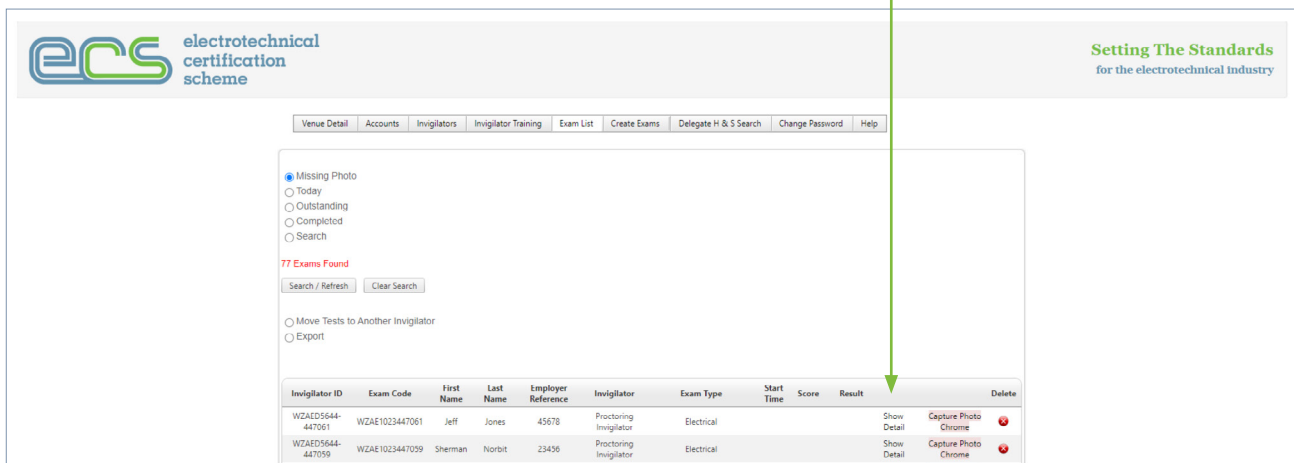
<input type="checkbox"/>	Invigilator ID	Exam Code	First Name	Last Name	Employer Reference	Invigilator	Exam Type	Start Time	Score	Result	Delete	
<input checked="" type="checkbox"/>	WZAED3048-4789	WZAE03154789	Vm	Media	xx88xx	Emma Fay	Electrical			Show Detail	Capture Photo Chrome	✖
<input checked="" type="checkbox"/>	WZAED3010-2329	WZAE10142329	Tony	Walters		Little Dog	Electrical			Show Detail	Capture Photo Chrome	✖
<input checked="" type="checkbox"/>	WZAED3011-2110	WZAE09142110	Test	Three		Sharon Osbourne	Electrical			Show Detail	Rel Capture Photo	✖

To send emails to your delegates with the assessment login details, complete the steps below:

1. Click the Exam List tab at the top of the screen.
2. Ensure Outstanding and Export are selected.
3. Click Search & Refresh.
4. Select all the individuals you wish to send login details to.
5. Click 'Email Selected - Exam Login Details'.

5. HOW TO ADD DELEGATE TIME

To add time on a delegate's assessment, click on Show Detail from the home page of your ECS assessments account.



A screen will pop up showing you, their details. Click on Increase Time at the bottom right of the screen.



6. ASSESSMENT ADMINISTRATION

6.1 Changing a Delegate

When using the Remote Invigilation system, it is not possible to re-allocate an assessment to another delegate. The assessment must be deleted and a new assessment setup for the new delegate. This can only be done if the assessment has **NOT** been started.

6.2 Deleting a Delegate

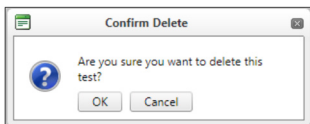
When logged into your ECS assessments account, you will see a list of all the delegates you have registered for assessment.

A delete icon is also shown at the end of each row as shown below.

The screenshot shows the ECS assessment administration interface. At the top left is the ECS logo and 'electrotechnical certification scheme'. At the top right is the slogan 'Setting The Standards for the electrotechnical industry'. Below the header is a navigation menu with options: Venue Detail, Accounts, Invigilators, Invigilator Training, Exam List, Create Exams, Delegate H & S Search, Change Password, and Help. A search filter is set to 'Missing Photo'. Below the filter, it says '77 Exams Found' and has 'Search / Refresh' and 'Clear Search' buttons. There are also options for 'Move Tests to Another Invigilator' and 'Export'. A table lists delegates with columns: Invigilator ID, Exam Code, First Name, Last Name, Employer Reference, Invigilator, Exam Type, Start Time, Score, Result, and Delete. The table contains two rows of data. The 'Delete' column for each row contains a red 'x' icon. A green arrow points to the red 'x' icon in the second row.

Invigilator ID	Exam Code	First Name	Last Name	Employer Reference	Invigilator	Exam Type	Start Time	Score	Result	Delete
WZAE0644-447981	WZAE1023447061	Jeff	Jones	45678	Proctoring Invigilator	Electrical			Show Detail	Capture Photo Chrome
WZAE0644-447059	WZAE1023447059	Sherman	Norbit	23456	Proctoring Invigilator	Electrical			Show Detail	Capture Photo Chrome

To delete a delegate simply click the red 'x' and confirm to delete by clicking OK.



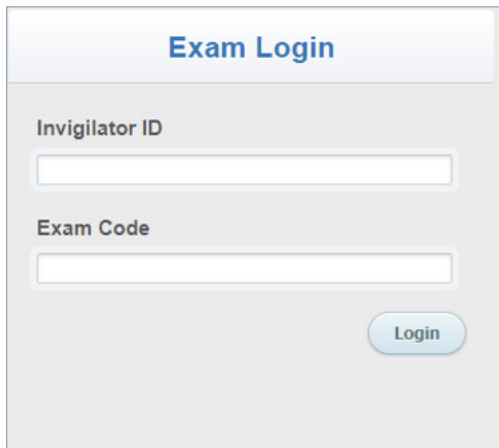
Once completed, the system will restore the Test Credit so that it is available to create a new assessment.

Please Note, you cannot change the assessment details from one delegate to another.

7. WHAT DELEGATES SEE

7.1 Preparing for the Assessment

In order to start the assessment, the delegate will need to login to the examination website, <https://examproct.ecstest.org> using their Invigilator ID and Exam Code.



The image shows a web form titled "Exam Login". It contains two text input fields: "Invigilator ID" and "Exam Code". Below these fields is a "Login" button.

Once logged in, the delegate will go through a series of steps before starting their exam. It is important to remember the delegate will be monitored while they are using the ECS assessment Remote Invigilation system.

Note: For the assessment to work, the correct webcam **MUST** be selected, and 'allow redirects' activated in the web browser being used. Your company's IT support will need to assist if the assessment does not work due to one of the above issues.

In the personal information section, the delegate must ensure they have checked their personal information to ensure there are no errors. If there are any issues, these will need to be amended by the invigilator.

7.2 Assessment Conditions

ECS Assessment System

Welcome to your automated online assessment.

During your assessment you will be constantly be monitored and your actions recorded to assess your exam performance. To do this we will monitor your webcam, microphone, keyboard and mouse.

Please make sure that your attention is always totally on the assessment. If it is suspected that you have been helped by anyone or you are distracted by anything you will fail the assessment.

Next

The Room Around You

Before you carry on, take a moment to make sure that you are ready for the assessment and that you are sitting in a safe environment using a desktop or laptop computer on stable work station or desk.

You must make sure that you:

- Do not have any other computing devices around you
- Do not have access to any reference material, including electronic devices that could retrieve reference material
- Do not have any other computer screens connected to your computer
- Do not leave or move out the current browser window or go to another browser tab at any time for any reason
- Do not have any other person in the room with you
- Do not move out of view of the webcam at any time

All these things will be monitored and will result in an automatic failure of your assessment.

Only continue once you have made sure that you are ready and can comply with everything in the list above.

Next

Are you paying attention?

Throughout your activity when you see one of these targets:



You MUST click on each and every one immediately.

This is part of our behavioural monitoring to ensure that your focus is always and only on the current activity. If you fail to click on these when they appear it will be flagged to a moderator and may result in failure of your assessment.

Next

Your Photo ID

There will now be a series of screens for you to make sure your details are correct and for us to check your identity.

You must make sure that these details are correct before you start your assessment as they cannot be changed once you have started the assessment.

Make sure you have your current Photo ID (**such as a passport or photo driving licence**) with you before you click the next button.


Next

7.3 Personal Information

In this section, the delegate can update their contact details, however **first name, last name and National Insurance number**, can only be amended by the ECS Team as these relate to account creation. Please see the Contact Us section of the ECS website if such a request is required.

Please ensure the email address is correct as this will be the address used for confirmation of assessment result.

Exam Type: BCIA00



Mr ▼

Contact Number: *

Address Line 1 *

First Name *

Last Name *

NI Number *

DOB *

Personal Email *

Business Email

Nationality

Ethnic Origins

Address Line 2

Address Line 3

Town *

County

Post Code *

* I confirm that all information provided above is true and accurate.


* By continuing with this assessment you agree to the JIB securely storing your personal information provided from this Assessment for the purposes of an ECS application.

Please Note:
 Your details must be correct **before** you start this test.
 Once you click Start your details are locked and cannot be changed.
 Tell your invigilator now if any details are incorrect.

7.4 Assessment Conditions

Please wait

Connecting to Web Services. Please wait a moment, this page will transition once connected.



Assessment Conditions

You are about to start the assessment process.

You must:-

- Have your Photo ID (Passport or Photo Driving Licence) with you
- Be in a room on your own
- Not communicate with anyone during your assessment
- Pay attention at all times
- Make sure your face is clearly seen in the webcam
- Have a plain background
- Make sure your computer is placed on a stable flat surface
- Keep looking at the screen at all times


You must treat this assessment as if you are in an exam room with an invigilator.
Remember you are now being monitored.

Click the NEXT button below to continue ...

7.5 ID Verification

Please wait

Connecting to Web Services. Please wait a moment, this page will transition once connected.



Before we start the assessment we will verify your identification.
Please make sure that you are sitting centrally in front of your webcam.
This picture shows the position you need to appear to the webcam.
We will now take a picture of you using to ensure you are the person we are expecting.

Click the NEXT button below to continue ...

After these screens the delegate will then go through ID verification and proceed to start the exam.

You can also watch the video below on how to sit your ECS Assessments.

www.ecscard.org.uk/RIS

APPENDIX

Assessment Conditions Warning

The delegate will be monitored while they are using the ECS assessment Remote Invigilation system.

The delegate **MUST**:

- Not communicate with anyone during the assessment.
- Ensure their computer is placed on a flat stable surface.
- Not at any time move out of view of the webcam, their full attention **MUST** be always on the computer screen and ensure their face is visible all the time.
- Have a plain background behind them.
- Not have any other computing devices around them.
- Not have access to any reference material, including electronic devices that could retrieve reference material.
- Not have any other person in the room with them.
- Not leave or move out the browser window they are using or go to another browser window or tab with their mouse at any time for any reason.

The delegate **MUST**:

- Ensure their computer is placed on a flat stable surface.
- Have a plain background behind them.
- Ensure their full attention is always on the computer screen and that their face is visible all the time.

The delegate **MUST NOT**:

- Communicate with anyone during the assessment.
- Move out of the view of the webcam at any time.
- Have any other computing devices around them.
- Have access to any reference material, including electronic devices that could retrieve reference material.
- Have any other person in the room with them.
- Leave or move out the browser window they are using or go to another browser window or tab with their mouse at any time, for any reason.



is administered by the



in England, Wales & Northern Ireland
ecscard.org.uk

and by



in Scotland

Tel: 0131 445 9216

Email: ecs@sjib.org.uk
sjib.org.uk