

ECS Health Safety and Environmental Assessment Venues User Guide

This user guide is for companies and organisations that have met the requirements to hold an ECS assessment venue licence so they can provide the assessment, under invigilation, to their directly employed staff.

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Introduction

The Electrotechnical Certification Scheme (ECS) Health Safety and Environmental (HS&E) assessment is specifically designed to meet the requirements of electrotechnical personnel for the purpose of applying to be registered with the ECS and for the issue of an ECS Card.

An ECS Health Safety and Environmental licensed organisation can offer ECS HS&E assessments to their staff directly on demand without the requirement to book and travel to an assessment venue away from the normal operation of the company.

Results of the assessment are notified by email to the delegate as soon as the assessment is complete. The result is also made available to the venue via the online assessment system.

Once the ECS HS&E assessment has been passed the delegates record is updated with the result is made available for ECS card applications in MyECS and the ECS Employer Portal.

Each Licensed Organisation must have a License Manager who takes responsibility for the administration of each assessment booked and taken under the licence. The License Manager must be trained by the JIB to administer the ECS HS&E assessment system. Each licensed organisation must also have one or more licensed invigilators trained to deliver ECS HS&E assessments. The Licensed Manager may also be an invigilator.

Licence

Under the terms of the licence the licensed organisation is allowed to deliver the ECS HS&E assessment to the organisations employed operatives and subcontractors engaged directly in the company's operational activities only.

The licence does not allow an organisation to offer "Open Access" to the ECS HS&E assessment to anyone not engaged directly with the licenced companies business operation.

JIB Registered or Preferred Training Providers are allowed to hold a licence to offer assessments directly to their students for the purpose of applying for an ECS card and for their staff but not "Open Access" assessments to third parties regardless of their affiliations.

Venues must ensure the security of the ECS HS&E system and that all their invigilators maintain the requirements of the venue licence.

Support

Support for the Licence Manager is available from the JIB by email: invigilators@jib.org.uk or Phone: 01322 661 608.

Invigilator support is provided by the Licence Manager.

There is also a help section available once Invigilators have logged in to the system.

Equipment

The ECS HS&E assessment online system requires suitable computer equipment for assessments to be administered. The assessment can be undertaken on any web enabled device. However, it is recommended that the device for the delegate to take the assessment has a screen of at least 9 inches. There must be one PC, laptop or tablet for the sole use of each delegate while they take their assessment.

Computers should be running a minimum of Windows 7 or Mac OS X 10.8 with an internet connection and web browser with JavaScript enabled. The latest version of either Google Chrome or MS Edge are recommended. The computer used by the invigilator must be a Windows based machine with the facility to take pictures with an external camera or webcam.

A HD webcam with the manufacturers webcam software loaded is recommended (preferably the webcam should be mounted on a small stand or mini tripod). Details of the minimum equipment specification are listed in the “IT Supported Systems” document available from the ECS Card website - <https://www.ecscard.org.uk/ECS/media/root/downloads/IT-Supported-Systems.pdf>

Data Protection

Personal data obtained by the JIB in relation to individuals is processed in accordance with current data protection legislation as updated, extended and modified from time to time and in line with the General Data Protection Regulations 2018 (GDPR). 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.

Payment for Assessments

All fees are due at the time of purchase and must be paid in full to the JIB. This payment may be undertaken by the company purchasing exam credits which are held on account or by using a credit or debit card at the time an assessment is setup. Exam credits do not have an expiry and are available until converted to an assessment.

There are three levels of login required

1. The venue – access to the ECS HS&E system management screens
2. Invigilator – access to the ECS HS&E assessment management screens
3. Delegate – access to the ECS HS&E assessment.

Setting up the ECS HS&E System

For the ECS HS&E system to work correctly, the following must have been set up BEFORE it is used:

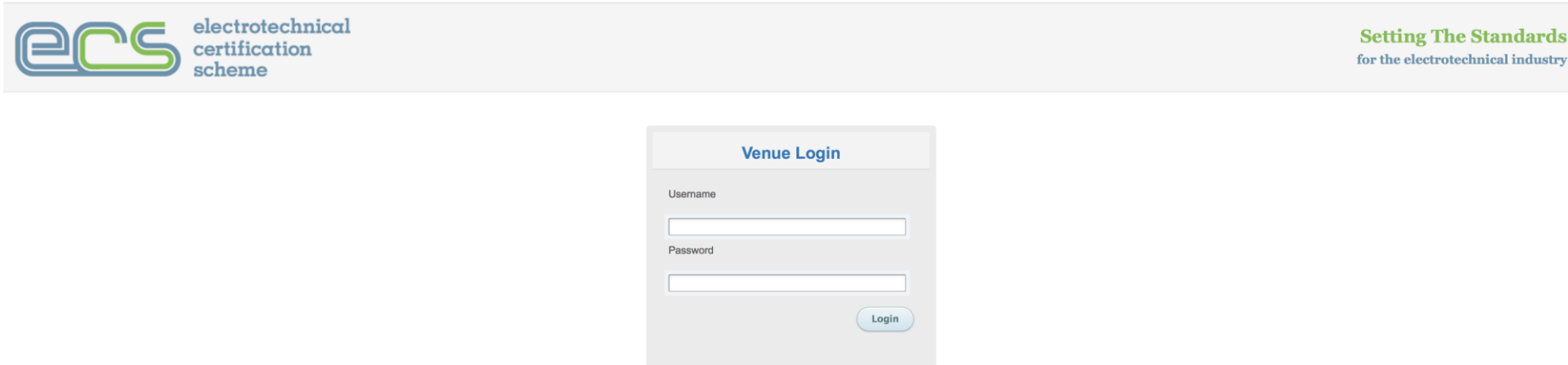
- Invigilators MUST be set up.
- Invigilators details must be correct on the system and an email sent to invigilators@jib.org.uk for them to be made active.
- JIB invigilator training must have been attended by all invigilators.
- Credit MUST be purchased. Sufficient credits are required on the system to create assessments and to create a retest if needed. Receipts and copy invoices are available in the 'accounts' tab.
- A remittance advice must be sent to JIB accounts with the invoice number and company details when paying by BACS to ensure that the credit is allocated correctly.
- The web browser must have JavaScript enabled to function correctly. To check this the "Computer Test" links can be used (available from the Help section) to verify the system is setup correctly.

Note: the system does not support simultaneous logins of different users on the same PC. For example the invigilator cannot be logged in at the same time as the licence manager on the same PC. The system will only recognise the last login made on a computer being used. If multiple simultaneous sessions are needed then separate computers or devices are required.

Venue User Guide

Go to <https://www.ecstest.org/venues/>

Enter username and password provided by the JIB and click 'login'.



The screenshot shows the ECS website header with the logo and tagline "Setting The Standards for the electrotechnical industry". Below the header is a "Venue Login" form. The form has a title "Venue Login" and two input fields: "Username" and "Password". A "Login" button is located at the bottom right of the form.

Passwords are generated automatically and it is recommended you change your password to something more memorable.

How to edit venue details

The licensed organisation's details can be found on the 'Venue Detail' tab. These are the details which the JIB will use to contact the licenced organisation and must be kept up to date.

Click 'Venue Details' tab

Venue Detail Accounts Invigilators Invigilator Training Exam List Create Exams Public Search List Change Password Help

Invigilator Contact

Title: * Mr

First Name: * Paul

Last Name: * O'Shea

NI Number:

DOB:

E-Mail: * pa

Mobile: 079

Business Telephone: 017

Account Contact

Same As Invigilator Contact

Title: * Mr

First Name: * Delta

Last Name: * Dog
(To edit the name and or change the contact person then use the 'Change Contact' button below)

NI Number:

DOB:

E-Mail: * pa

Mobile: 077

Business Telephone:

Venue Detail

Address L1 * Ffrwdgrech Industrial Estate

Update details as required, all fields with the red star * must be completed

How to edit venue details

Venue Detail

Address L1 *

Town: *
]

County:
]

Postcode: *
]

Login Username:
]

Login Password: *
]

Click 'Update'
to save

Add New Invigilator

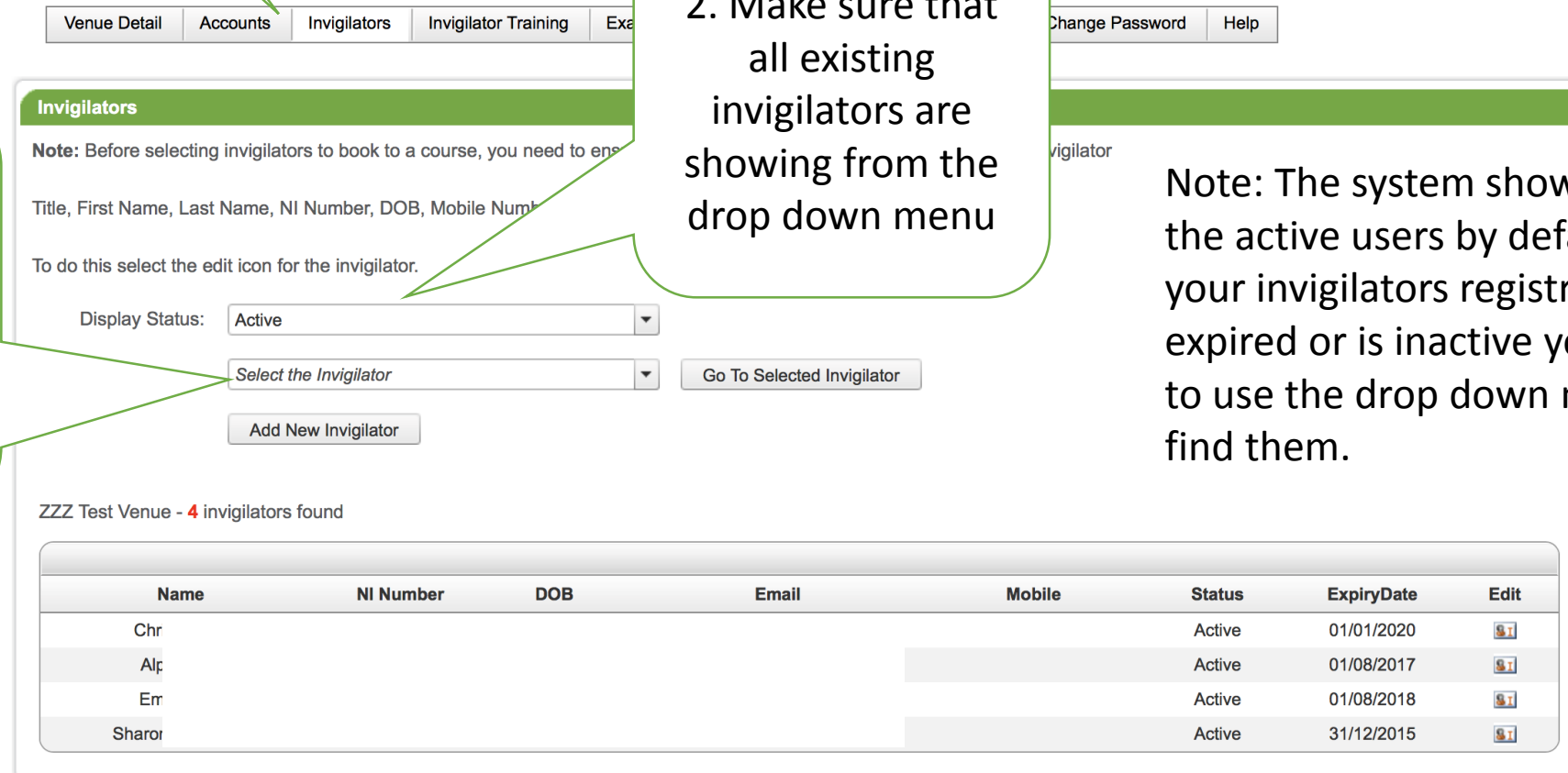
To add a new Invigilator, click 'Add New Invigilator'.

Training for invigilators can be booked by contacting the ECS Invigilator Team at the JIB on invigilators@jib.org.uk.

1. Click 'Invigilators'

2. Make sure that all existing invigilators are showing from the drop down menu

3. If you need to add an additional invigilator Click 'Add New Invigilator' to set up a new Invigilator



Invigilators

Note: Before selecting invigilators to book to a course, you need to ensure they are active.

Title, First Name, Last Name, NI Number, DOB, Mobile Number

To do this select the edit icon for the invigilator.

Display Status:

ZZZ Test Venue - 4 invigilators found

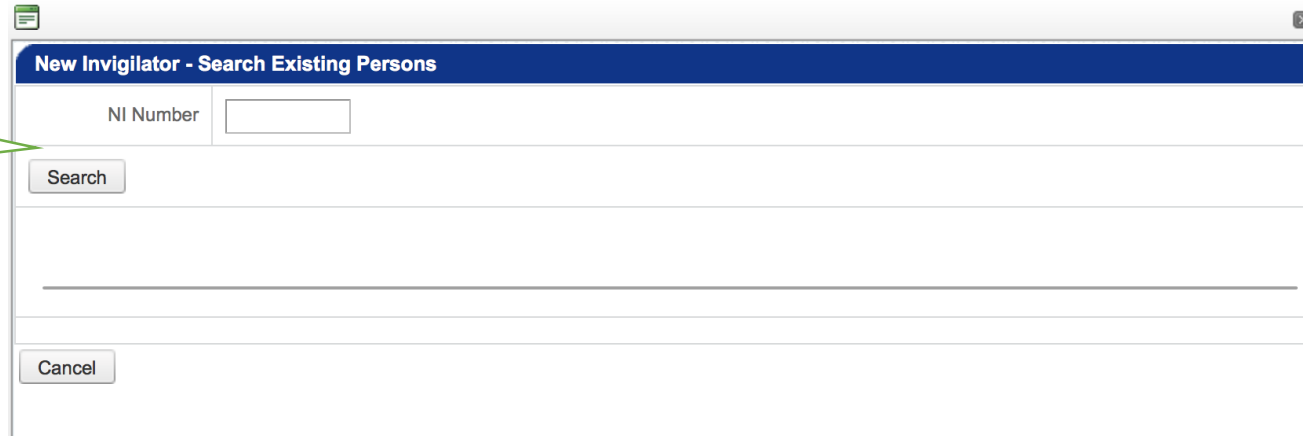
Name	NI Number	DOB	Email	Mobile	Status	ExpiryDate	Edit
Chr					Active	01/01/2020	
Alp					Active	01/08/2017	
Err					Active	01/08/2018	
Sharor					Active	31/12/2015	

Note: The system shows only the active users by default. If your invigilators registration has expired or is inactive you need to use the drop down menu to find them.

Add New Invigilator

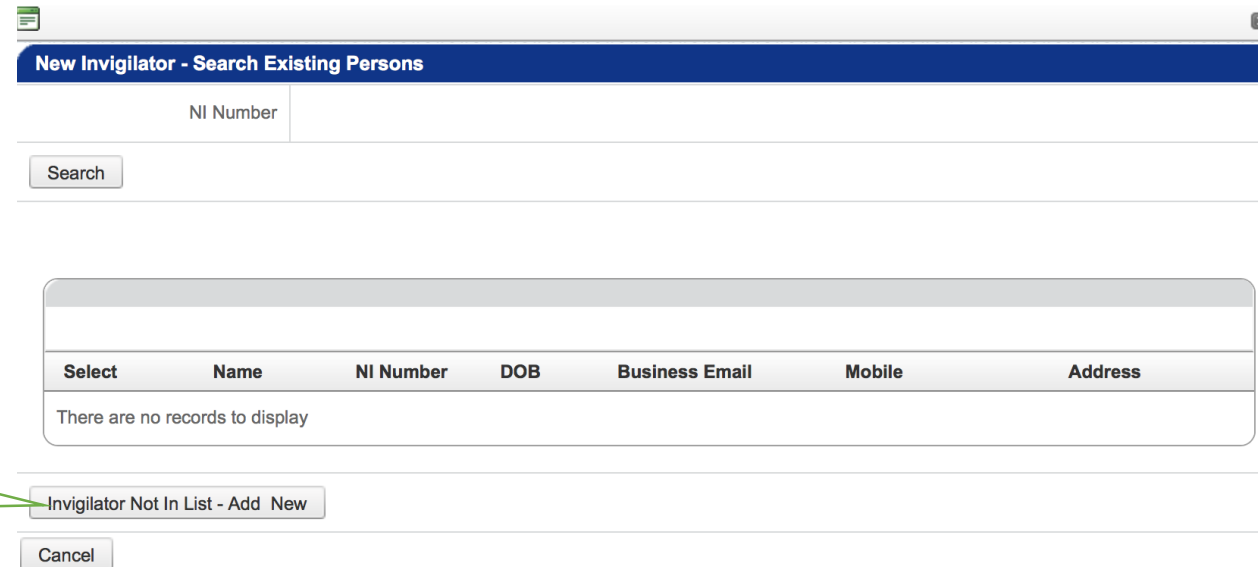
To add a new Invigilator you will need their national insurance number, name, date of birth and contact details.

Enter their NI Number and click 'Search'



The screenshot shows a web form titled "New Invigilator - Search Existing Persons". It features a text input field labeled "NI Number" and a "Search" button below it. A callout bubble points to the "NI Number" field.

Click 'Invigilator Not In List - Add New'

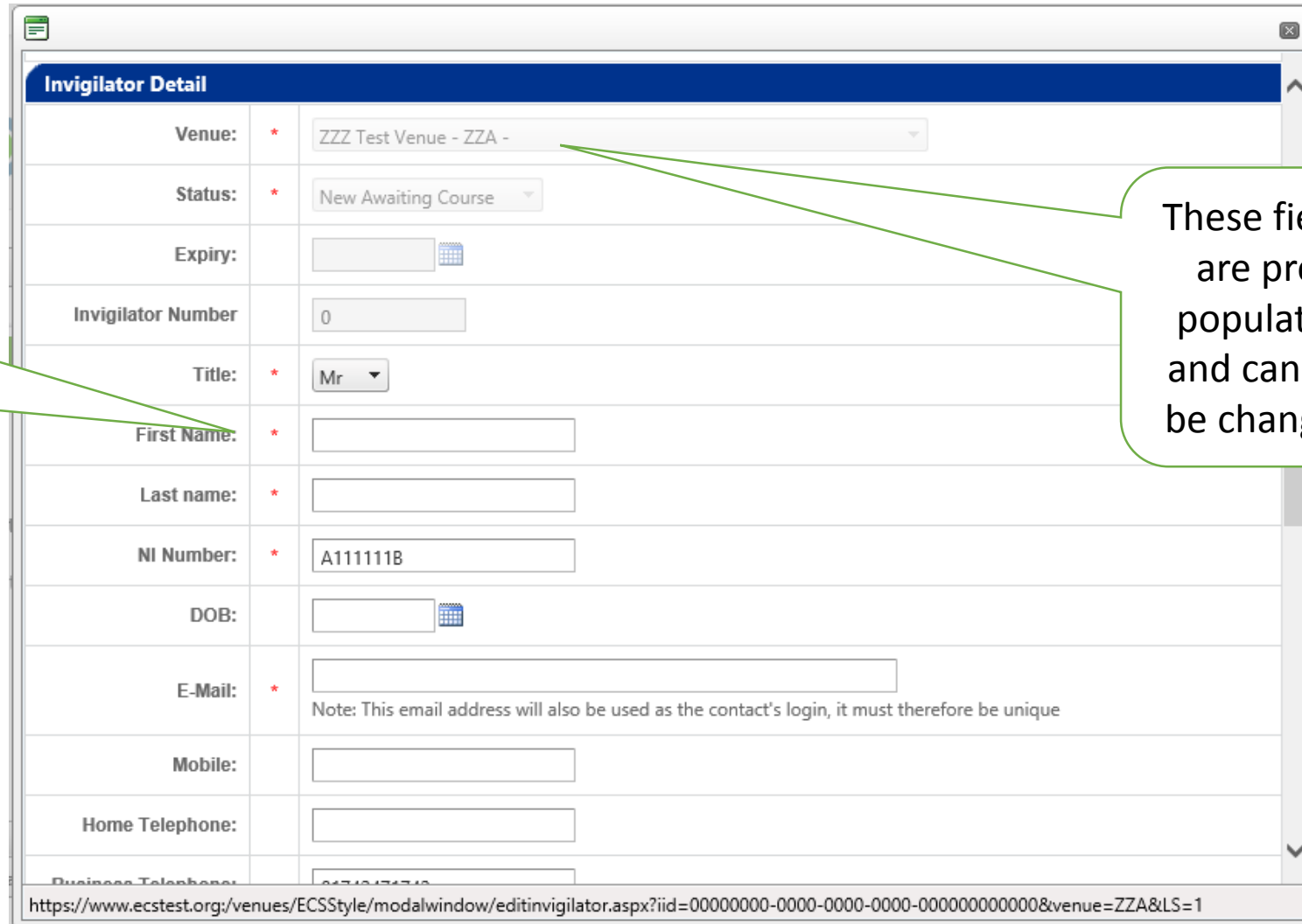


The screenshot shows the same form after a search. The "NI Number" field is empty. Below the "Search" button is a table with the following columns: Select, Name, NI Number, DOB, Business Email, Mobile, and Address. The table contains the text "There are no records to display". A callout bubble points to a button labeled "Invigilator Not In List - Add New" located below the table.

Add New Invigilator

Complete details and click Save. The JIB will need to make the Invigilator active on the system after they have received their training on the system. This will need to be done before they can deliver assessments on your behalf.

Complete all the fields marked with a red star *



Invigilator Detail	
Venue: *	ZZZ Test Venue - ZZA -
Status: *	New Awaiting Course
Expiry:	
Invigilator Number	0
Title: *	Mr
First Name: *	
Last name: *	
NI Number: *	A111111B
DOB:	
E-Mail: *	<small>Note: This email address will also be used as the contact's login, it must therefore be unique</small>
Mobile:	
Home Telephone:	
Business Telephone:	

These fields are pre-populated and cannot be changed

Add New Invigilator

An Invigilator can be given different levels of access to the system.

- Only deliver the assessment
- Access to book assessments
- Access to review results
- Change delegate details
- Manage own password

Town: *	<input type="text" value="BRECON"/>
County:	<input type="text" value="Powys"/>
Login Name:	<input type="text"/>
Login Password: *	<input type="text" value="xbysz"/>
Do NOT allow the invigilator to do the following (by default all invigilators can do these tasks)	
<input type="checkbox"/> View / download previous exams	
<input type="checkbox"/> Create new exams	
<input type="checkbox"/> Change password	
<input type="checkbox"/> Self Book an Invigilation course	

Ensure you check the options you **do not** want them to have access to

This is where you will find the new Invigilator login/user name

You have access to their password here to change it or inform the Invigilator as needed

Click 'Save'

Notes

Note: The system does not support simultaneous logins by different users on the same computer

Edit an Existing Invigilator

To edit an Invigilator's details, click the edit icon next to their name and update their details.

1. Click 'Invigilators'

Venue Detail Accounts **Invigilators** Invigilator Training Exam List Create Exams Public Search List Change Password

Invigilators

Note: Before selecting invigilators to book to a course, you need to ensure that the following detail is completed for each Invigilator

Title, First Name, Last Name, NI Number, DOB, Mobile Number and Email Address





To do this select the edit icon for the invigilator.

Display Status:

Go To Selected Invigilator

Add New Invigilator

ZZZ Test Venue - 4 invigilators found

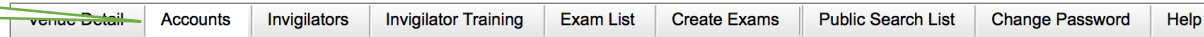
Name	NI Number	DOB	Email	Mobile	Status	ExpiryDate	Edit
Cl					Active	01/01/2020	
A					Active	01/08/2017	
E					Active	01/08/2018	
Shan					Active	31/12/2015	

2. Click the Edit icon to update details for an existing

Before an assessment can be set, exam credits must be purchased. Credits will remain on the system until they are used to create an assessment.

To purchase Credits on the system

1. Click 'Accounts'



2. Click 'Purchase Credits'

Test Credit Balance: 37

[Purchase Credits](#)

Pre Paid Exam Payments

Payment #	Your Ref #	Valid Payment	Total Ex	Total Inc	Payment Type	# Credits	Created On	Pro-Forma	Receipt
1205175349		Y	75.00	90.00	Credit Card - 3019017761	5	05-12-2014		View
1203143715			75.00	90.00	Credit Card -	5	03-02-2015		
1823114931		Y	400.00	480.00	Bank Transfer	10	23-08-2015	View	View
1123467			400.00	480.00	Bank Transfer	10	23-08-2015	View	
1126054651			200.00	240.00	Credit Card -	5	26-01-2016		
1126054938	testRef		480.00	576.00	Bank Transfer	12	26-01-2016	View	
1518142854			40.00	48.00	Credit Card -	1	18-05-2017		

Purchase Credits on the system

3. Enter the number of credits to purchase

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

Number of Credits *	<input type="text" value="2"/>	<input type="button" value="Calculate"/>
Test Credit Purchase Price (ex. VAT)	<input type="text" value="40.00"/>	
Total ex Vat:	<input type="text" value="80.00"/>	
Total Inc Vat:	<input type="text" value="96.00"/>	

Note: Fields with a * are mandatory.

When you pay online, you will be transferred to a secure site hosted by WorldPay, n.
The WorldPay site is protected by a 128-bit security certificate from Versign.
For further information, please see the WorldPay website - www.worldpay.co.uk.

4. Click 'Calculate'

5. If you are purchasing less than 10 assessments you will need to pay via a Debit or Credit Card.
Click 'Purchase Credits' You will be transferred to the secure WorldPay website to enter your payment information

If a block of more than 10 (or more) credits is being purchased, then the system will allow a BACS payment option. This will raise an invoice and once payment has been received the credit will be added to the account typically within 5 working days.

6. If you are purchasing 10 or more credits you are able to pay by a 'Bank Transfer' if you prefer.

You will need to select 'Bank Transfer' in the payment type box and enter a Reference/Purchase Order number (you will need to enter something in this box even if its just the date)

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

Number of Credits *	<input type="text" value="10"/>	<input type="button" value="Calculate"/>
Test Credit Purchase Price (ex. VAT)	<input type="text" value="40.00"/>	
Total ex Vat:	<input type="text" value="400.00"/>	
	<input type="text" value="480.00"/>	
Payment Type: *	<input type="text" value="Bank Transfer"/>	
Payment Reference / Purchase Order #: *	<input type="text"/>	

Note: The process for Bank Transfers is as follows

- Confirm the number of credits to purchase above and use the 'Purchase Credits' button
- A Pro-Forma invoice will be sent to your accounts contact (ID)
- Once the 480.00 has been reconciled, 10 credits will be added to your account

Note: Fields with a * are mandatory.


7. Click 'Purchase Credits' and your invoice will be emailed to you. The invoice will also be available in the accounts tab

When you pay online, you will be transferred to a secure site hosted by WorldPay, a well-known intermediary created to safeguard and process credit card information.

The WorldPay site is protected by a 128-bit security certificate from Versign.

For further information, please see the WorldPay website - www.worldpay.co.uk.

- Once you click the 'Purchase Credit' button you will see the message below confirming the order.
- Ensure you use the same payment reference/purchase order on the remittance advice that is emailed to the JIB accounts department – accounts@jib.org.uk
- You will receive an email with your pro-forma invoice. The pro-forma invoice and your receipt once it is paid are available under the accounts tab.

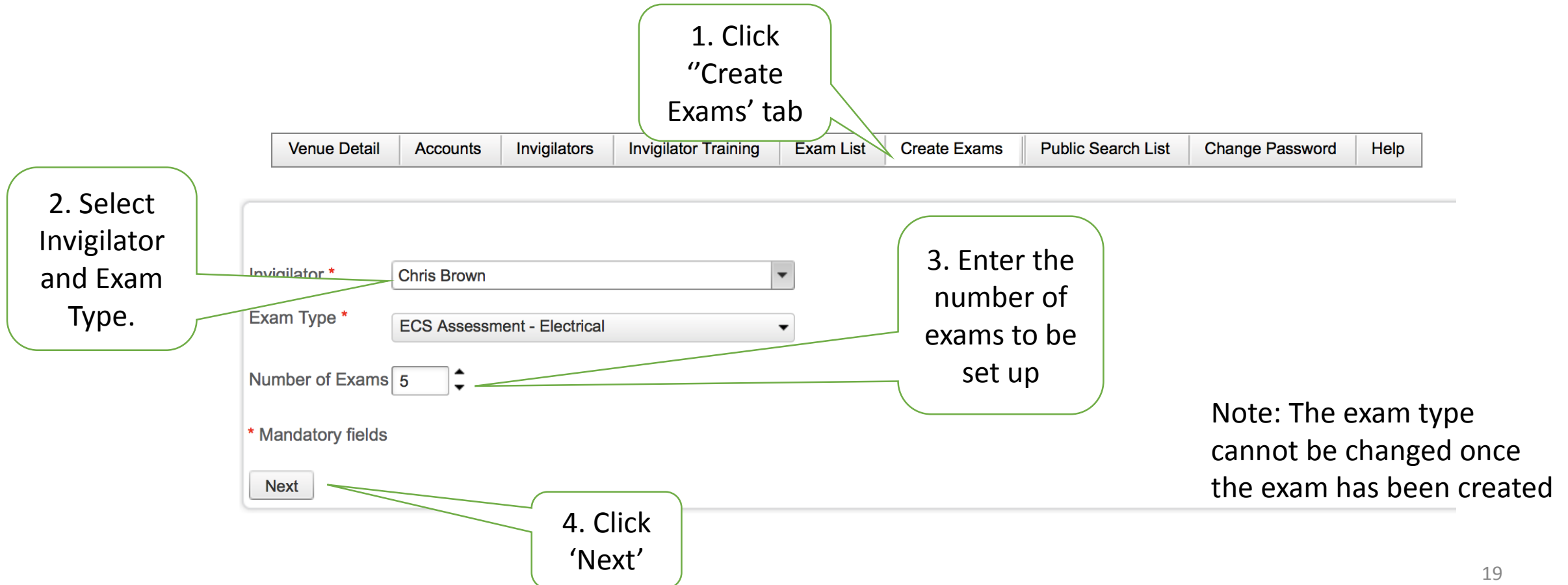
 Successfully saved your intention to purchase 10 credits. An email with your pro-forma invoice will shortly be sent to paul.oshea@eca.co.uk, please use the bank details on this invoice to pay with.

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

Number of Credits *	<input type="text"/>	<input type="button" value="Calculate"/>
Test Credit Purchase Price (ex. VAT)	<input type="text" value="40.00"/>	
Total ex Vat:	<input type="text" value="0.00"/>	

Before an assessment can be set, exam credits must be purchased. The exam can be allocated and the delegate details changed right up to the point the assessment starts. Once the assessment has begun the delegate details can no longer be changed.

You will need the delegates name, national insurance number, date of birth and email address to set up an assessment.



The screenshot shows a web interface for setting up an assessment. At the top is a navigation menu with tabs: Venue Detail, Accounts, Invigilators, Invigilator Training, Exam List, Create Exams, Public Search List, Change Password, and Help. The 'Create Exams' tab is active. Below the menu is a form with the following fields:

- Invigilator ***: A dropdown menu with 'Chris Brown' selected.
- Exam Type ***: A dropdown menu with 'ECS Assessment - Electrical' selected.
- Number of Exams**: A spinner box with the value '5'.
- * Mandatory fields**: A label indicating that the fields above are required.
- Next**: A button at the bottom left of the form.

Four numbered callouts provide instructions:

1. Click "Create Exams" tab
2. Select Invigilator and Exam Type.
3. Enter the number of exams to be set up
4. Click 'Next'

Note: The exam type cannot be changed once the exam has been created

Setting up an Assessment

It is important the national insurance number is correct, as this will be used to link the assessment result to the ECS card application.

If the national insurance number is wrong then the delegates results may be invalid and they may have to sit another assessment before their ECS card application can be processed.

1. Complete the delegates details to add them to the assessment

	Title	First Name	Last Name	NI Number	DOB	Email	Employer Ref
1	Mr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Mr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Mr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Mr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Mr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This is where their results will be sent

Note: You do not have to complete the names of the delegates now, once the delegate logs into the exam they must complete their own details, setting up the names now is for your reference only.

2. Click 'Save'

Save

Note: The delegate details must be correct. If there are any mistakes then this will not allow the assessment result to be allocated to the delegates record

This is for any user reference you would like to use

Setting up an Assessment

You can now Export these details to a spreadsheet.

This will allow you to mail merge the delegate exam and log in detail to an instruction document that the invigilator can give to the delegate once their ID has ben confirmed if required.

 Successfully created 1 test, you may now export these using the [Export](#) button below or click the [Exam List](#) above to view them.

Export

Click
'Export'

Details of outstanding exams can be found the Exam List tab.

1. Click
'Exam List'

2. Click
'Outstanding'

3. Click
'Search /
Refresh'

Venue Detail | Accounts | Invigilators | Invigilator Training | **Exam List** | Create Exams | Public Search List | Change Password | Help

Today
 Outstanding
 Completed
 Search

88 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
----------------	-----------	------------	-----------	--------------------	-------------	-----------	------------	-------	--------

Editing Delegate Details

1. Click
'Exam List'

2. Click
'Outstanding'

3. Click
'Search /
Refresh'

4. Click 'Show
Detail' for the
delegate you
want to edit

- Venue Detail
- Accounts
- Invigilators
- Invigilator Training
- Exam List
- Create Exams
- Public Search List
- Change Password
- Help

- Today
- Outstanding
- Completed
- Search

88 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
					Chris Brown	Electrical			Show Detail
					Chris Brown	Electrical			Show Detail

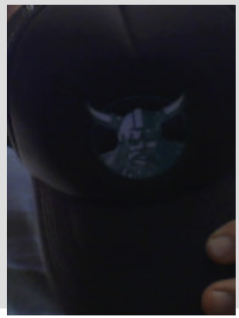
Editing Delegate Details

This will open up a new tab in the browser with the delegate details shown.

Note: A photograph will appear here after one has been taken by the Invigilator

Click 'Edit Delegate'

Delegate Details


	Name	P	Exam Type	Electrical
	Personal Email	p	Start Date	--
	Business Email		Finish Date	--
	Ni Number	A	Test Score	
	DOB	0	Result Sent	
	Mobile Phone	0	Time to Complete	30 Minutes.
	Employer Reference		Invigilator ID	Z
		U	Exam Code	Z
		L		
Address		S		
		K		
		B		

Note: Delegate details can be edited up until the assessment has been started.

Editing Delegate Details

Update the details, ensuring all fields with the red star * have been completed, as these are mandatory.

Delegate Details



Name
Personal Email
Business Email
NI Number
DOB
Mobile Phone
Employer Reference

Address

Exam Type	Elc
Start Date	--
Finish Date	--
Test Score	
Result Sent	
Time to Complete	30
Invigilator ID	ZZ
Exam Code	ZZ

Title *

First Name *

Last name *

NI Number *

DOB *

Personal E-Mail *

Mobile

Employer Reference

Address L1 *

Town *

County

Postcode *

Note: All delegate details with a * above must be completed.

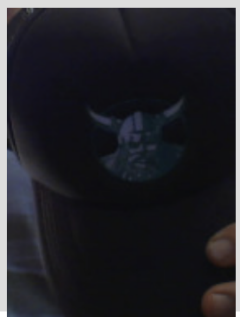
Click 'Save Delegate'

In exceptional circumstances it is possible to extend the duration of an assessment. It may be permissible by prior arrangement if the delegate requires a reader, has problems reading written English or a form of disability that requires additional time for the assessment to be completed.

An increase in time must be made prior to the assessment being started.

A record of any changes to the length of the assessment must be kept for audit purposes.

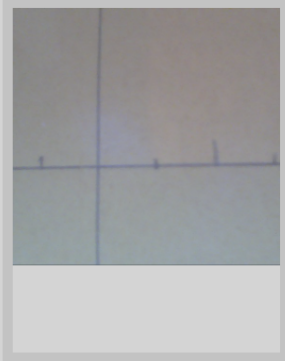
Delegate Details

	<p>Name P</p> <p>Personal Email p:</p> <p>Business Email</p> <p>Ni Number A</p> <p>DOB 0</p> <p>Mobile Phone 0</p> <p>Employer Reference</p> <p>Address U L S K B</p>	<p>Exam Type Electrical</p> <p>Start Date --</p> <p>Finish Date --</p> <p>Test Score</p> <p>Result Sent</p> <p>Time to Complete 30 Minutes.</p> <p>Invigilator ID Z2</p> <p>Exam Code Z2</p>	
--	---	--	--

Click
'Increase
Time'



Delegate Details



Name
Personal Email
Business Email
Ni Number
DOB
Mobile Phone
Employer Reference
Address

Fred Fisher
Ff@ty.co.uk

Exam Type: Electrical
Start Date: --
Finish Date: --

30 Minutes

ZZAE09142191

Edit Delegate

Increase Test Time

Please Note: Evidence for the reason why an assessment is extended must be held by the Licensed Manager for auditing by the JIB.

Increase Time in Minutes:

Reason:

Save

1. Type in the Increase Time in Minutes'

2. Select the Reason from the drop down menu

3. Click 'Save'



You can change the Invigilator from the Exam List tab. This action changes the login details for the assessment.

1. Click 'Move Tests to Another Invigilator'

2. Select the Invigilator to Move to from the drop down box

3. Check the exam/s to move

4. Click the 'Move' button.

Venue Detail | Accounts | Invigilators | Invigilator Training | Exam List | Create Exams | Public Search List | Change Password | Help

Today
 Outstanding
 Completed
 Search

88 Exams Found

Search / Refresh | Clear Search

Move Tests to Another Invigilator
 Export

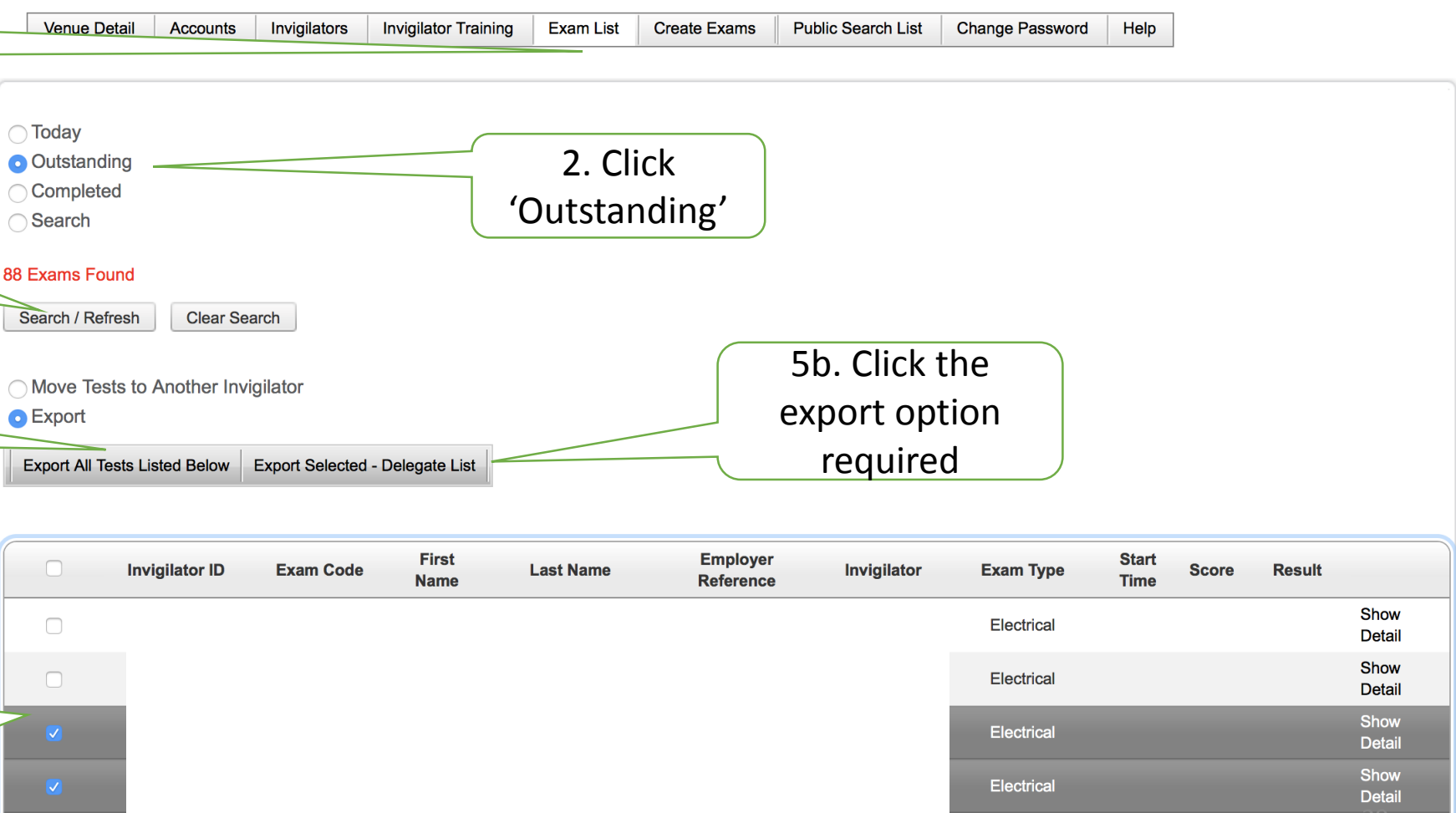
Move to: Chris Brown

Move

<input type="checkbox"/>	Invigilator ID	Exam Code	First Name	Last Name	Employer Reference	Invigilator	Exam Type	Start Time	Score	Result
<input checked="" type="checkbox"/>							Electrical			Show Detail
<input checked="" type="checkbox"/>							Electrical			Show Detail
<input type="checkbox"/>							Electrical			Show Detail
<input type="checkbox"/>							Electrical			Show Detail

Create a Delegate Details List

There are two delegate lists that can be created from the exams list tab.
 'Export all tests listed below' will create a spreadsheet with all delegates details.
 'Export Selected – Delegate List' will allow you to chose delegates to be exported.



The screenshot shows the 'Exam List' tab selected in the top navigation bar. The interface includes a search filter section with radio buttons for 'Today', 'Outstanding', 'Completed', and 'Search'. The 'Outstanding' option is selected. Below this, there are buttons for 'Search / Refresh' and 'Clear Search'. A red text indicator shows '88 Exams Found'. Further down, there are radio buttons for 'Move Tests to Another Invigilator' and 'Export', with 'Export' selected. At the bottom of this section, there are two buttons: 'Export All Tests Listed Below' and 'Export Selected - Delegate List'. The 'Export Selected - Delegate List' button is highlighted with a callout. Below the buttons is a table with columns: Invigilator ID, Exam Code, First Name, Last Name, Employer Reference, Invigilator, Exam Type, Start Time, Score, and Result. The table contains several rows, with the last two rows highlighted in grey and having a checkmark in the 'Invigilator ID' column. Callouts provide instructions for each step: 1. Click 'Exam List' (points to the navigation bar), 2. Click 'Outstanding' (points to the radio button), 3. Click 'Search / Refresh' (points to the button), 4. Click 'Export' for a full list (points to the radio button), 5a. If you are exporting selected delegates check the box next to the delegates to include (points to the checkmarks in the table), and 5b. Click the export option required (points to the 'Export Selected - Delegate List' button).

Stopping the Assessment

There may be a rare occasion where the assessment has to be stopped, for example due to a fire alarm or other disruption.

To stop the test all you need to do is close the browser being used.

When the delegate logs back in, the test will resume.

If there is any problem with the assessment then:

CLOSE THE BROWSER


DO NOT click Finish

NOTHING can be done to fix a problem if the Finish button has been clicked

In exceptional circumstances and providing the assessment has not been finished the test can be restarted from the 'Delegate Details' screen.

A record of any changes to the length of the assessment must be kept for audit purposes.

Delegate Details

	Name	Paul A Change In Last Name	Exam Type	Electrical
	Personal Email	paul.oshea@eca.co.uk	Start Date	--
	Business Email		Finish Date	--
	Ni Number	AA111111B	Test Score	
	DOB	01-01-2000	Result Sent	
	Mobile Phone	01732471742	Time to Complete	30 Minutes.
	Employer Reference		Invigilator ID	ZZA
	Address	Unit 2 Whiteoak Square London Road SWANLEY Kent BR8 7AH	Exam Code	1209142031

Click 'Reset Test', then click OK to the confirmation message. This is only available if the test is live.

You can change the Password with which you enter the Invigilator Portal.
Please check the Password Policy

Click
'Change
Password'

Venue Detail Accounts Invigilators Invigilator Training Exam List Create Exams Public Search List **Change Password** Help

Change Password

This is where you change the Password with which you enter the Invigilator Portal.

Password Policy

To ensure the security of this site, passwords:

- must be at least 6 characters in length
- must not have any spaces in them
- must not be the same character, i.e. aaaaaa, bbbbbb, etc.
- must not be easily recognisable i.e. password, elephant, qwerty, 123456, etc.
- must not be the same as your old password

Current Password: *

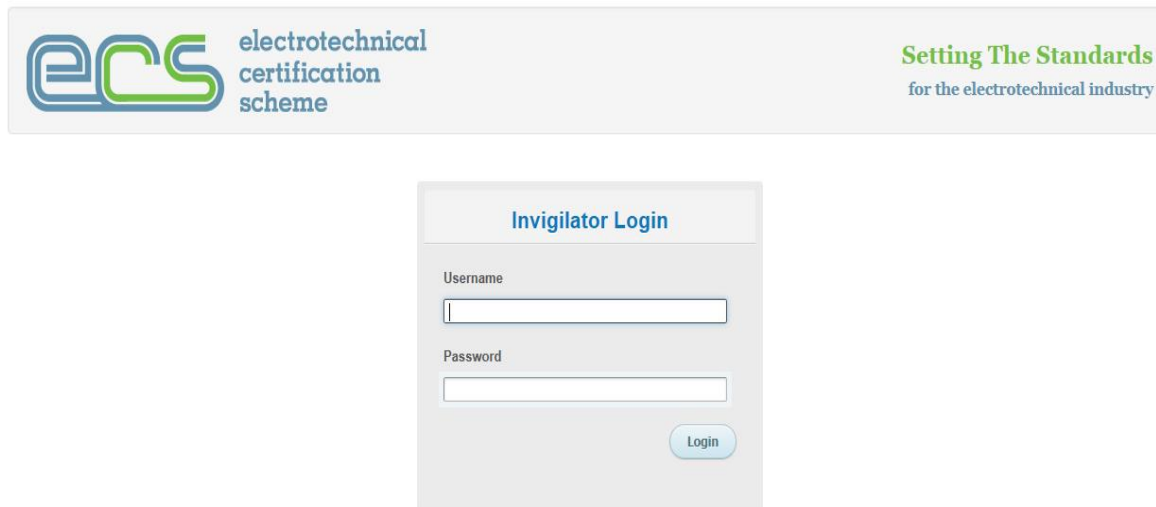
New Password: *

Confirm New Password: *


Save Password

Administering the assessment

When the delegate is ready to take the assessment the invigilator needs to be logged on to the system



The screenshot shows the ECS website header with the logo and tagline "Setting The Standards for the electrotechnical industry". Below the header is a login form titled "Invigilator Login". The form contains two input fields: "Username" and "Password", and a "Login" button.

 electrotechnical
certification
scheme

Setting The Standards
for the electrotechnical industry

Invigilator Login

Username

Password

Login

Administering the assessment

The ECS assessment requires the validation of the delegate details and taking their picture so that there is a record of who took the assessment. If the photograph is good enough it can also be used as part of an ECS card application

The invigilator **MUST** verify the delegates:

- NI number
- Name spelling and other personal details
- Photo ID

For a standard ECS venue licence the company is only allowed to provide assessments to their directly employed staff so they will have verified the delegate ID under the “UK Right to Work” requirements

If any doubt a current passport, UK photo driving licence or ECS card should be used to verify name and image of the delegate

The delegate details **MUST** be correct **BEFORE** the assessment is started

The delegate details **CAN NOT be changed** once the assessment is started

In the “Exam List” identify the correct assessment and click on the “Show Detail”

Venue Detail | Accounts | Invigilators | Invigilator Training | Exam List | Create Exams | Public Search List | Change Password | Help

Today
 Outstanding
 Completed
 Search

88 Exams Found

Search / Refresh | Clear Search

Move Tests to Another Invigilator
 Export

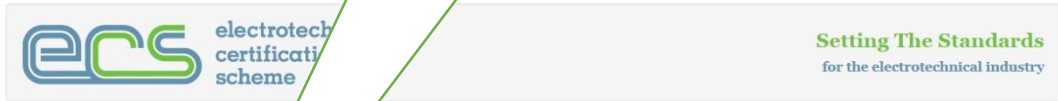
Invigilator ID	Exam Code	First Name	Last Name	Employer Reference	Invigilator	Exam Type	Start Time	Score	Result
					Chris Brown	Electrical			Show Detail
					Chris Brown	Electrical			Show Detail

Click 'Show Detail'

Administering the assessment

Click 'Edit Delegate' to make changes to the delegates Name, NI number and other details

If edited, all the delegate details are required



Delegate Details

Person Photo

Name: Sea Shell

Personal Email: --

Business Email: --

NI Number: 02022000022

Mobile Phone: 02022000022

Address: Shore Side, Salt Sea, SS1 3WW

Exam Type: Electrical

Start Date: --

Finish Date: --

Test Score: 0

Time to Complete: 30 Minutes.

Invigilator ID: [highlighted]

Exam Code: [highlighted]

Delegate Details

Person Photo

Name: * Sea

Personal Email: * --

Business Email: * --

NI Number: * 02000022

Mobile Phone: * 02022000022

Address: * Shore Side, Salt Sea, SS1 3WW

Exam Type: Electrical

Start Date: --

Finish Date: --

Test Score: 0

Time to Complete: 30 Minutes.

Invigilator ID: [highlighted]

Exam Code: [highlighted]

Title: * Ms

First Name: * Sea

Last name: * Shell

NI Number: *

DOB: * 01/01/2001

Personal E-Mail: *

Mobile: 02022000022

Address L1: * Shore Side

Town: * Salt Sea

County: *

Postcode: * SS1 3WW

Note: All delegate details with a * above must be completed.

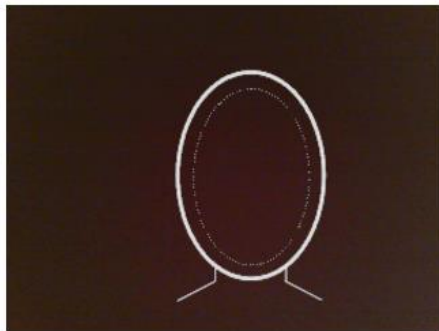
Click 'Save' to complete the edit

Taking the Delegates Photograph

View the delegates photo ID and take their picture using “Capture New” button

Position the image of candidates head in the oval and click “Take Photo” (The correct camera may need to be selected)

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



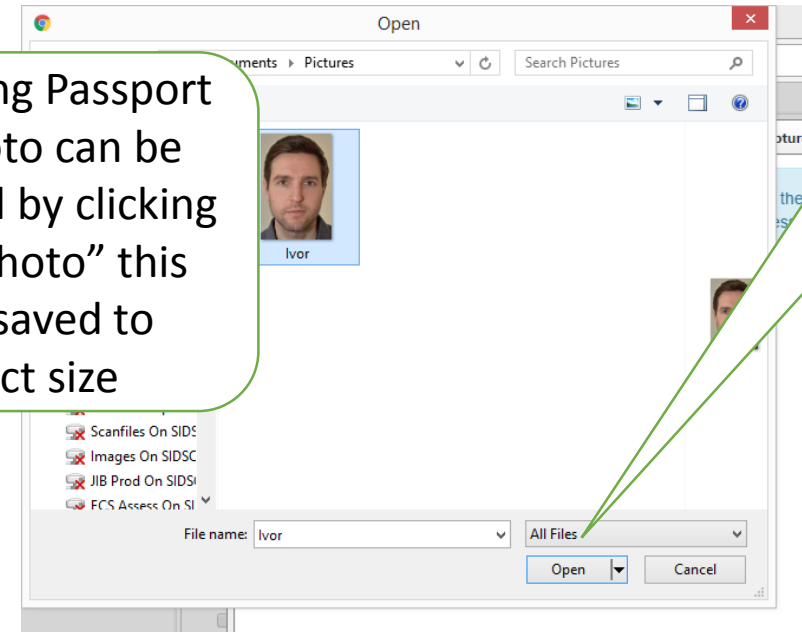
Position target subject

Take Photo

Select photo...

Click 'Take Photo' when ready

An existing Passport Style Photo can be uploaded by clicking “Select Photo” this must be saved to the correct size



If uploading a photo from file select it and click open



Position target subject

Take Photo

Select photo...

Administering the assessment

Once the picture is correct select the type of photo ID you have reviewed for the delegate

A front style photograph is required with a plain background, there should be no lights, doors, windows etc in the background. 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

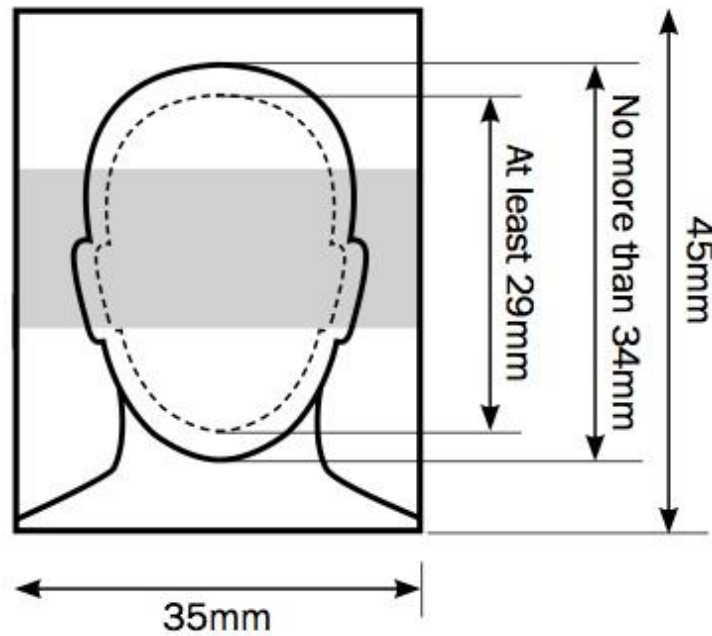
Then either click “Finalize and Save” to complete the process

Finalize and Save

or click “try again” to change the photograph

<< try again

The picture taken must be a Passport style photograph



Administering the assessment

Same requirements as a standard colour passport type photograph

Less than six months old

Taken against a plain background with the delegate facing forward and looking at the camera

Framed as a close-up of the head and shoulders, be clear and in sharp focus and not in shadow

There should be an obvious difference between the face and the background

Avoid bright or fluorescent clothing



Administering the assessment

The picture is to show a neutral expression with the mouth closed and the eyes open and clearly visible

The photograph must show the full head and be of the delegate on their own

The delegate can now take their seat for the assessment



The delegate must be briefed on the following that must be adhered to while taking the assessment:

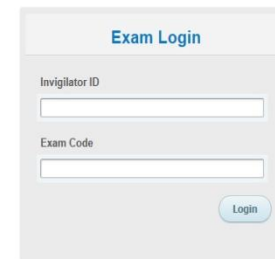
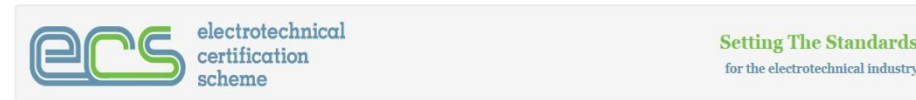
- No smoking
- All Mobile phones and other mobile equipment turned off, including any hands free/blue tooth and placed out of reach
- No talking or conferring during the assessment
- JIB Question/answer books not on table or in view
- Once the assessment has started candidates cannot leave room, if they do they cannot return
- 30 min's allowed for test, the time remaining is displayed at the top of the question
- The assessment has 45 questions, from the data bank, each question set is randomly generated
- 38 correct questions out of the 45 are required to pass the assessment The result is provided at the end of the assessment. A confirmation email will be sent
- Once the final "Finish Exam" button has been clicked the assessment is locked and marked No changes can then be made
- The ECS card will need to applied for separately after a successful H&S assessment pass
- Ask if there any questions?

Taking the assessment

The delegate will need a web enabled device to take the assessment

Caution the delegate that they are now under exam conditions

Once the delegates ID and photo is taken provide them with their Logon



The form is titled 'Exam Login' and contains two input fields: 'Invigilator ID' and 'Exam Code'. A 'Login' button is located at the bottom right of the form.

Taking the assessment

1. After logging in the delegate must fill in their personal contact details

2. The invigilator must make changes to the name or NI number if needed

3. The email address provided is where the result letter will be sent after the assessment

Exam Type: Electrical

Title: *	Mr	Contact Number: *	01322 661622
First Name *	Test	Address Line 1 *	Unit 2 Whiteoak Square
Last Name *	User	Address Line 2	London Road
NI Number *	AA111111A	Address Line 3	
DOB *	01/01/2000	Town *	Swanley
Personal Email *	test.user@somedomain.co.uk	County	
Business Email		Post Code *	BR8 7AH
Nationality			
Ethnic Origins			

* 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 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.

4. Before the delegate can start the test they must:

- A. Confirm their details are correct
- B. Agree to their details being held for ECS card applications

The National Insurance Number must be correct

If the National Insurance Number is wrong then the delegates result may be invalid and they may have to sit another assessment before their ECS card application can be processed

Taking the assessment

Clicking “save” takes the delegate to the “start test” screen

Once the test is started no further changes can be made to the delegates details.



Setting The Standards
for the electrotechnical industry

Start Test

Each question is displayed in turn
The number and time remaining are displayed in the question header



Setting The Standards
for the electrotechnical industry

Question: 1/40 Time Left: 29:59

A Health & Safety Executive Inspector can?

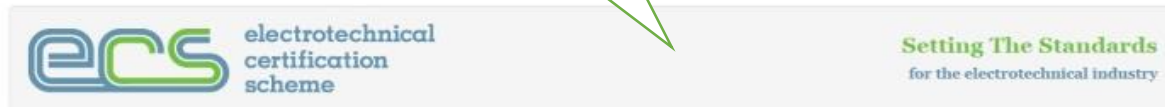
- Only visit if they have made an appointment
- Only visit to interview the site manager
- Visit at any time
- Only visit if accompanied by the principal contractor

Previous Next

Taking the assessment

The last question has a warning that the summary page will be the next screen

The summary screen allows all the questions in the assessment to be reviewed.
Simply double click the question to edit it and click save to continue



Question: 40/40 Time Left: 23:26

Where there is no local means of isolation for equipment or circuits to be worked on, which of the following is the preferred method of isolation?

- Isolation of the individual circuit breaker or fuse
- Isolation of the main switch or DB switch-disconnector
- Disconnecting the individual circuit from the DB
- Pulling out the distributor's cut-out fuse

[Previous](#) [Review](#)

Please note, this is the last question in your exam, once answered you will be taken to a summary page where you may review / re-answer any question.

Time Left: 22:54

You have 1 unanswered question(s), these are marked [UNANSWERED] in red below, be sure to complete these before pressing Finish.

Note: To Edit an answer 'click' the question text.

Test Questions and Answers

- 1) A Health & Safety Executive Inspector can?
Visit at any time
- 2) Who is responsible for signing a Company Safety Policy?
Managing Director
- 3) What must be done before any work begins?
Assessment of risk
- 4) What happens if a Prohibition Notice is issued by an Inspector of the local authority or the HSE?
The work that is subject to the notice must cease
- 5) Complete the following sentence: A risk assessment.....
is a means of analysing what might go wrong
- 6) A manual handling operation is defined as which one of the following?
Human effort
- 7) What is the most common type of injury resulting from lifting loads from the floor?
[NOT ANSWERED]
- 8) Which is the part of your body MOST LIKELY to be injured during a manual handling activity which involves moving a heavy load?
Back
- 9) Which is the correct way to lift a load?
Squat near to the load, keeping the back as straight as possible and using leg muscles
- 10) Following a reportable dangerous occurrence when must the enforcing authority be informed?
Within 5 days
- 11) A workmate tells you that he witnessed an accident the previous day and the victim was taken to the hospital. He asks you for advice on what he should do. Do you tell him to tell his supervisor that he saw what happened?
- 12) What is the aim of carrying out an accident investigation?
To determine the cause(s) and prevent similar accidents
- 13) With regard to the use of personal protective equipment (PPE), which one of the following statements is true?
Personal protective equipment (PPE) protects only the user from the dangers present
- 14) Which one of the following must apply to any hard hat provided?
It is less than 2 years old
- 15) If personal protective equipment (PPE) is defective, what should you do?

Taking the assessment

When the delegate has completed their review of their assessment the “finish” button must be clicked

Once the “finish” button is clicked the assessment is locked and no more changes can be made

The assessment is automatically stopped when the full time has elapsed. To mark the assessment the finish button must be clicked.



Taking the assessment



Before the assessment is marked an additional confirmation to finish is needed so the assessment cannot be 'accidentally' finished

Finishing the assessment brings up the result and feedback screen.

The result is automatically emailed to the delegate



Time Left: 23:13

Are you sure you wish to finish the test?

Select 'Confirm - Finish' to finish or Cancel to continue to review your answers.



Congratulations you have passed your ECS exam (36/40), your results will be emailed to you shortly (the email will be sent to)

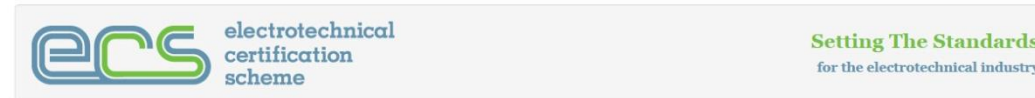
Below is a summary of your Questions - Answers.

Test Questions


- 1) A Health & Safety Executive Inspector can?**
Visit at any time
- 2) Who is responsible for signing a Company Safety Policy?**
Managing Director
- 3) What must be done before any work begins?**
Assessment of risk
- 4) What happens if a Prohibition Notice is issued by an Inspector of the local authority or the HSE?**
The work that is subject to the notice must cease
- 5) Complete the following sentence : A risk assessment.....**
is a means of analysing what might go wrong
- 6) A manual handling operation is defined as which one of the following?**
Human effort
- 7) What is the most common type of injury resulting from lifting loads from the floor?**
[NOT ANSWERED]
Back injuries
- 8) Which is the part of your body MOST LIKELY to be injured during a manual handling activity which involves moving a heavy load?**
Back
- 9) Which is the correct way to lift a load?**
Squat near to the load, keeping the back as straight as possible and using leg muscles
- 10) Following a reportable dangerous occurrence when must the enforcing authority be informed?**
Within 3 days
Without delay
- 11) A workmate tells you that he witnessed an accident the previous day and the victim was taken to the hospital. He asks you for advice on what he should do. Do you tell him to:**
tell his supervisor that he saw what happened
- 12) What is the aim of carrying out an accident investigation?**
To determine the cause(s) and prevent similar accidents
- 13) With regard to the use of personal protective equipment (PPE), which one of the following statements is true?**
Personal protective equipment (PPE) protects only the user from the dangers present

After the assessment

The delegate result and the exam that was taken can be seen in the “Exam List” under “completed” assessments



Delegate Details

	Name	Exam Type	Electrical
	Personal Email	Start Date	06/11/2014 12:34:37
	Business Email	Finish Date	06/11/2014 12:47:49
	Ni Number	Test Score	36
	Mobile Phone	Time to Complete	45 Minutes
	Address	Invigilator ID	
		Exam Code	

Reset Test Increase Time

Test Questions

1) Employers are required to provide information to their employees on their health and safety rights and responsibilities and how to get advice by:
Telling them verbally when they start work for them
Displaying a poster or giving them leaflets approved by the HSE

2) Who of the following would you expect to be responsible for managing health and safety on site?
Your employer

3) Who would you expect to carry out a risk assessment on your working site?
A competent person

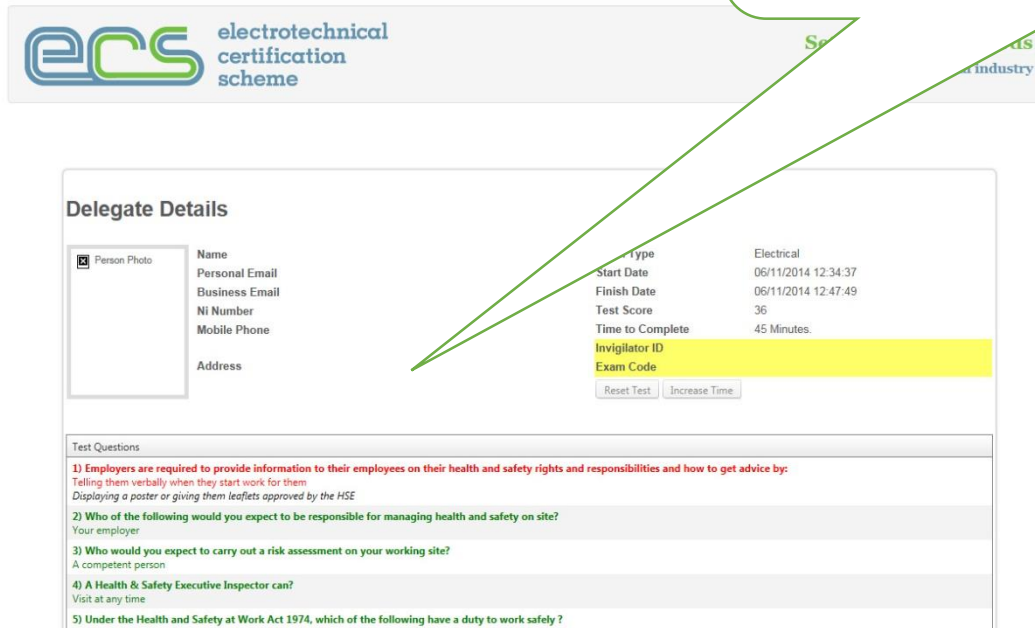
4) A Health & Safety Executive Inspector can?
Visit at any time

5) Under the Health and Safety at Work Act 1974, which of the following have a duty to work safely ?

After the assessment

When completed and marked the delegate result and details of the exam taken can be seen in the “Exam List” under “completed” assessments

A copy of the delegate result letter is available in the delegates record 24hrs after the assessment has been marked



Delegate Details

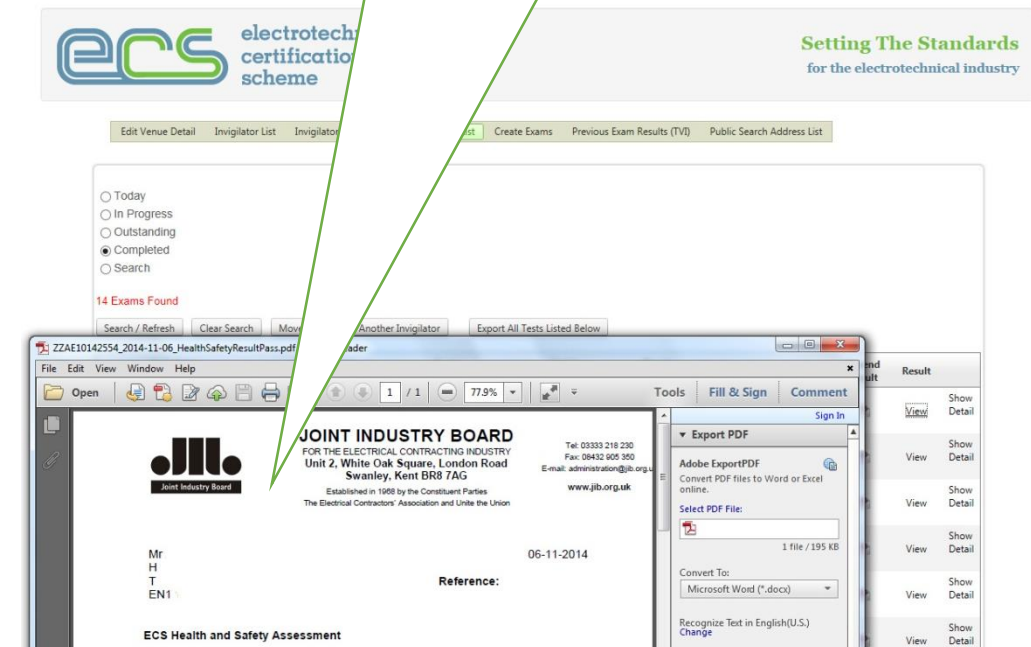
Person Photo

Name	Type	Electrical
Personal Email	Start Date	06/11/2014 12:34:37
Business Email	Finish Date	06/11/2014 12:47:49
NI Number	Test Score	36
Mobile Phone	Time to Complete	45 Minutes.
Address	Invigilator ID	
	Exam Code	

Reset Test Increase Time

Test Questions

- Employers are required to provide information to their employees on their health and safety rights and responsibilities and how to get advice by: Telling them verbally when they start work for them
Displaying a poster or giving them leaflets approved by the HSE
- Who of the following would you expect to be responsible for managing health and safety on site?
Your employer
- Who would you expect to carry out a risk assessment on your working site?
A competent person
- A Health & Safety Executive Inspector can?
Visit at any time
- Under the Health and Safety at Work Act 1974, which of the following have a duty to work safely?



Setting The Standards for the electrotechnical industry

14 Exams Found

Search / Refresh Clear Search Move

Another Invigilator Export All Tests Listed Below

JOINT INDUSTRY BOARD
FOR THE ELECTRICAL CONTRACTING INDUSTRY
Unit 2, White Oak Square, London Road
Swanley, Kent BR8 7AG
Established in 1958 by the Constituent Parties
The Electrical Contractors' Association and Unite the Union
Tel: 03333 218 230
Fax: 08432 905 350
E-mail: administration@jib.org.uk
www.jib.org.uk

Mr
H
T
EN1

Reference: 06-11-2014

ECS Health and Safety Assessment

Export PDF
Adobe ExportPDF
Convert PDF files to Word or Excel online.
Select PDF File:
1 file / 195 KB
Convert To:
Microsoft Word (*.docx)
Recognize Text in English(U.S.)
Change

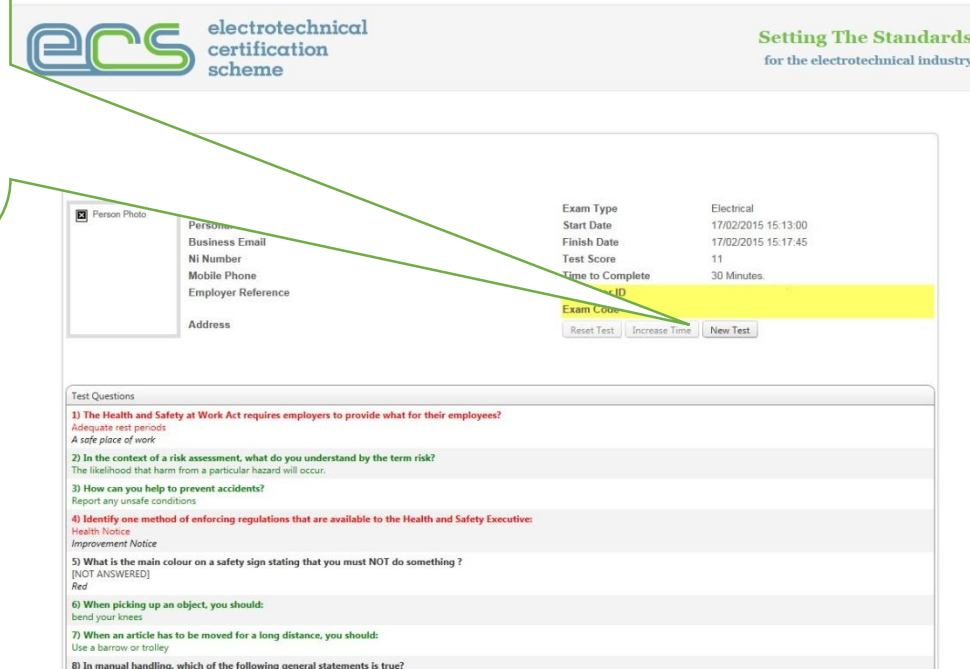
After the assessment

If needed, a re-test may be created clicking on the “New Test” button in the delegate record in the “Exam List”. The venue must have available credit to create an additional assessment

The delegate details already held will be used for the new assessment

Note: It is not recommended that the delegate re-takes the assessment without being given the chance to review the revision guide

If the delegate fails by more than one or two questions then they should be allowed to sit the assessment after several days opportunity to revise



The screenshot shows the ECS website interface. At the top, there is a header with the ECS logo and the text 'electrotechnical certification scheme' and 'Setting The Standards for the electrotechnical industry'. Below the header, there is a table of delegate details. The 'Exam Code' field is highlighted in yellow. Below the table, there are buttons for 'Reset Test', 'Increase Time', and 'New Test'. Below the buttons, there is a section for 'Test Questions' with several questions listed.

Person Photo	Person Name	Exam Type	Start Date
	Business Email	Electrical	17/02/2015 15:13:00
	NI Number	Finish Date	17/02/2015 15:17:45
	Mobile Phone	Test Score	11
	Employer Reference	Time to Complete	30 Minutes
	Address	Exam Code	

Test Questions

- 1) The Health and Safety at Work Act requires employers to provide what for their employees?
Adequate rest periods
A safe place of work
- 2) In the context of a risk assessment, what do you understand by the term risk?
The likelihood that harm from a particular hazard will occur.
- 3) How can you help to prevent accidents?
Report any unsafe conditions
- 4) Identify one method of enforcing regulations that are available to the Health and Safety Executive:
Health Notice
Improvement Notice
- 5) What is the main colour on a safety sign stating that you must NOT do something ?
(NOT ANSWERED)
Red
- 6) When picking up an object, you should:
bend your knees
- 7) When an article has to be moved for a long distance, you should:
Use a barrow or trolley
- 8) In manual handling, which of the following general statements is true?

Help

Venue Detail	Accounts	Invigilators	Invigilator Training	Exam List	Create Exams	Public Search List	Change Password	Help
--------------	----------	--------------	----------------------	-----------	--------------	--------------------	-----------------	------

Help is available once the Venue Manager or invigilator have logged in

Help is also available to the Venue Manager from the JIB

Remember:

Go to - <https://www.ecstest.org>

The computer used to access the HS&E assessment system must have a working internet connection

The correct Venue/
Invigilator login is used for
the correct website site

An ECS card needs to be ordered after the
ECS HS&E assessment has been completed

Make sure the correct website
address/s are being used

The Employer Portal should be used for employer applications

JIB member discount only
available for applications
made via the ECS
Employer Portal

Your web browser has the latest
version/ updates installed
(Chrome or Edge preferred)

