NEBOSH Diploma Digital Assessment: Technical Learner Guide

CX029 v8 (27/August/24)

NEBOSH Diploma Digital Assessments: Technical Learner Guide

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NEBOSH Diploma Digital Assessments: Technical Learner Guide

Introduction

We have created two guidance documents to help learners prepare for the Diploma digital assessment:

- NEBOSH Diploma Digital Assessments: Learner Guide (Q025)
- NEBOSH Diploma Digital Assessments: Technical Learner Guide (CX029)

This document – the Technical Learner Guide – focuses on accessing, completing and submitting your answers to the scenario-based case study using NEBOSH's online assessment platform.

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

Please note: The NEBOSH online assessment platform should only be used for submitting your answers to the scenario-based case study. If you are also registered to complete another type of assessment please contact your Learning Partner for further details.

What is a Learning Partner?

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

Read

The NEBOSH Diploma Digital Assessments: Learner Guide explains the structure of the assessment and associated professional discussion and gives hints and tips to help you succeed.

NEBOSH Diploma Digital Assessments: Technical Learner Guide

Your assessment 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 a NEBOSH Diploma digital assessment.

Revise and prepare for your assessment

A range of resources is provided on the NEBOSH website here.

Explore the NEBOSH online assessment platform

Eight days before the assessment 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 an assessment using the NEBOSH online assessment platform your log in details will remain the same and you will not receive this email.

Assessment day

The NEBOSH Diploma digital assessment question paper will be available at the assessment start time (UK local time). Complete and submit the your answers to the assessment in the timeframe provided.

Professional discussion

Attend a professional discussion with your Learning Partner.

Results

Results will be emailed to you up to 50 working days after the assessment submission closing period. Your expected result notification date is provided on your assessment registration confirmation (ARC).

Further details on our marking and results process is available on our website.

NEBOSH Diploma Digital Assessments: Technical Learner Guide

Before the assessment

Technology requirements

The NEBOSH Diploma digital assessment is an assessment that needs to be downloaded, completed and submitted on the NEBOSH online assessment platform within a specified time period. You can complete your NEBOSH Diploma digital assessment at home so long as you have:

Internet connection

The NEBOSH online assessment 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, the online assessment platform is fully optimised and responsive for mobile use.

NEBOSH Diploma Digital Assessments: Technical Learner Guide

Registering for your NEBOSH Diploma digital assessment

To sit a NEBOSH Diploma Digital Assessment, 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 NEBOSH online assessment platform login and registration details.

Reasonable adjustments and access arrangements

The NEBOSH Access Arrangements and Reasonable Adjustment Policy is available on our website.

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

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

Email one: assessment registration confirmation

Prior to assessment day you will receive an email confirming your registration to the NEBOSH Diploma digital assessment.

Email two: login details (only for learners who have not sat a digital assessment with NEBOSH before)

After you have registered with your Learning Partner, you will receive a login email no later than eight days before the assessment date – this will provide you with the login details you need to access the online assessment 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 assessment day.

Please note: if you have previously taken a NEBOSH assessment using the NEBOSH online assessment platform 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 assessment platform, familiarise yourself with the layout and undertake the user tour.

If you have not received this initial login email seven days before your assessment date, please contact NEBOSH here.

Please note: You will only be able to access your question paper during the time period specified for your assessment.

> **Tip**
> We recommend that you log in, change your password and familiarise yourself with the platform before the day of the assessment. This will give you more time to focus on your scenario-based case study.

Access problems

If you have difficulty accessing the NEBOSH online assessment platform, please perform the following checks before contacting NEBOSH:

- 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 assessment, please contact NEBOSH using the details below and we will be happy to help you.

- Contact us
- 'Live chat' via our website www.nebosh.org.uk
- Telephone +44(0)116 263 4700

NEBOSH Diploma Digital Assessments: Technical Learner Guide

Using the online assessment platform

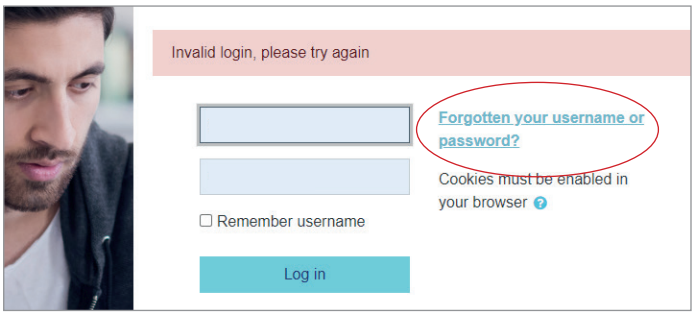
Once you have completed the registration process and received your login details, you will be able to access the NEBOSH online assessment platform.

How to log in

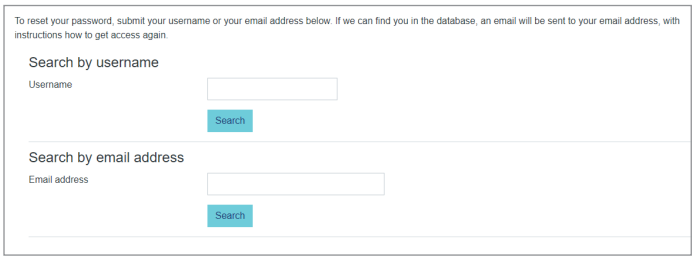
Use your username or registered email and the new password you created to log into the NEBOSH online assessment platform at https://learning.nebosh.org.uk.

Resetting your password

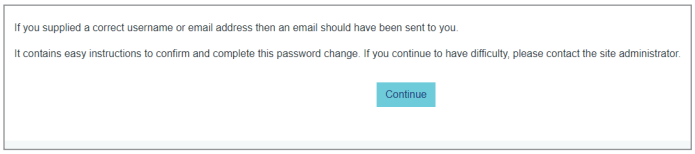
If you are unable to log in or are having issues with your password, click on the *Forgotten your username or password?* link.



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.



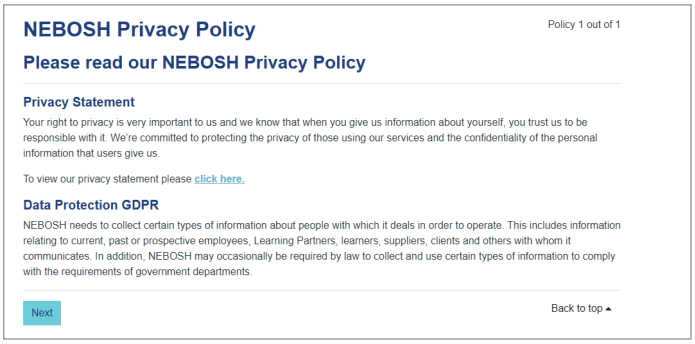
If you have not received your reset password email, please check your junk folder and allow at least ten minutes for the email to come through. If you still have not received it please contact NEBOSH.

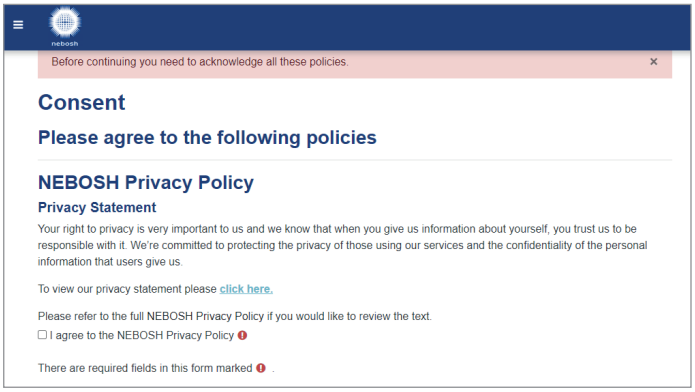
If you have previously taken an assessment using the NEBOSH online assessment platform your login details will remain the same. If you have forgotten your password select 'Forgotten your username or password?'. Your username is your learner number.

NEBOSH Diploma Digital Assessments: Technical Learner Guide

Privacy Statement

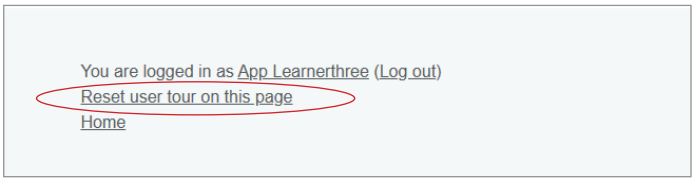
The first time you log into the NEBOSH online assessment platform an automated privacy statement will appear on the screen. Please read this carefully. By ticking the boxes and clicking 'next' you are agreeing to the terms.





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

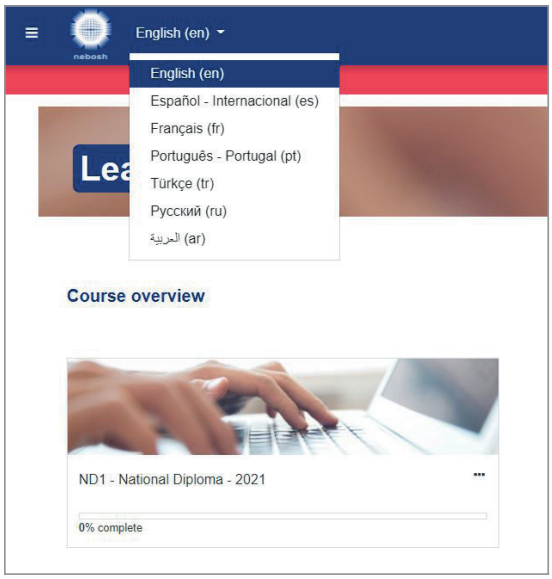
It is possible to change the font size and background colour you see in the NEBOSH online assessment platform.

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

How to use the online assessment 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.

Please note: your assessment and associated documents will be in English only.



NEBOSH Diploma Digital Assessments: Technical Learner Guide

On the day of the assessment

The NEBOSH Diploma Digital Assessment: Learner Guide provides you with useful pointers to help you prepare for and complete your assessment, including guidance on:

- the assessment
- preparing for your assessment
- accessing materials during your assessment
- expected standards of behaviour
- professional discussion
- NEBOSH's policy on malpractice, plagiarism and collusion

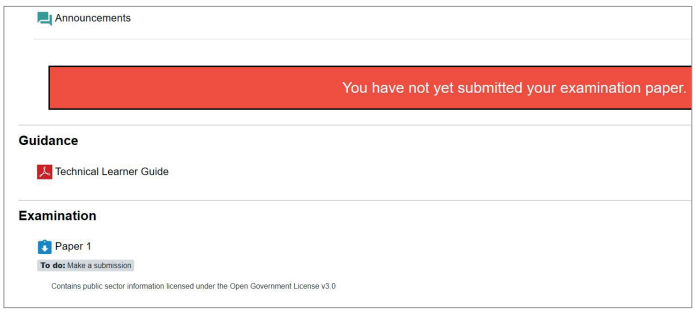
Read
NEBOSH Diploma Digital Assessment: Learner Guide

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

Downloading your NEBOSH Diploma Digital Assessment question paper and materials

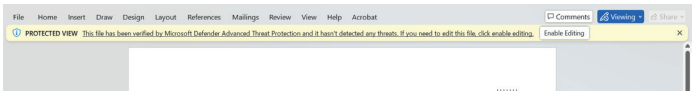
Downloading your assessment(s) and answer template(s)
When you log in on the day of the assessment you will see the unit assessments you have been registered for.

During the assessment time, once you click onto the required unit, you will see an assessment file available for you to download.

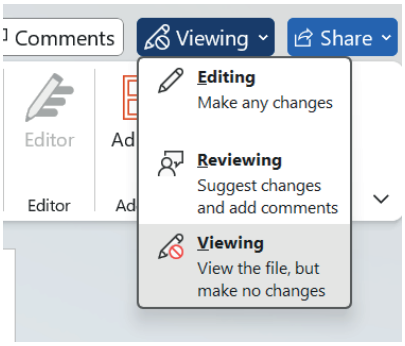


Within this assessment file, you will find the question paper(s), answer template(s) and any applicable supporting material for your assessment.

To enable ediit options in Moodle:



Once you have clicked on 'Enable Editing', you need to click on the 'Viewing' button and the following options appear:



You must selct 'Editing' to be able to type in the document.

Once you have downloaded these documents, you have everything you need to sit your assessment.

IMPORTANT: if you are completing the DN/DI 2 or 3 you will only have one examination paper and one answer template.

If you are completing the DN/DI1 please download both question papers and complete your answers using the relevant answer template. Please do not upload your answers on one document.

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Answer template

It is not compulsory to use the answer template provided for all assessments, however it is recommended.

If it is compulsory to use the answer template provided, it will be clearly displayed on your assessment paperwork, for example, the question paper.

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(s) it is important that this is downloaded and used to complete your work offline. If you remain logged into the platform while completing the assessment, you will be timed out and may lose your work. Save the answer template(s) to your computer and remember to keep saving the document.

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

- Unit code (eg DN1)
- Add which question paper your answers are for - Paper 1 or Paper 2 (DN/DI only)
- Assessment 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 assessment.

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

NEBOSH Diploma Digital Assessments: Technical Learner Guide

Submitting your NEBOSH Diploma digital assessment answer paper

Accepted formats

Your answers should be prepared electronically. You can submit them via the NEBOSH online assessment platform in PDF format. No other file formats are permitted.

You may not submit handwritten answers.

Please note: the file size limit is **100MB in total**. The system cannot accept anything that exceeds this. As per the guidance, you should only upload one file per digital assessment. For DN1/DI1 you can upload a maximum of two files, one to Paper 1 and one to Paper 2.

Please note: For DN1/DI1 you can upload a maximum of two files, one to Paper 1 and one to Paper 2.

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 login details email and is also your username
- Learning Partner name
- Unit (and paper name - for DN/DI1 only)

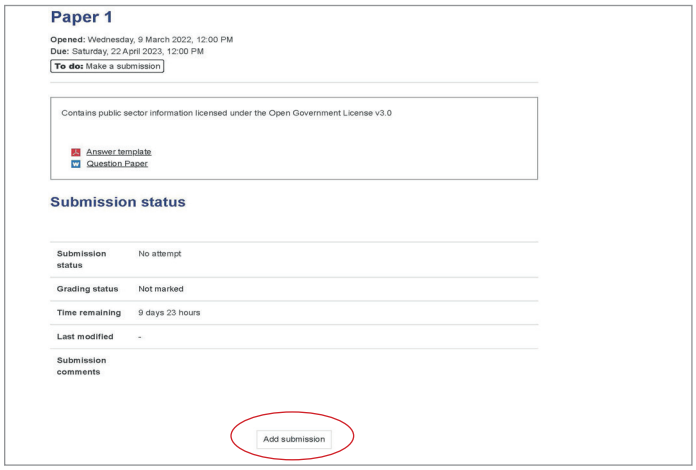
For example:
Smith John 00123456 NEBOSH Learning Partner DN1 Paper 2

Important
Do not delete the file extension when renaming your documents. You must keep .pdf, after the name of your document(s).

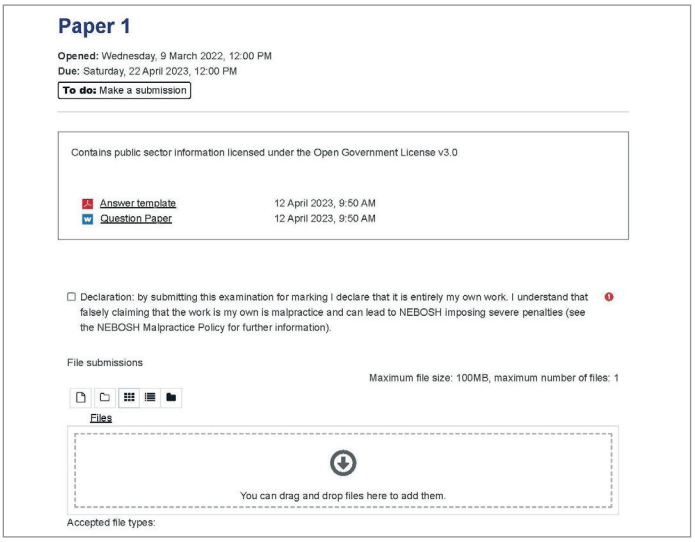
Uploading your submission

It is strongly recommended that you do not leave it until the deadline to upload your submission 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 assessment page.



- You will be asked to agree to the Turnitin End-Users License Agreement, by clicking the link the agreement will be launched.



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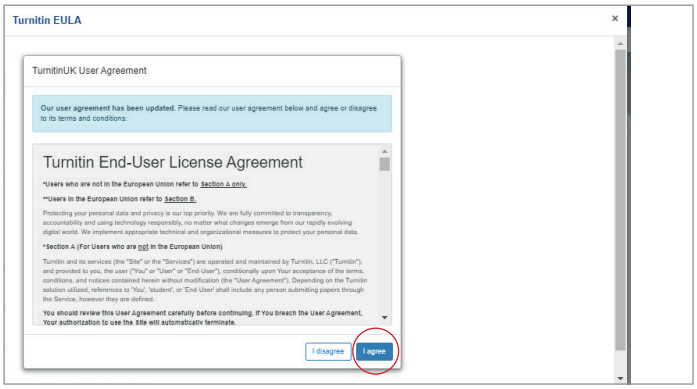
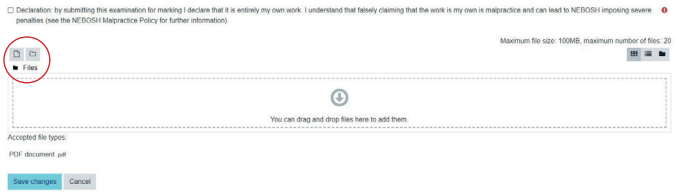
- You will need to agree to the this before submitting your work by clicking 'I agree'



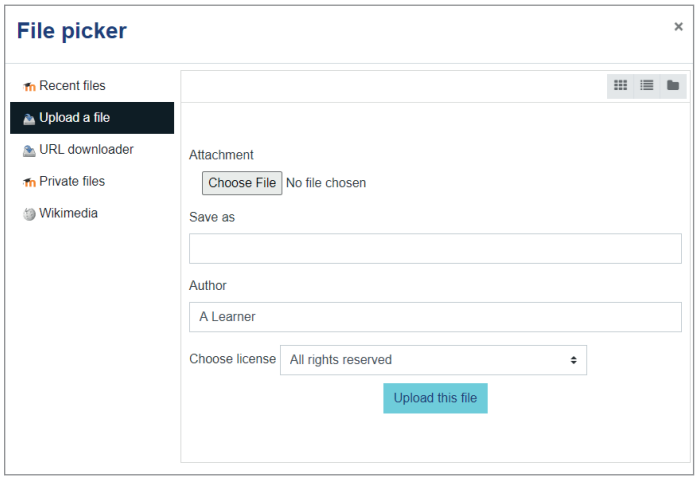
Anti-plagiarism software

Assessments must be the learner's original work. Assessments will be submitted by NEBOSH to the Turnitin UK text-matching service and added to the Turnitin database. Cases of plagiarism or collusion will be dealt with severely and are liable to result in the submission being disqualified and the learner being banned from future registrations. Any learner who provides an opportunity for another learner to use his/her assessment inappropriately shall be liable to the same sanction.

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

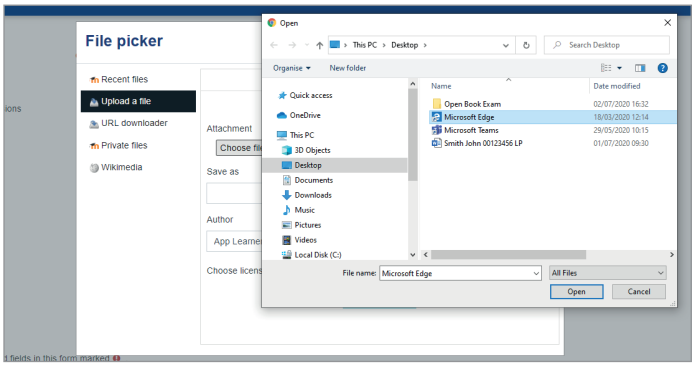


- Once you have clicked on the file icon the below box will appear for you to browse your computer and select your file.

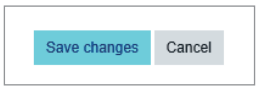


- Alternatively, you can use the drag and drop option into the blue arrow section below.

- Once you have selected your file you can upload it.



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

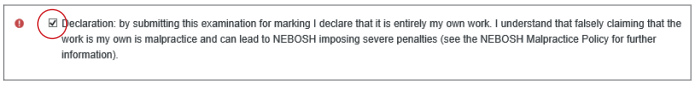


NEBOSH Diploma Digital Assessments: Technical Learner Guide

Statement of own work

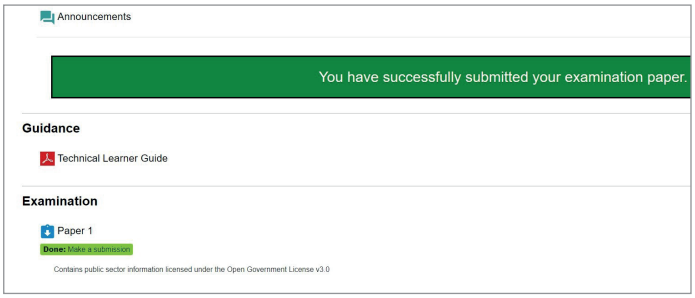
When you submit your answer paper, you will be asked to confirm that the work is your own. Further information on our malpractice policy can be found on our website.

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

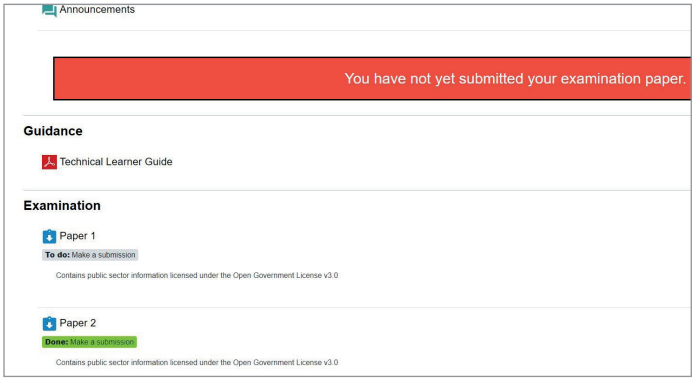


Confirmation your submission has been received

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



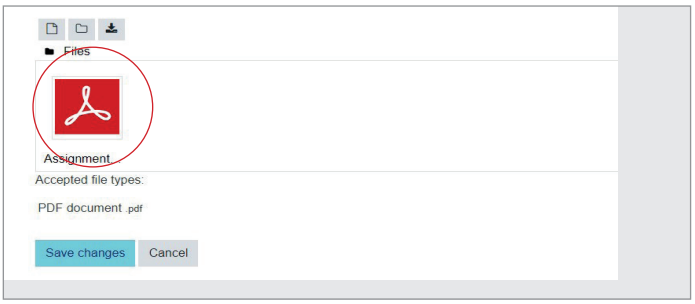
Please note for DN/DI1 you will need to submit both completed answer papers to successfully complete your submission. The green banner will only appear once you have submitted both.



Editing/deleting submission

You can edit or delete and replace a submission at any time during the assessment period.

- Click on your uploaded assessment file.



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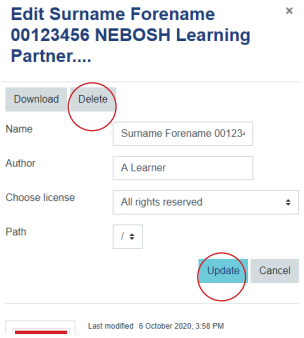
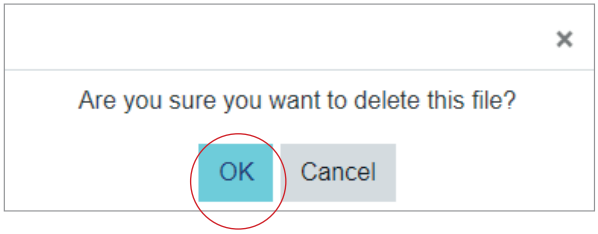
- An option box will appear, you can either select ‘delete’ at the top or ‘update’ in blue.



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



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

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 your Learning Partner in the first instance.

If you are unable to speak to your Learning Partner, please contact us:

- Contact us
- ‘Live chat’ via our website www.nebosh.org.uk
- Telephone +44(0)116 263 4700

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

NEBOSH Diploma Digital Assessments: Technical Learner Guide

After the assessment

Special considerations

If you think that your performance in your assessment 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 special considerations, can be found our website.

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

Professional Discussion

Once you have submitted your answer paper you must attend a professional discussion with your Learning Partner.

The purpose of the professional discussion 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 submission.

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

Read
Further information to help you prepare for your professional discussion is available in the NEBOSH Diploma Digital Assessment: Learner Guide.

Results

Results will be issued up to 50 working days from the submission closing period 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 submission.

Submission periods

Unit	Submission period
DN/DI1	20 working days
DN/DI2	10 working days
DN/DI3	10 working days

What is the submission period

The submission period is the time in working days that you have to download the question paper (Day 1) and submit your final work (working days shown above).

Please refer to your Learning Partner for assessment dates.

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www.youtube.com/neboshofficial

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United Kingdom

Contact us
www.nebosh.org.uk

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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