



nebosh

# **NEBOSH Open Book Examinations: Technical Learner Guide**

Version 2 (27/Jul/20)

# NEBOSH Open Book Examinations: Technical Learner Guide

## Contents

|  |    |
|--|----|
| Introduction   | 02 |
| Your examination journey   | 03 |
| Before the examination   | 04 |
| OBE technology requirements  | 04 |
| Internet connection  | 04 |
| Access to a device capable of downloading and viewing a PDF document | 04 |
| Registering for your OBE   | 05 |
| Reasonable adjustments and access arrangements                       | 05 |
| Email one: login details   | 05 |
| Email two: OBE registration confirmation                             | 05 |
| Access problems  | 05 |
| Still need help?   | 05 |
| Using the online examination platform                                | 06 |
| How to log in  | 06 |
| Resetting your password  | 06 |
| Privacy Statement  | 07 |
| Accessing the tour guide   | 07 |
| How to change the font and background colour                         | 07 |
| On the day of the examination  | 08 |
| Downloading your OBE   | 08 |
| Downloading your examination and answer template                     | 08 |
| Answer template  | 08 |
| Uploading your OBE submission  | 09 |
| Accepted formats   | 09 |
| Naming your documents  | 09 |
| Submitting your OBE  | 09 |
| Statement of own work  | 11 |
| Confirmation your submission has been received                       | 11 |
| Editing/deleting submission  | 11 |
| Difficulties in uploading your submission?                           | 11 |
| After the examination  | 12 |
| Special Considerations   | 12 |
| Closing interview  | 12 |
| Results  | 12 |

# NEBOSH Open Book Examinations: Technical Learner Guide

## Introduction

We have created two guidance documents to help learners prepare for the unit NG1/G1/NGC1/IGC1 open book examination (OBE):

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

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

We recommend that you download both documents as part of your OBE preparations.

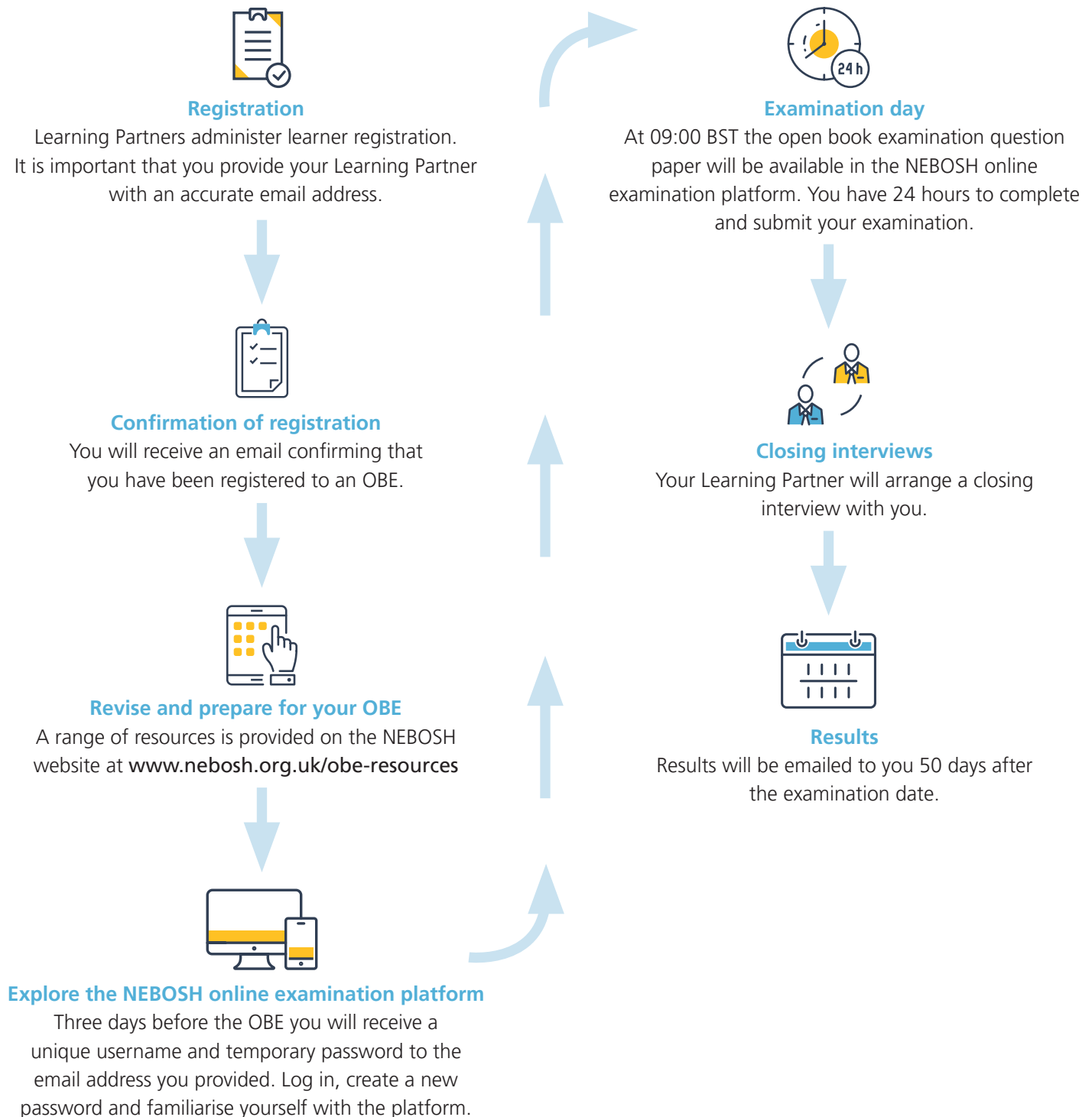
## Read

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

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

# NEBOSH Open Book Examinations: Technical Learner Guide

## Your examination journey



# NEBOSH Open Book Examinations:

## Technical Learner Guide

### Before the examination

#### OBE technology requirements

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

#### Internet connection

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

| Desktop  | Mobile                         |
|--|--------------------------------|
| Chrome<br>Firefox<br>Safari<br>Edge<br>Internet Explorer | Mobile Safari<br>Google Chrome |

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

#### Access to a device capable of downloading and viewing a PDF document

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

#### Read

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

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

# NEBOSH Open Book Examinations:

## Technical Learner Guide

### Registering for your OBE

To sit the OBE, you must register via your Learning Partner for a specific sitting.

At the time of your registration you must confirm your personal email address. NEBOSH uses the email address registered to your learner record for all communications including to send you your OBE login and registration details.

### Reasonable adjustments and access arrangements

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

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

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

### Email one: OBE registration confirmation

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

### Email two: login details

After you have registered via your Learning Partner, you will receive an OBE login email no later than 3 days prior to the examination date. Please check your email inbox for this email. The email will contain your username and a temporary password.

#### Tip

Do not copy and paste the temporary password. You will need to manually type it, in order to log in.

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

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

If you have not received this OBE initial login email 2 days prior to your examination date, please contact the NEBOSH Customer Experience team at [obe@nebosh.org.uk](mailto:obe@nebosh.org.uk).

**Please note:** You will only be able to access your paper on the date and 24-hour window specified for your OBE.

#### Tip

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

### Access problems

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

- Check your internet connection
- Check you are using the correct log in (this is case sensitive)
- If you have copied and pasted the password, check you have not included any additional spaces at the end of the password
- Try using another browser from the list of compatible browsers in the table supplied above

### Still need help?

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

- Email [obe@nebosh.org.uk](mailto:obe@nebosh.org.uk)
- 'Live chat' via our website [www.nebosh.org.uk](http://www.nebosh.org.uk)



# NEBOSH Open Book Examinations: Technical Learner Guide

## Using the online examination platform

Once you have completed the registration process, you will be able to access the NEBOSH online examination platform.

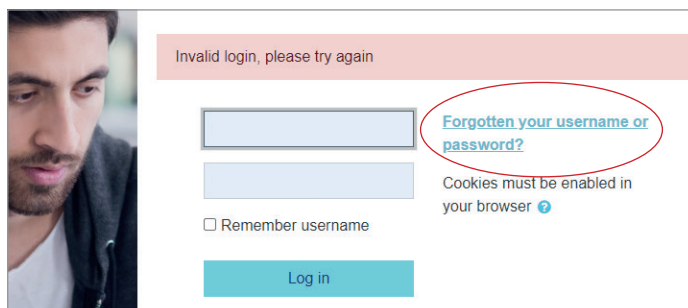
### How to log in

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

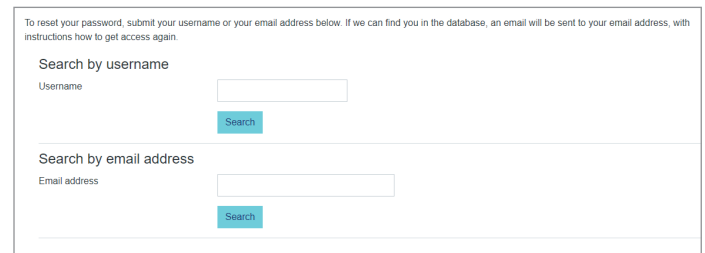


### Resetting your password

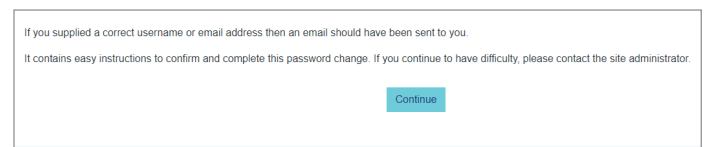
If you are unable to log in and are having issues with your password, click on the *forgotten username or password* link.



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.



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



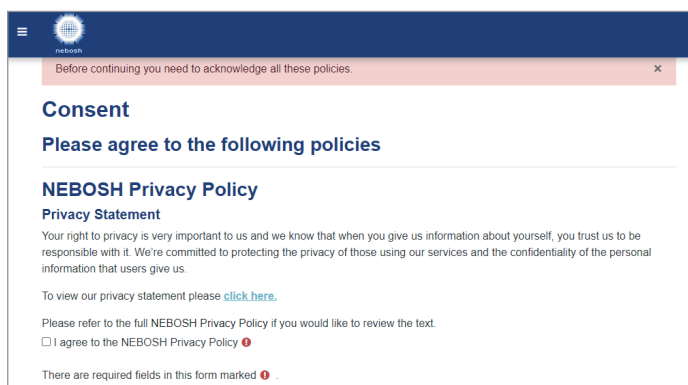
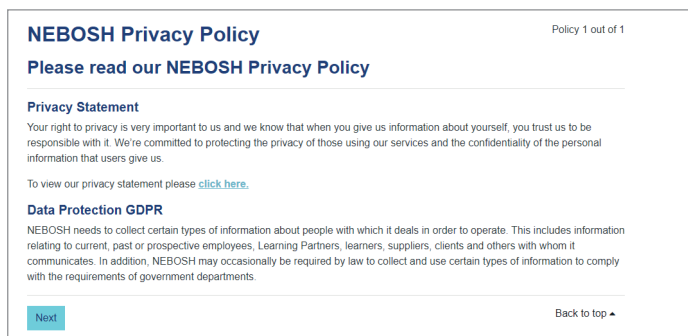
If you have not received your reset password email, please check your junk folder, and allow at least ten minutes for the email to come through. If you still have not received it, please contact NEBOSH at [obe@nebosh.org.uk](mailto:obe@nebosh.org.uk).

# NEBOSH Open Book Examinations:

## Technical Learner Guide

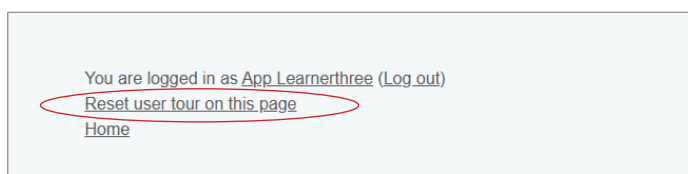
### Privacy Statement

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



### Accessing the tour guide

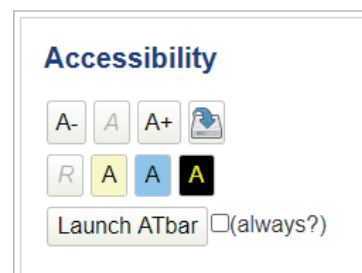
When you access the platform for the first time, a tour is available to highlight its key features. To revisit this tour at any time, scroll down to the bottom of any of the pages and select the *Reset user tour on this page* link.



### How to change the font and background colour

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

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





# NEBOSH Open Book Examinations:

## Technical Learner Guide

### On the day of the examination

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

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

#### Read

NEBOSH Open Book Examinations: Learner Guide

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

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

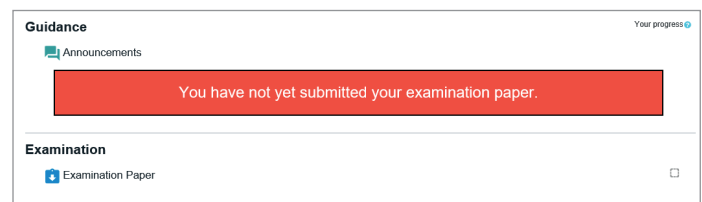
### Downloading your OBE

#### Downloading your examination and answer template

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



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



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

#### Answer Template

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

- Name
- NEBOSH learner number
- Learning Partner details

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

- Unit code (e.g. NG1)
- Examination date
- Your name
- Your NEBOSH learner number
- 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

**Please note:** Handwritten submissions will also need to include a word count.

# NEBOSH Open Book Examinations:

## Technical Learner Guide

### Uploading your OBE submission

#### Accepted Formats

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

- PDF
- JPEG
- doc
- docx
- PNG

If you cannot access a computer and are using a smartphone or tablet you may handwrite your answers. If you handwrite your responses, please ensure that you write legibly and upload clear photographs of each page of your work. These photos will need to be uploaded as either a PDF, JPEG or PNG.

#### Read

If you are using a smartphone or tablet to complete your OBE and wish to use the app please read the NEBOSH Open Book Examinations: App Guide for further information.

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

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

### Naming your documents

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

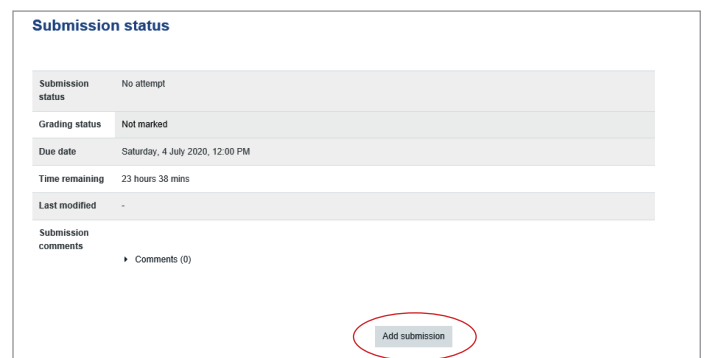
- Surname
- First name
- NEBOSH learner number - your learner number can be found on the initial log in detail email
- Learning Partner name
- If you are submitting images for a handwritten examination, please make sure you add page numbers to the document name, as this will help the examiner to mark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

e.g. Smith John, 00123456, NEBOSH Learning Partner

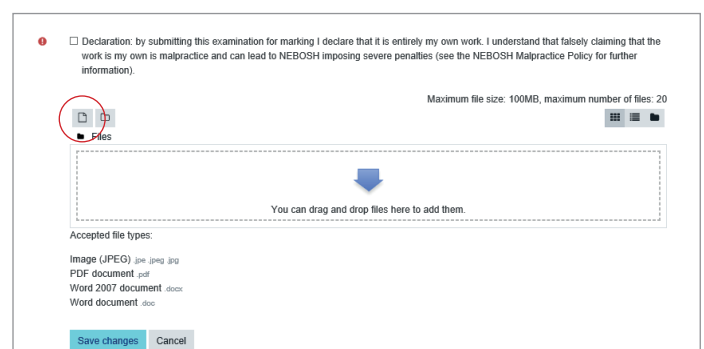
### Submitting your OBE

**Please note:** 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 examination page.

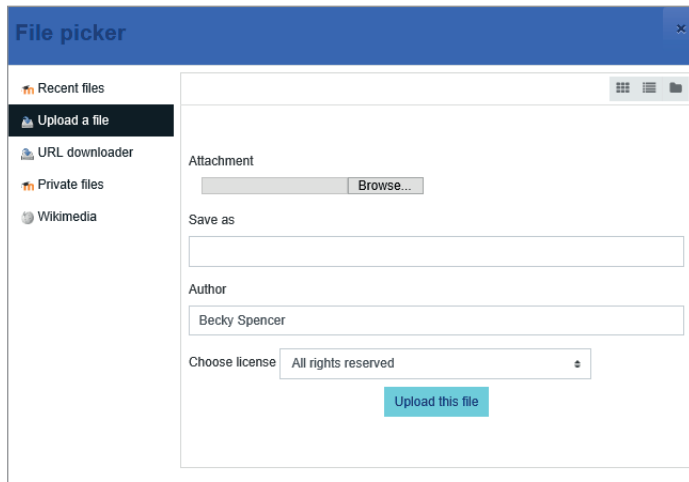


- Once this has been selected, you can then choose the file to upload by clicking the below "file" icon.



# NEBOSH Open Book Examinations: Technical Learner Guide

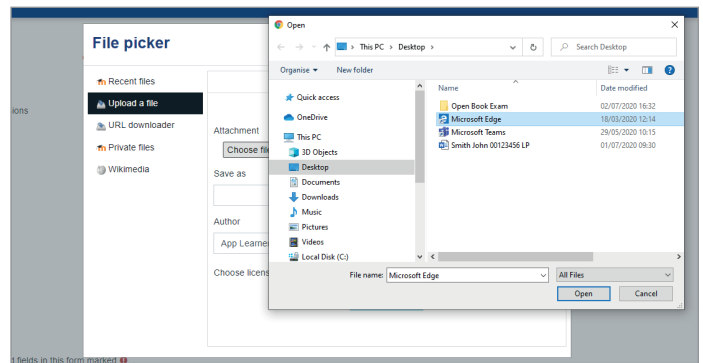
- Once you have clicked on the file icon the below box will appear for you to browse your computer and select your file



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

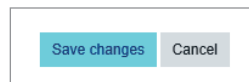


- Once you have selected your files you can upload them



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

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



# NEBOSH Open Book Examinations:

## Technical Learner Guide

### Statement of own work

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

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

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

### Confirmation your submission has been received

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

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

### Editing/deleting submission

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

- Click on your uploaded examination file

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

OBE Submi...

Accepted file types:

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

[Save changes](#) [Cancel](#)

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

Edit OBE Submission- Learner Number - Learner Name - PD...

[Download](#) [Delete](#)

Name: OBE Submission- Learner...

Author: Becky Spencer

Choose license: All rights reserved

Path: /

[Update](#) [Cancel](#)

Last modified: 3 July 2020, 12:28 PM  
Created: 3 July 2020, 12:28 PM  
Size: 36.2KB

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

Confirm

Are you sure you want to remove the submission data?

[Continue](#) [Cancel](#)

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

**Please note:** If you delete a file after submitting, the green confirmation of submission message will remain displayed on the screen.

### Difficulties in uploading your submission?

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

- Email [obe@nebosh.org.uk](mailto:obe@nebosh.org.uk)
- 'Live chat' via our website [www.nebosh.org.uk](http://www.nebosh.org.uk)

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

# NEBOSH Open Book Examinations:

## Technical Learner Guide

### After the examination

#### Special Considerations

If you think that your performance in your OBE has been negatively affected by temporary illness, bereavement, injury, or adverse circumstances that arose at or near the time of assessment you can apply for Special Consideration.

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

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

#### Closing Interview

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

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

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

#### Results

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

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

#### Read

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

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

**Follow us:**

 [www.linkedin.com/company/nebosh](https://www.linkedin.com/company/nebosh)

 [www.facebook.com/neboshofficial](https://www.facebook.com/neboshofficial)

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

 [www.youtube.com/neboshofficial](https://www.youtube.com/neboshofficial)

**NEBOSH**

5 Dominus Way  
Meridian Business Park  
Leicester LE19 1QW  
United Kingdom

[obe@nebosh.org.uk](mailto:obe@nebosh.org.uk)  
[www.nebosh.org.uk](https://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

© Copyright NEBOSH 2020