

## INTRODUCTION

This section aims to provide a step-by-step guide for invigilators to enable candidates to take IMI online assessments. However, before assessments are launched the following checks must be made:

- the candidate has been registered with IMI for the qualification/accreditation containing the online assessment to be taken
- at least 48 hours has elapsed since the candidate was registered
- the candidate has not already passed the online assessment
- at least 48 hours has elapsed since the candidate last attempted the online assessment.

All online assessments are accessed through the IMI website ([www.theimi.org.uk/awarding](http://www.theimi.org.uk/awarding)) by authorised Centre personnel with invigilation rights, using their IMI PIN and password. Before opening the website, please ensure that Sun Java has been installed on the computer and that all anti pop up software has been disabled for the IMI online assessment website.

Centres must ensure that the ‘auto save’ function is disabled from all IT equipment utilised to access IMI online assessments, to mitigate any risk of unauthorised personnel gaining access and misusing these.

*Misuse of the online assessment system or failure to adhere to IMI awarding requirements will be regarded as malpractice (see 1.10 Malpractice and Maladministration Policy).*

## ACCESSING IMI ONLINE ASSESSMENTS

Before accessing any IMI online assessment, you must ensure that all Centre invigilation processes are being followed and IMI requirements are being met (see section 5.1).

From the IMI home page go to ‘Online Assessment’ which will take you to a secure area.





The Invigilator logon page will appear. Insert your **PIN** and **Password** and **Sign in**

IMI AWARDING Online Assessments

Invigilator Logon

Invigilator PIN

Invigilator Password

Sign In

Date: 26/01/2016  
Version 1.09

Once you have successfully logged on, you will be presented with the candidate logon page:

IMI AWARDING Online Assessments

Candidate Logon

Candidate Number

Candidate Surname

Sign In

Date: 26/01/2016  
Version 1.09



All IMI candidates have been given a candidate number. This candidate number is provided to you in the form of an automated email following successful registration. You can also retrieve candidate numbers by running registration reports from web portal 2.

*(Important note: You will need to allow at least 48 hours after successful registration for online assessments to be available)*

Please insert the **Candidate Number** and **Candidate Surname** and **Sign In**.

*(Important note: All candidates must be under invigilation conditions at this point)*

## CANDIDATES ONLINE ASSESSMENT HOME PAGE

The first 10 online assessments the candidate is registered for are on the home page. If your candidate is registered for more than 10 assessments, you can change the **Page Number** in the top right hand side of the screen.

IMI AWARDING Online Assessments

Welcome 13900611, [Logout](#)

You are here [Home](#)

Assessments

Sort by: Number | Sort order: Ascending | Number of records per Page: 10 | Page Number: 1 | View: Current Assessments

Start	Assessment Number	Assessment Description
Start	.IMIADemonstration Assessment	.IMIADemonstration Assessment
Start	BP18Q	Removing and Fitting Basic Light Vehicle Mechanical Electrical and Trim (MET) Components and Non Permanently Fixed Vehic
Start	G0102Q	Knowledge of Health Safety and Good Housekeeping in the Automotive Environment
Start	G3Q	Knowledge of Support for Job Roles in the Automotive Environment
Start	G4Q	Knowledge of Materials Fabrication Tools and Measuring Devices Used in the Automotive Environment
Start	IRTEC-LCV-INSP-1-R	Large Commercial Vehicle Inspection Technician - Technical
Start	IRTEC-LCV-INSP-2-R	Large Commercial Vehicle Inspection Technician - Legislative
Start	IRTEC-LCV-SMT-R	Large Commercial Vehicle Service Maintenance Technician
Start	LV01Q	Knowledge of Routine Light Vehicle Maintenance
Start	LV02.1Q	Knowledge of Light Vehicle Engine Mechanical Lubrication and Cooling System Units and Components

The first assessment in the **Current Assessment** list for all candidates is titled '**.IMIADemonstration Assessment**'. This is a non-technical assessment which will show candidates how to navigate their way through the assessments. As this assessment is not scored, it will reset immediately after an attempt.

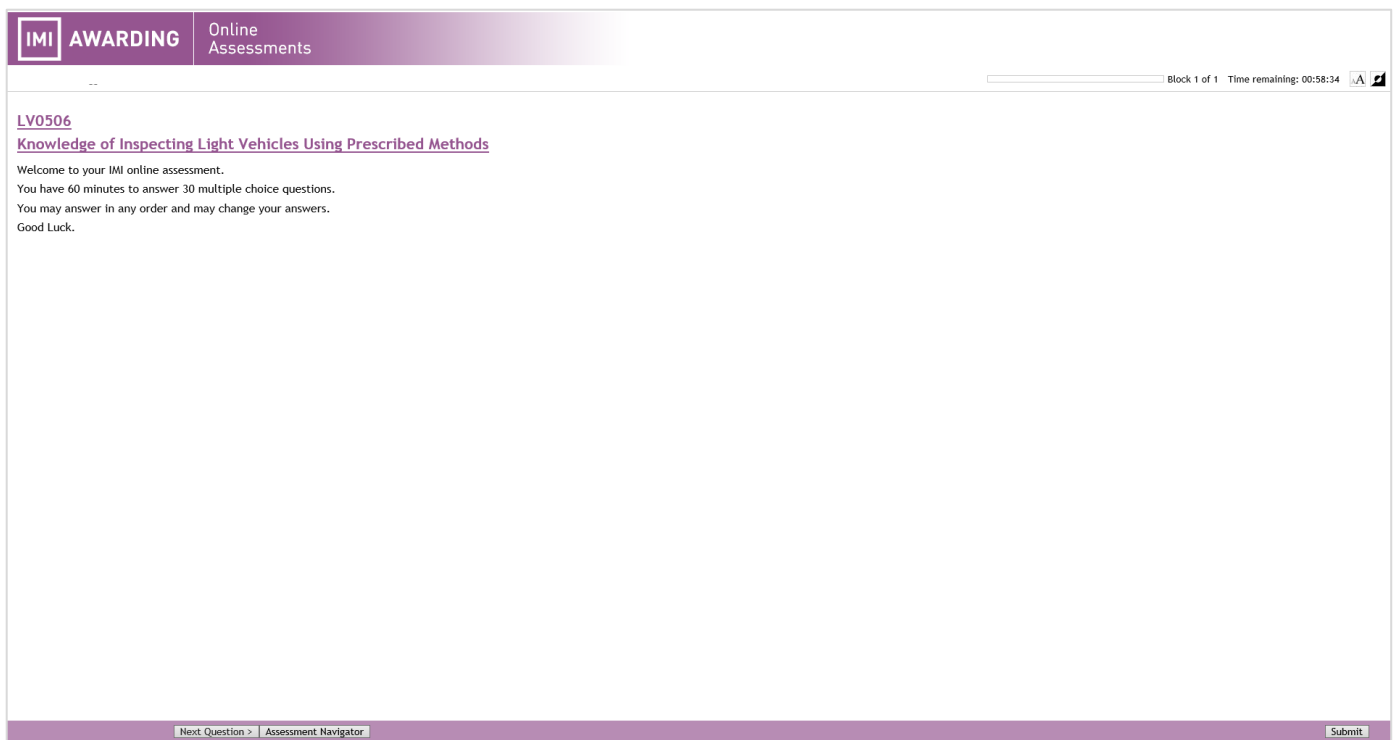
## ATTEMPTING ONLINE ASSESSMENTS

Once you have the required online assessment on the page, you will need to click on the **Start** icon:



*(Important note: You will need to ensure all anti pop up software is disabled before you click on the Start icon)*

Once the online assessment has been started, you will see the assessment introduction page:



The screenshot shows the IMI AWARDING Online Assessments interface. The header includes the IMI logo and 'AWARDING Online Assessments'. A progress indicator shows 'Block 1 of 1' and 'Time remaining: 00:58:34'. The main content area displays the assessment title 'LV0506 Knowledge of Inspecting Light Vehicles Using Prescribed Methods' and a welcome message: 'Welcome to your IMI online assessment. You have 60 minutes to answer 30 multiple choice questions. You may answer in any order and may change your answers. Good Luck.' The footer contains navigation links for 'Next Question >' and 'Assessment Navigator', and a 'Submit' button.

The introduction will inform the candidate of the number of questions and the time the candidate has to complete the assessment. The timer in the right hand corner will start from the moment the assessment is opened.

Most of the IMI's online assessment questions are in a multiple choice format. The candidate indicates the correct answer by clicking the radio button next to the relevant answer:

- Answer A
- Answer B
- Answer C
- Answer D

On occasions, candidates may be presented with a drag and drop question format. For the drag and drop format, the current version of Java will need to be installed.



The free Java download, can be found using the following link:

<http://java.com/en/download/index.jsp>

Once you have completed all of the questions, you will need to click on the **Submit** icon:

**Submit**

IMI AWARDING Online Assessments

Block 1 of 1 Time remaining: 00:58:34

**LV0506**  
**Knowledge of Inspecting Light Vehicles Using Prescribed Methods**

Welcome to your IMI online assessment.  
You have 60 minutes to answer 30 multiple choice questions.  
You may answer in any order and may change your answers.  
Good Luck.

Next Question > Assessment Navigator

**Submit**



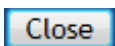
You will then be presented with the **Assessment Feedback** confirmation page:

The screenshot shows a web interface for IMI AWARDING Online Assessments. The header includes the IMI logo, 'AWARDING', and 'Online Assessments'. Below the header, it displays the date 'Jul 22 2016' and the user ID 'Logged in as : 09450213'. The main content area shows the assessment ID 'PO01' and the title 'Knowledge of Tools and Equipment Used in Vehicle Refinishing'. Underneath, there is a section for 'Assessment Feedback' with the message: 'Unfortunately you have failed to pass this assessment and will have to re-take it.' A 'Close' button is located in the bottom right corner of the page, highlighted with a red box.

The assessment result will be shown here.

*(Please be aware that if you are undertaking an Accreditation assessment, the result will not display here)*

To close the online assessment page, please click on the **Close** icon:



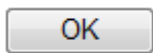


Once closed, you will be presented with the **Assessment Outcome** page:

Assessment Number	P001Q
Description	Knowledge of Tools and Equipment Used in Vehicle Refinishing
Score Achieved	53%
Time Taken	00:02:07
Outcome	Fail

This page confirms the percentage score, the time taken and the start/finish date and time.

Please click the **OK** icon:



You will now be taken back to candidate's **Current Assessments** page.

## PREVIOUS ONLINE ASSESSMENT RESULTS

Access to the previous online assessment results can be found via the candidates **Completed Assessments** page:

View

- Completed Assessments
- Current Assessments
- Completed Assessments

On the right hand side on the candidate home page, you will see the **View** drop down menu. The **View** menu will default to **Current Assessments**. Please change this to **Completed Assessments**:

Start	Assessment Number	Assessment Description
Start	180	Advanced Light Vehicle Technology
Start	182	Advanced diagnostic techniques for vehicle technicians
Start	183	Communication and liaison techniques for vehicle technicians
Start	AE06Q	Knowledge of Diagnosis and Rectification of Vehicle Auxiliary Electrical Faults
Start	BP18Q	Removing and Fitting Basic Light Vehicle Mechanical Electrical and Trim (MET) Components and Non Permanently Fixed Vehic
Start	G0102Q	Knowledge of Health Safety and Good Housekeeping in the Automotive Environment
Start	G3Q	Knowledge of Support for Job Roles in the Automotive Environment
Start	G4Q	Knowledge of Materials Fabrication Tools and Measuring Devices used in the Automotive Environment
Start	K058	Electrical Systems - Basic UPK Assessment
Start	K059	Computer Based Test Equipment UPK Assessment



You will now see a list of all previous assessment results:

IMI AWARDING		Online Assessments					
Welcome 09450213, First name Surname, <a href="#">Logout</a>							
You are here <a href="#">Home</a>							
<a href="#">Assessments</a>							
		Sort by Completed Date & Time	Sort order Descending	Number of records per Page 10	Page Number Previous 1 Next	View Completed Assessments	
Assessment Number	Assessment Description	Completed Date & Time	Score Achieved (%)	Outcome	Invigilator PIN	Record of Achievement	Learning Outcomes Breakdown
PO01Q	Knowledge of Tools and Equipment Used in Vehicle Refinishing	22/07/2016 15:25:59	53	Fail	203144		
LV0506Q	Knowledge of Inspecting Light Vehicles Using Prescribed Methods	22/07/2016 15:23:00	0	Fail	203144		
G0102Q	Knowledge of Health Safety and Good Housekeeping in the Automotive Environment	15/09/2015 10:03:48	43	Fail	101160		
G0102Q	Knowledge of Health Safety and Good Housekeeping in the Automotive Environment	15/09/2015 09:57:09	97	Pass	101160		

## ONLINE ASSESSMENT RECORD OF ACHIEVEMENT

A printable **Online Assessment Record of Achievement** is available for each completed assessment.

If an assessment has been successfully completed, you will see the **Print** icon in the **Record of Achievement** column. Clicking this icon will allow you to print the record of achievement.

This record of achievement should be retained in the candidate's portfolio. The results of the assessment will also be stored on the IMI's database and will be checked automatically when a certificate claim is made.

## LEARNING OUTCOMES BREAKDOWN REPORT

A printable **Learning Outcomes Breakdown Report** is available for each attempted assessment.

Each question presented to candidates during their online assessment(s) has been linked to a learning outcome for the unit the online assessment covers. This report provides a list of all learning outcomes, the number of questions presented and the number of questions scored correctly/incorrectly per outcome.

Once an assessment has been attempted, you will see the **Print** icon in the **Learning Outcomes Breakdown** column. Clicking this icon will allow you to print the report.

Issue Number	Effective Date	Amendments	Reason for Amendments
5	20 Mar 2019	1. Rebranding of the header and footer.	1. Companywide rebranding on all IMI material.