

## 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/accredited assessment 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 ([awarding.theimi.org.uk](http://awarding.theimi.org.uk)) 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.

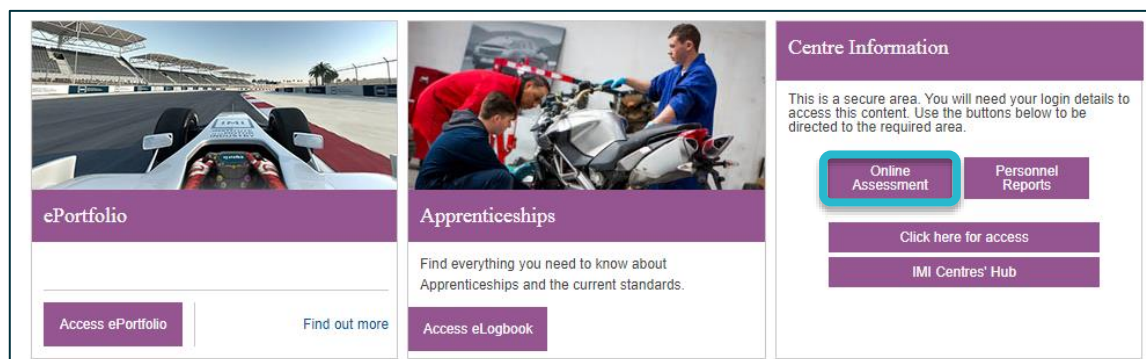
Centres must ensure that the 'auto save' function is disabled from all IT equipment utilised to access IMI online assessments, to mitigate any risk of unauthorised personnel gaining access and misusing these.

*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 homepage 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 INSTITUTE OF THE MOTOR INDUSTRY Driving the industry since 1920 | Online Assessments

### Invigilator Logon

Date: 10/02/2021  
Version 1.09

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



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### Candidate Logon

Date: 11/02/2021  
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.

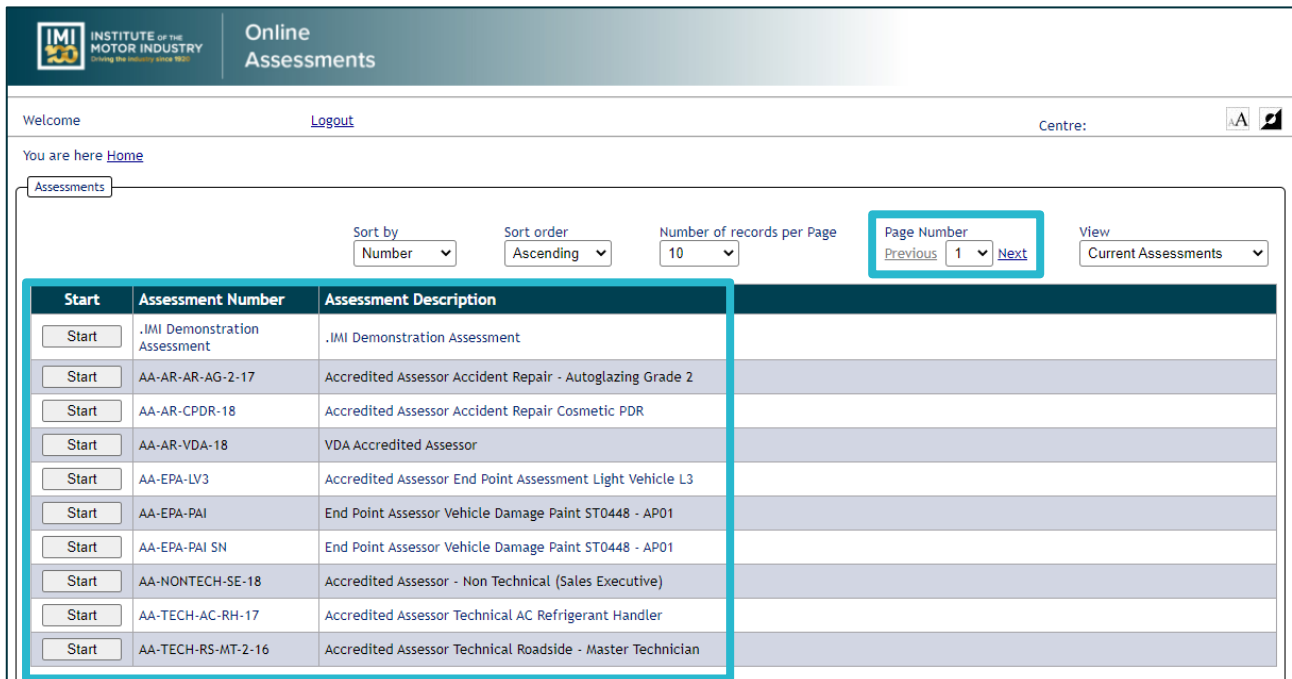
*(Important note: You will need to allow at least 48 hours after successful registration for online assessments to be available)*

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.



The screenshot shows the 'Online Assessments' interface. At the top, there is a navigation bar with the IMI logo and 'Online Assessments' text. Below this, there are links for 'Welcome', 'Logout', and 'Centre:'. A breadcrumb trail indicates 'You are here Home'. The main content area is titled 'Assessments' and contains a table of assessments. Above the table, there are controls for 'Sort by' (Number), 'Sort order' (Ascending), 'Number of records per Page' (10), 'Page Number' (1), and 'View' (Current Assessments). The table has three columns: 'Start', 'Assessment Number', and 'Assessment Description'. The first row is highlighted in blue and contains a 'Start' button, the assessment number '.IMI Demonstration Assessment', and the description '.IMI Demonstration Assessment'.

Start	Assessment Number	Assessment Description
Start	.IMI Demonstration Assessment	.IMI Demonstration Assessment
Start	AA-AR-AR-AG-2-17	Accredited Assessor Accident Repair - Autoglazing Grade 2
Start	AA-AR-CPDR-18	Accredited Assessor Accident Repair Cosmetic PDR
Start	AA-AR-VDA-18	VDA Accredited Assessor
Start	AA-EPA-LV3	Accredited Assessor End Point Assessment Light Vehicle L3
Start	AA-EPA-PAI	End Point Assessor Vehicle Damage Paint ST0448 - AP01
Start	AA-EPA-PAI SN	End Point Assessor Vehicle Damage Paint ST0448 - AP01
Start	AA-NONTECH-SE-18	Accredited Assessor - Non Technical (Sales Executive)
Start	AA-TECH-AC-RH-17	Accredited Assessor Technical AC Refrigerant Handler
Start	AA-TECH-RS-MT-2-16	Accredited Assessor Technical Roadside - Master Technician

The first assessment in the **Current Assessment** list for all candidates is titled '**.IMIA Demonstration 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.

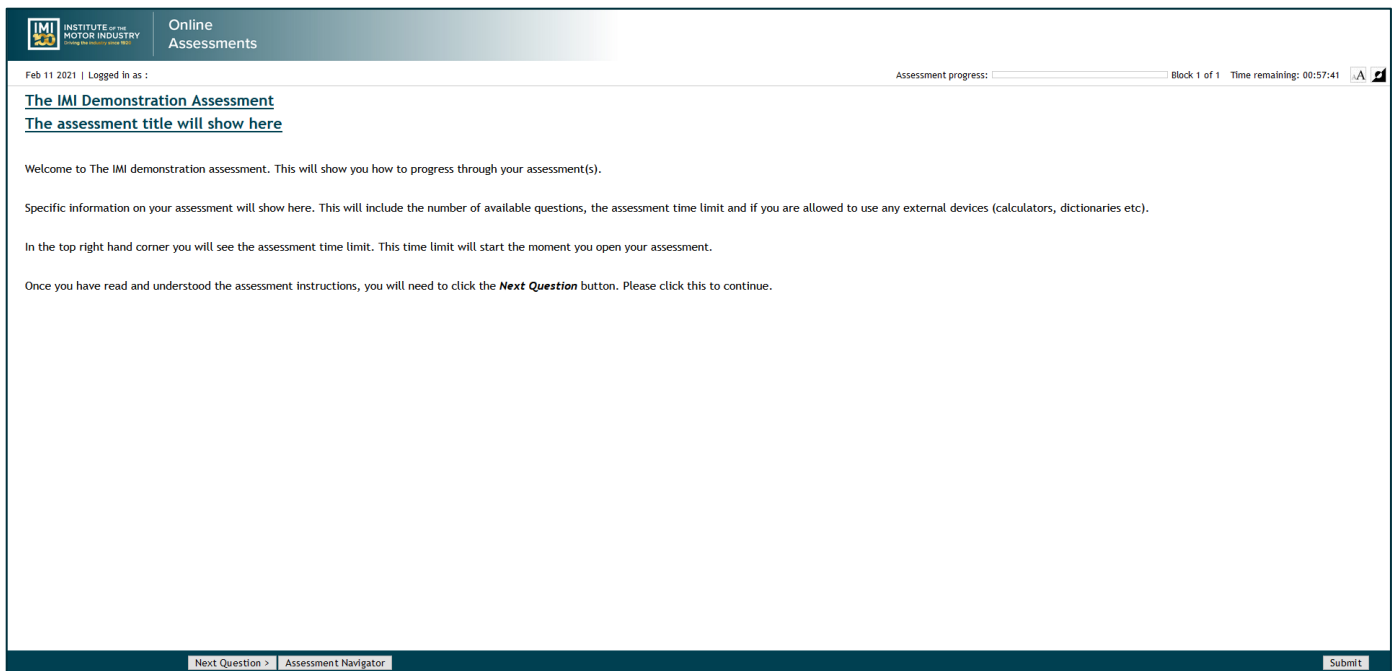
## ATTEMPTING ONLINE ASSESSMENTS

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



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

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



The screenshot shows the 'The IMI Demonstration Assessment' page. At the top left is the IMI logo and 'INSTITUTE OF THE MOTOR INDUSTRY'. To the right is 'Online Assessments'. Below this is a header with 'Feb 11 2021 | Logged in as :', 'Assessment progress: [progress bar]', 'Block 1 of 1', and 'Time remaining: 00:57:41'. The main content area contains the following text:

**The IMI Demonstration Assessment**  
The assessment title will show here

Welcome to The IMI demonstration assessment. This will show you how to progress through your assessment(s).

Specific information on your assessment will show here. This will include the number of available questions, the assessment time limit and if you are allowed to use any external devices (calculators, dictionaries etc).

In the top right hand corner you will see the assessment time limit. This time limit will start the moment you open your assessment.

Once you have read and understood the assessment instructions, you will need to click the **Next Question** button. Please click this to continue.

At the bottom of the page, there is a navigation bar with 'Next Question >', '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.

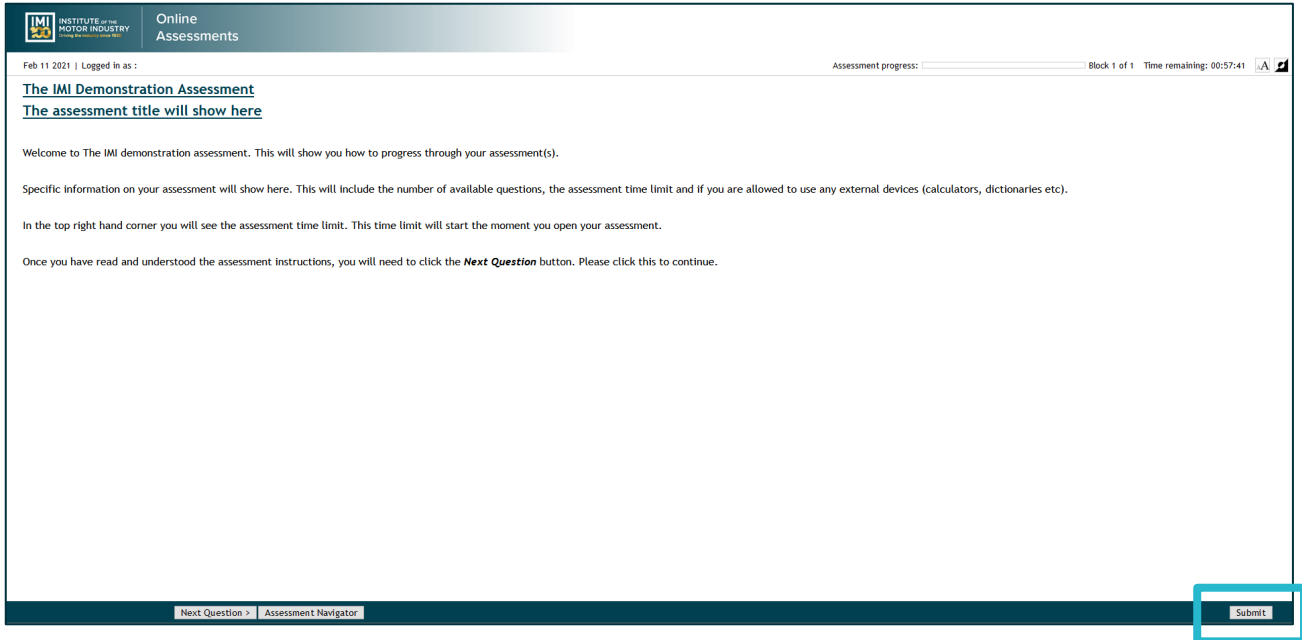
Most of the IMI's online assessment questions are in a multiple choice format. The candidate indicates the correct answer by clicking the radio button next to the relevant answer:

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

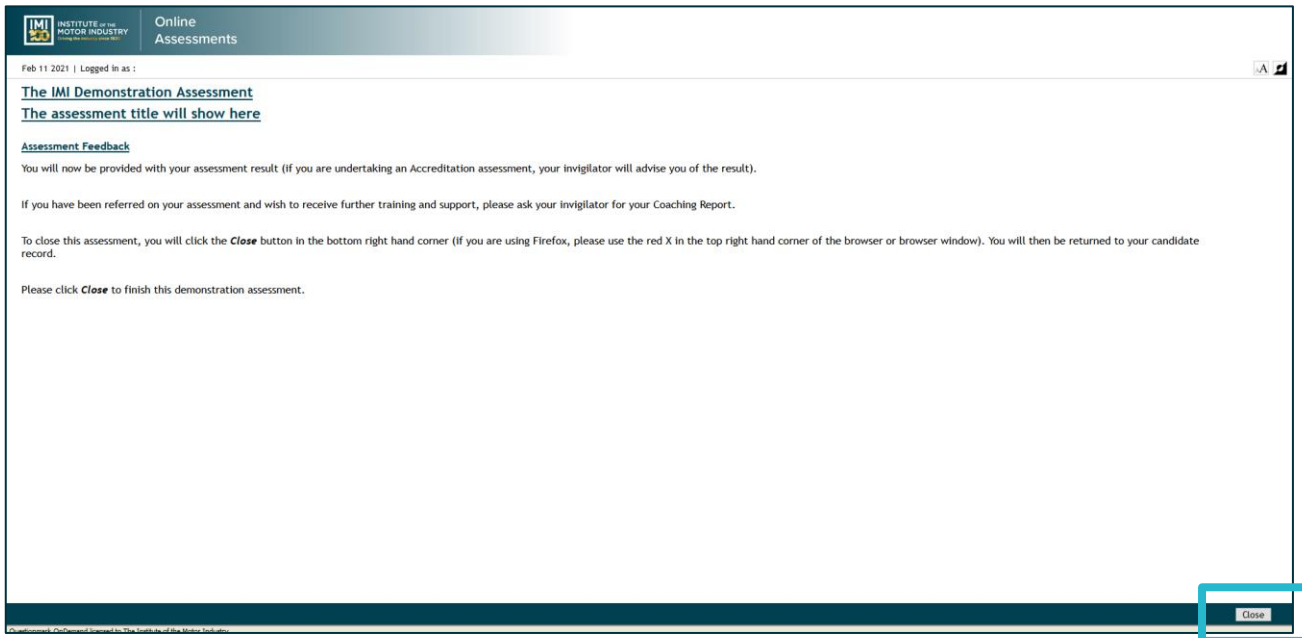
On occasions, candidates may be presented with a drag and drop question format. For the drag and drop format, the current version of Java will need to be installed. The free Java download, can be found using the following link:

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

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

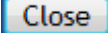


You will then be presented with the **Assessment Feedback** confirmation page:

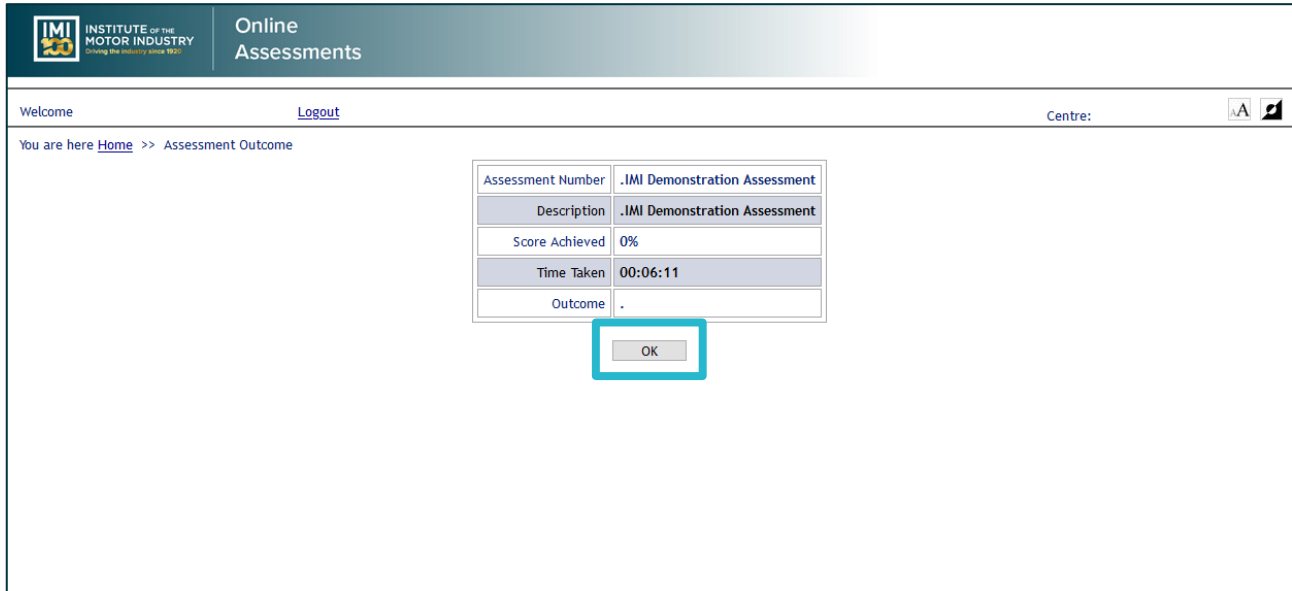


The assessment result will be shown here.

*(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** button: 

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



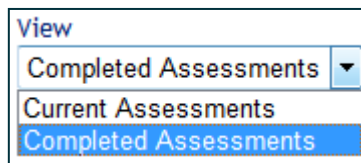
This page confirms the percentage score, the time taken and the start/finish date and time.

Please click the **OK** button: 

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:



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**:

Welcome [Logout](#) Centre:

You are here [Home](#)

Assessments

Sort by: Number | Sort order: Ascending | Number of records per Page: 10 | Page Number: 1 | [Previous](#) | [Next](#) | View: Current Assessments

Start	Assessment Number	Assessment Description
<a href="#">Start</a>	.IMI Demonstration Assessment	.IMI Demonstration Assessment
<a href="#">Start</a>	AA-AR-AR-AG-2-17	Accredited Assessor Accident Repair - Autoglazing Grade 2
<a href="#">Start</a>	AA-AR-CPDR-18	Accredited Assessor Accident Repair Cosmetic PDR
<a href="#">Start</a>	AA-AR-VDA-18	VDA Accredited Assessor
<a href="#">Start</a>	AA-EPA-LV3	Accredited Assessor End Point Assessment Light Vehicle L3
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<a href="#">Start</a>	AA-TECH-AC-RH-17	Accredited Assessor Technical AC Refrigerant Handler
<a href="#">Start</a>	AA-TECH-RS-MT-2-16	Accredited Assessor Technical Roadside - Master Technician

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

Welcome [Logout](#) Centre:

You are here [Home](#)

Assessments

Sort by: Completed Date & Time | Sort order: Descending | Number of records per Page: 10 | Page Number: 1 | [Previous](#) | [Next](#) | View: Completed Assessments

Assessment Number	Assessment Description	Completed Date & Time	Score Achieved (%)	Outcome	Invigilator PIN	Record of Achievement	Learning Outcomes Breakdown
AA-EPA-PAI	End Point Assessor Vehicle Damage Paint ST0448 - AP01	12/11/2020 15:29:37	0	Fail	209845		<a href="#">Print</a>
IRTEC-INSF-L-B-2-R	Combined Inspection Technician - Legislative	05/11/2020 16:57:16	0	Fail	209845		<a href="#">Print</a>
IRTEC-INSF-L-B-1-R	Combined Inspection Technician - Technical	05/11/2020 16:56:40	0	Fail	209845		<a href="#">Print</a>
ST0031-AP01EPAK	Automotive Glazing Technician Level 3 EPA Knowledge Assessment	02/10/2020 17:24:20	38	Fail	208607		<a href="#">Print</a>
ST0031-AP01GW2K	Automotive Glazing Technician Level 3 GW2 Knowledge Assessment	02/10/2020 17:13:51	36	Fail	208607		<a href="#">Print</a>
ST0031-AP01GW1K	Automotive Glazing Technician Level 3 GW1 Knowledge Assessment	02/10/2020 17:09:25	33	Fail	208607		<a href="#">Print</a>
ST0031-AP01GW2K	Automotive Glazing Technician Level 3 GW2 Knowledge Assessment	25/09/2020 16:45:31	0	Fail	209845		<a href="#">Print</a>
ST0031-AP01GW1K	Automotive Glazing Technician Level 3 GW1 Knowledge Assessment	25/09/2020 16:26:19	0	Fail	209845		<a href="#">Print</a>
ST0031-AP01EPAK SN	Automotive Glazing Technician Level 3 EPA Knowledge Assessment	24/09/2020 16:59:41	93	Distinction	208607	<a href="#">Print</a>	<a href="#">Print</a>
ST0031-AP01GW2K SN	Automotive Glazing Technician Level 3 GW2 Knowledge Assessment	24/09/2020 14:44:02	84	Distinction	208607	<a href="#">Print</a>	<a href="#">Print</a>

## 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
6	18 Feb 2021	Rebranding of the header.	Companywide rebranding on all IMI material.