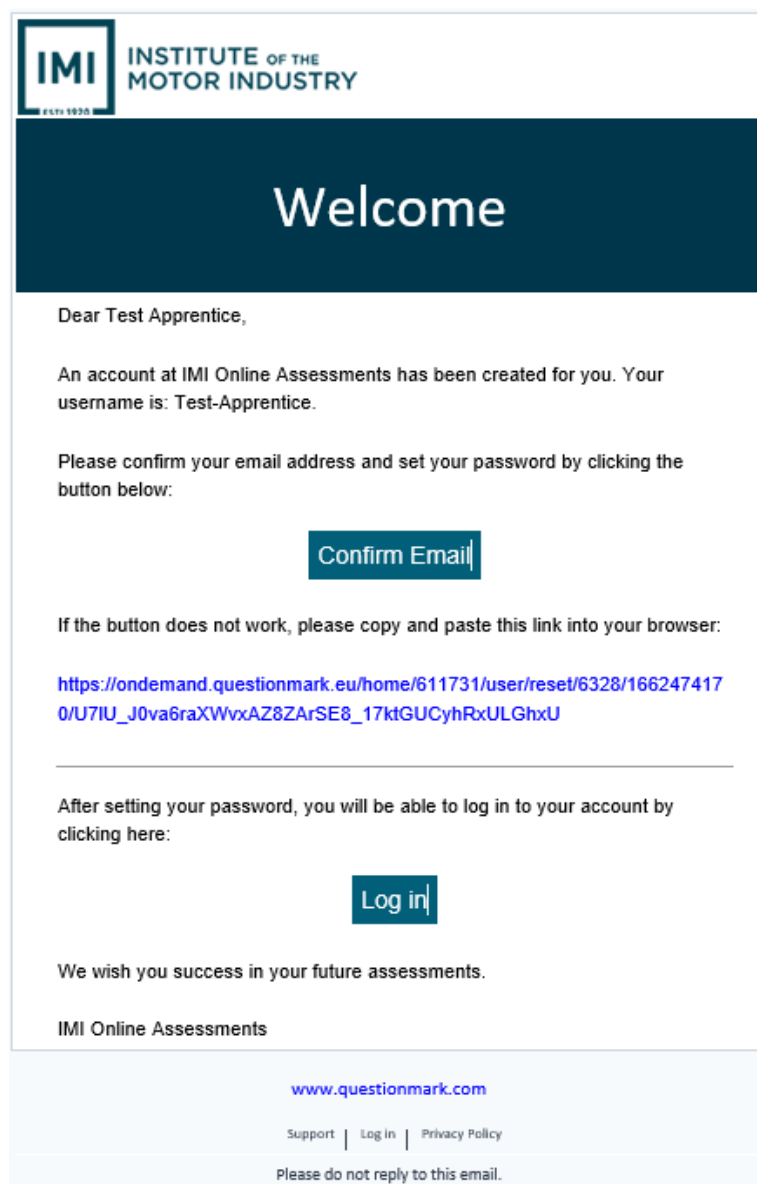


STEP BY STEP QUICK GUIDE

1. Sign into your IMI Online Assessment Account

<https://ondemand.questionmark.eu/home/611731/user>

If it is your first time undertaking an IMI online knowledge assessment, you will receive an email titled 'IMI Online Assessments – An account was created for you'. This email will be addressed from Institute of the Motor Industry. The email will look something like this;



Follow the instructions in the email.

If you did not receive this email click [Request New Password](#) and follow the steps provided.

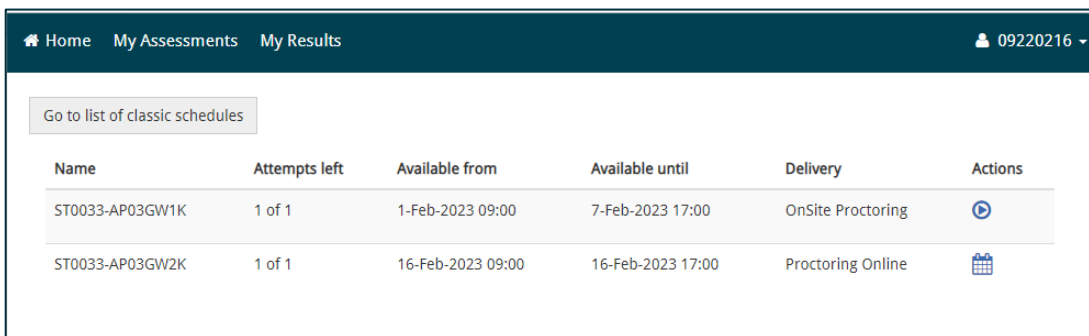
2. Access ‘My Assessments’



Upon successful log in, click on ‘My Assessments’.

Here you will see assessment(s) that have been scheduled for you.

Important note: For assessment(s) being undertaken at your Centre (OnSite Proctoring), they will only show available when the onsite proctor/invigilator has logged in and activated the Centre.

Assessment(s) scheduled remotely (Proctoring Online), will show as soon as scheduled and remain there until the assessment date has passed. This is because you will need to schedule a time slot with your remote proctor/invigilator and also gives you access to cancel and reschedule time slots if required. See the [Actions](#) information below and refer to Remote Proctoring Apprentice Guidance document.



Name	Attempts left	Available from	Available until	Delivery	Actions
ST0033-AP03GW1K	1 of 1	1-Feb-2023 09:00	7-Feb-2023 17:00	OnSite Proctoring	
ST0033-AP03GW2K	1 of 1	16-Feb-2023 09:00	16-Feb-2023 17:00	Proctoring Online	

Against each schedule you will see the following information:



Name = assessment name

Attempts left = number of attempts at the assessment you are permitted to take

Available from = date / time the assessment is available for you to take from

Available until = date / time the assessment is available for you to take until

Delivery = OnSite (assessment to be taken at your Centre), Proctoring Online (assessment to be taken remotely with an independent invigilator / proctor)

Actions = Play icon  will only show where assessment is available to start. Calendar icon  will show for Proctoring Online delivery only where you are required to schedule a time slot with the independent invigilator / proctor.

Once the assessments have been taken or are no longer available to take, they will disappear from ‘My Assessments’.

3. Go to 'My Results' to see your assessment outcome(s)

All historic EPA online assessments will be listed on this page. Here you will see the outcome, score and available report for each assessment.

4. Click on 'view report' to see further breakdown of your assessment

Coaching reports are available to help you understand areas of improvement where needed. This will open onto a new tab on your browser.

5. Request New Password

- a) Click on the link to IMI Online Assessments page
<https://ondemand.questionmark.eu/home/611731/user>
- b) Go to 'Request a New Password' tab
- c) Enter email address
- d) Apprentice will receive an email with a new password link. Follow instructions within the email.



User account

Log in

Request new password

Username or e-mail address *

E-mail new password