

Instruction Online Examination

Preparation

- Log in to the TÜV NORD Learning World a few days ahead of time, go to the exam module and read the important information there.
- We highly recommend to carry out the system check a few days before the exam.
- Please note: The browser Safari is not currently supported by our exam tool.

On the day of the exam

- Log in to the TÜV NORD Learning World and start the exam under “Access to the exam” in the exam module.
- Follow the instructions of the exam tool and then wait until the examiner approves you. Only then will you receive the link to the exam and the required password.

Start of the exam

- Click "Start Test" to begin the exam.
- As soon as the exam has begun, the time starts running. It is not possible to pause the test and continue later.
- Once the exam has started, you will see the time remaining to complete it at the top.

Answering the questions

- As long as the exam is not finished, you can edit all exam questions at any time.
- Not yet answered questions are marked in white in the question list. Questions that have already been answered are marked blue.



- You will also receive an overview of your answered questions under processing status. All questions that you have marked via “Actions” for later answering or reviewing are also displayed there.

Bearbeitungsstand
(1 - 2 von 2)

Nr.	Fragentitel	Beantwortet	Markiert
1	10101010-Büromanager	Ja	★
2	10101010-Büromanager		

Buttons: Test fortsetzen, Test beenden

End of the exam

- When you have finished answering the questions, end the exam by clicking the “End test” button and confirm the security prompt.
- The exam will end automatically when the processing time has expired.
- Your result will be displayed directly after for multiple-choice tests. For exams with open questions, you will receive your result approx. 14 days after the exam date.
- You can now close the tab and log out of the exam tool via “End session”.

Different types of tasks

Multiple-Choice Tasks

- The MC tasks are formulated in the singular, so that it is not possible to draw conclusions about the number of correct solutions.
- Each correct solution must be selected from several given options by ticking the appropriate box. One, several or all options can be correct.
- Twelve points are awarded for each correctly answered MC task. A task is solved correctly if the crosses are placed in the correct places.
- Tasks that are not answered correctly are awarded zero points. Tasks that are not answered completely right are awarded fractions of points.

Open Tasks

- For the open tasks, the answers must be formulated freely and concisely and written down in the field below the task.
- A predefined number of points are awarded for each complete and correct answer.
- A partially correct answer is awarded a proportional number of points.
- A completely incorrect answer or an unfinished task receives zero points.

Document Review

- During the document review, the submitted document must be examined for non-conformities and defects as part of a stage 1 audit.
- The findings of the document review must be recorded in free written form with explanations and justifications.
- The issues found are compared with a sample template and scored.

Single-Choice Tasks

- For the single-choice tasks, the correct solution must be selected from several given suggestions.
- There is only one correct solution.
- Twelve points are awarded for each correct solution.
- Zero points are awarded for each unsolved or incorrectly solved task.

*The above mentioned tasks are accumulated through all our certification areas. The guideline of each certification area defines what kind of tasks are part of your particular exam.