

### **On-Line Assessment (OLA) - Regulations for Candidates**

(1) Candidates must use their own laptop computer and its charger during the assessment, unless otherwise agreed with the Centre Host (coordinator). Each candidate must ensure they have a computer with Ethernet port available for the assessment. Internet connection and power sockets will be provided by the Centre Host. One of the following programmes must be installed on the candidate's laptop: Internet Explorer 8 (or more recent version), Mozilla Firefox, Safari or Google Chrome. Candidates taking the OLA abroad must also ensure to have an appropriate power adaptor if needed. For an optimal browsing experience, a resolution of 1024 pixels or higher is recommended for the screen width. It is not recommended to take the OLA on a tablet computer or any smaller device. Candidates must check the compatibility of their computer before the OLA at this address: [www.ortrac.com/compatibility](http://www.ortrac.com/compatibility).

(2) Candidates must be ready to enter the On-Line Assessment room with their identity card or passport and admission letter 30 minutes before the start of the assessment, unless otherwise specified by the Centre Host. Access codes for the OLA platform will be provided by the Host on the day once the identity document and admission letter have been checked.

(3) Candidates must leave all their belongings at the back of the assessment room during the assessment. In particular, no books, papers or other forms of literature may be brought into the assessment room. Mobile phones, cameras, palm computers, tablet computers and USB sticks cannot be taken into the assessment room.

(4) Access to the Internet is forbidden during the assessment. Candidates are only allowed to use the assessment software during their assessment.

(5) The OLA is an individual exercise. Communication between candidates is strictly forbidden.

(6) Candidates must fill in all answers. Candidates have a maximum of 90 minutes to complete each of the two sets of 60 questions. The ninety-minute countdown for each set of 60 questions starts as soon as the candidates have clicked the start button. Each candidate has a total of 3 hours to answer both sets of 60 questions. If a candidate has finished the first set of questions before the 90 minutes have elapsed, they may start the second set of questions, but they will not be given any extra time for this set of questions. Additionally, candidates cannot return to a set of questions once completed. Candidates must only log in at the start of the first set of questions. In case they need to interrupt their assessment for any reason, candidates cannot put the test on "hold" and the time allotted for the assessment will continue to run until the 90 minutes allowed per set of questions have elapsed.

(7) Dyslexic candidates will be awarded 15 additional minutes to complete each paper provided that they send a letter written and signed by a psychologist to the Examinations Office maximum 2 weeks after the registration deadline.

(8) The questions used for the assessment cannot be copied in any way (screenshots, photographs, transcription or in any other form). The copyright of the OLA questions belongs to the ESA. Any form of copying of the questions is in breach of the assessment regulations.

(9) Smoking inside the assessment room is not permitted.

(10) Candidates can leave the assessment room quietly before the end of the allotted time only after receiving express approval from the invigilator.

(11) The percentage results of the candidate will be displayed on the computer screen at the end of the assessment. Detailed results will be e-mailed to the candidates some weeks after the assessment. If candidates were registered as part of a group, their results will be communicated to their Director of Training unless they are Specialists.

**Improper conduct during the Assessment or breach of the above regulations during the Assessment may lead to the expulsion of a candidate.**