

NEBOSH On Screen Assessments:

Technical Learner Guide

Welcome to the NEBOSH Assessment Platform

This guidance document will provide you with all the information required to access the new NEBOSH Assessment Platform and complete your assessment on the date specified in your assessment email.

Preparing for your Assessment

Before the day of your assessment, it is important that you are prepared and have all the required technology to complete the assessment. Please ensure you have reviewed the checklist below and are satisfied that you have completed all sections **before** the assessment date and time.

Step	Checklist	
1	I have read the assessment email sent to me by NEBOSH (sent from noreply@nebosh.org.uk) about preparing for the assessment. This will contain your assessment details and supporting information, including a link to the NEBOSH website where you can access everything you need take the assessment.	
2	I have completed the System Readiness Check on the device and, in the location I will be on the day of the assessment, and, my laptop/desktop meets the minimum technical requirements, including a camera and microphone.	
3	I have run the Talview Speed Test and have made a note of the Download, Upload, Ping and Jitter numbers, so I can provide them in the feedback survey.	
4	I have downloaded the Talview Secure Browser . This is the browser that you will need to take the assessment in.	
5	I have taken the Talview Practice Test and understand what is required during the onboarding process. This provides you an opportunity to go through the Proctoring onboarding experience ahead of the assessment.	
6	I have watched the Proctoring Onboarding video to support my onboarding process. This allows you to see the onboarding process ahead of the assessment day.	
7	I have read the Technical Learner Guidance document (this document), and I know what to expect during the assessment. This provides all relevant information required to prepare for taking your assessment.	
8	I know what to do if I need Support before my assessment . This support functionality can be accessed prior to the assessment, during the onboarding process and while in the assessment.	
9	I have my government issued ID ready.	
10	I have watched the Assessment Rules Video , and I understand the assessment rules. This is an additional resource which outlines the rules of the assessment.	
11	I am taking my assessment in a quiet and private room .	

NEBOSH On Screen Assessments:

Technical Learner Guide

Contents

Technical specifications	3
Equipment required	3
Supported devices	3
Using a work/company laptop	3
Technical Checks	4
Downloading the Talview Secure Browser on Windows.....	5
Downloading the Talview Secure Browser on iOS.....	7
What to do if you need help.....	9
Before the assessment.....	9
During the assessment.....	9
How to use the support tool	9
Taking the assessment.....	11
Proctoring Onboarding Video.....	11
Assessment screen.....	17
Assessment screen icons explained	18
Navigation explained.....	19
Previous and next function.....	19
Navigation.....	19
Zoom in and out.....	19
Accessibility	20
Finishing the assessment.....	21
If you run out of time during the assessment	21

NEBOSH On Screen Assessments:

Technical Learner Guide

Technical specifications

Technology	
Browser	- Talview Secure Browser (test taken using this browser) Required to download the Talview Secure Browser: - Google Chrome (latest and previous version) - Mozilla Firefox (latest and previous version) - Microsoft Edge (latest and previous version)
RAM	4GB
Graphics	Minimum of 512GB of graphics memory (internal/external)
Multimedia Support	- Sound Card - Microphone (standard 3.5 mm jack/internal). Use of mobile microphones not recommended - Webcam: Supporting minimum 320x240 recording of colour video at 15fps
Internet connection	Minimum per user: - Upload: 1.2 Mbps - Download: 1.2 Mbps
Processor	1 GHz or faster x86 - compatible processor or Intel
Operating System	- Windows (10 and above) - OS X (10.6 or above)

Equipment required

- Laptop/desktop: **PC or Mac**
This must have an accessible camera or webcam connected and accessible microphone enabled.

Supported devices

You are permitted to take your assessment on the following devices:

- Windows compatible laptop (Windows 10 or above)
- Windows compatible desktop (Windows 10 or above)
- MacBook (OS X 10.6 or above)
- iMac (OS X 10.6 or above)

Please note: You are not permitted to take the assessment with a tablet or mobile phone.

If you are using a MacBook or iMac, then it is recommended you use one of the following browsers:

- Mozilla Firefox
- Google Chrome

Using a work/company laptop

We recommend taking your assessment on your personal computer or laptop as work/company devices may have firewalls which make it difficult to access the online assessment platform or download the Talview Secure Browser.

If you do need to use your work/company device, please ensure you provide your IT department with the following specification to allow you to access the required software to take your assessment.

Use the following link to access the specification document: [Preparing to use a work/company device](#)

NEBOSH On Screen Assessments:

Technical Learner Guide

Technical Checks

Before the assessment day, you will need to ensure you have the appropriate access and that your equipment meets the technical specifications to take your assessment and reduce any assessment day issues.

You can also prepare for your assessment in advance, by using the pre assessment tools below.

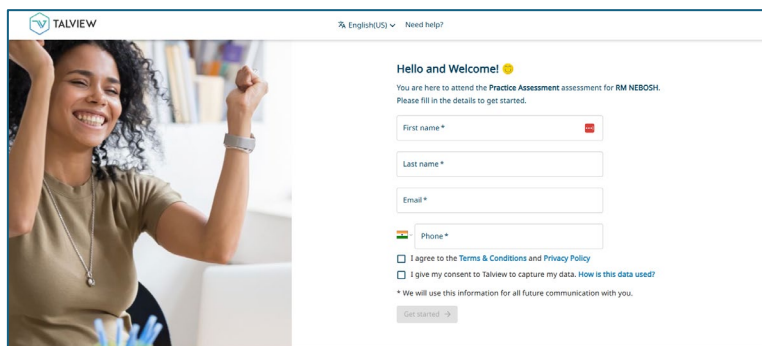
The [system readiness check](#) should be taken using the equipment and in the same location in which you will be taking the assessment. This should be in a quiet and private room.

The [Talview speed test](#) must be completed to ensure that your device has the appropriate internet access to complete your assessment. If you are experiencing issues with the output, you may need to consider using an alternative internet connection or changing the location where you will be taking the assessment.

The [Talview Practice Test](#) provides you with an opportunity to run through the onboarding process. This will prepare you for the day of assessment and should be taken using the equipment in the same location in which you will be taking the assessment.

You must download the [Talview Secure Browser](#) before you can access the link.

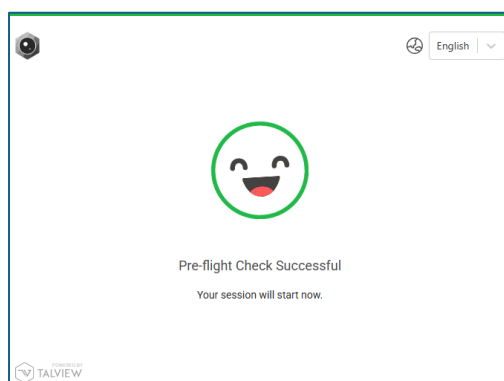
Once you have selected the link, the following screen will appear



Once you have entered your details and have agreed to the check boxes, you will enter the proctored onboarding session.

The demo will take you step by step through the onboarding process in a locked down environment, as you will experience on the day of your assessment.

Once you reach the screen below, you can exit the demo.



You will also receive an email, which will provide an access link to the demo, should you wish to take it again.

NEBOSH On Screen Assessments:

Technical Learner Guide

Downloading the Talview Secure Browser

To sit the on-screen multiple format assessment, you must download the Talview Secure Browser. This will enable the proctoring services required to sit the assessment.

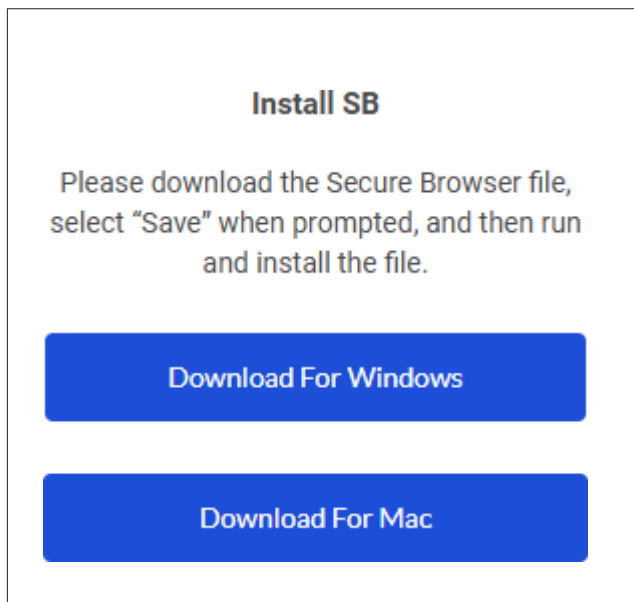
It is recommended you do this before the day of your assessment so you can access your assessment easily on the day. Once you have downloaded the secure browser you will not be required to do this again.

Please note: If this is not downloaded, you will not be able to access your assessment.

Downloading the Talview Secure Browser on Windows

To download the Talview Secure Browser, click [here](#).

- 1 Select the appropriate download option (**Download for Windows**)



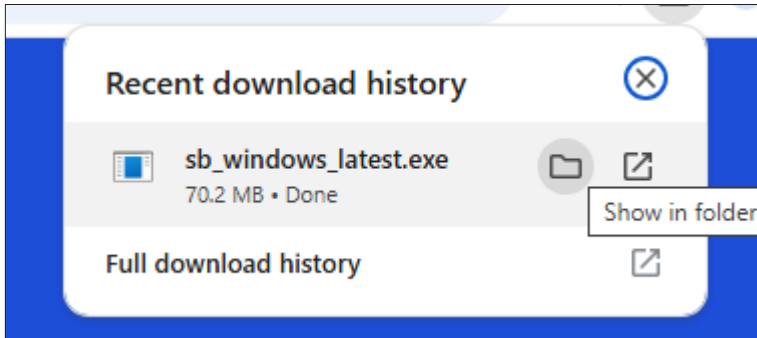
The Talview Secure Browser will start to download.



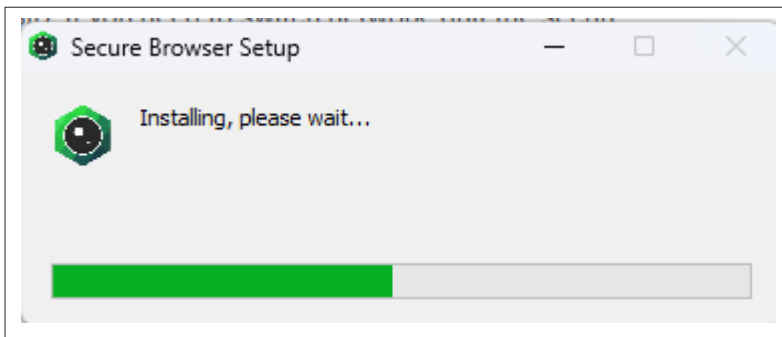
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Technical Learner Guide

- 2 Go to the downloads icon and select the **sb_windows_latest.exe** link to install.



- 3 The Talview Secure Browser pop-up will indicate that it is being installed.



- 4 Once the Talview Secure Browser screen opens with the message **Installation complete**, you can close the screen.

When you have completed the download, you will be ready to access the on-screen assessment on the date and time of the assessment by selecting the **unique assessment link** contained in your email.

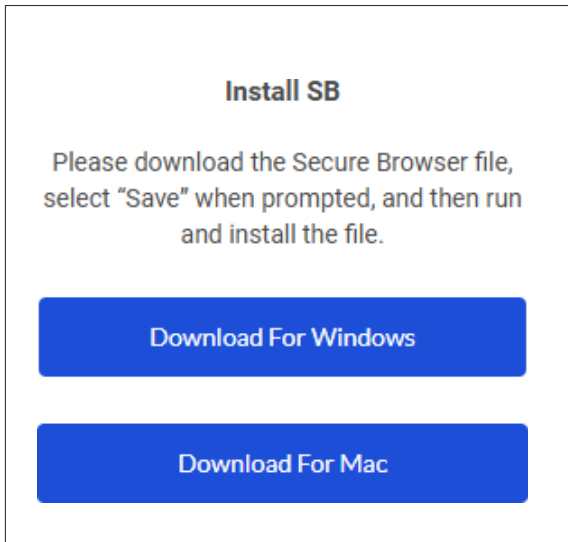
NEBOSH On Screen Assessments:

Technical Learner Guide

Downloading the Talview Secure Browser on iOS

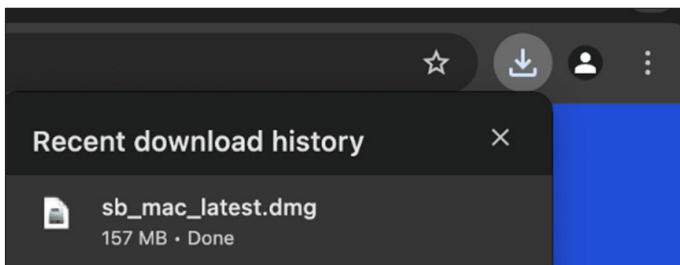
To download the Talview Secure Browser, click [here](#).

- 1 Select the appropriate download option (Download for Mac)



The Talview Secure Browser will start to download.

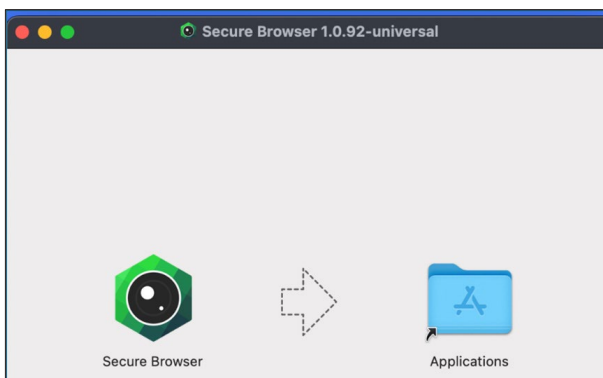
- 2 Go to the downloads icon and select the **Talview Secure Browser** link to install.



The Talview Secure Browser screen will indicate that it is being installed.

Once installed, select the downloaded tile.

- 3 Once the icons appear below, select the Secure Browser icon and drag it to the Applications folder.



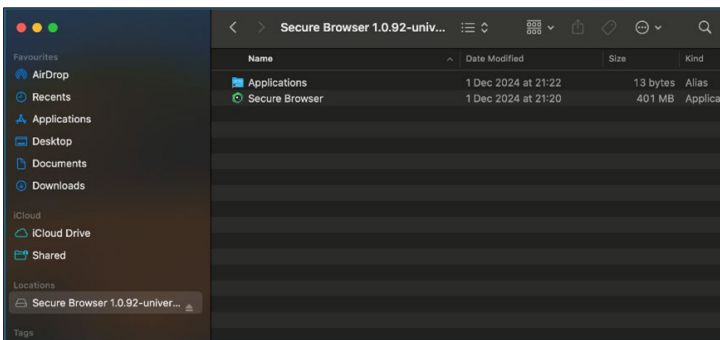
NEBOSH On Screen Assessments:

Technical Learner Guide

This will move the Secure Browser into your *Launch Pad*.

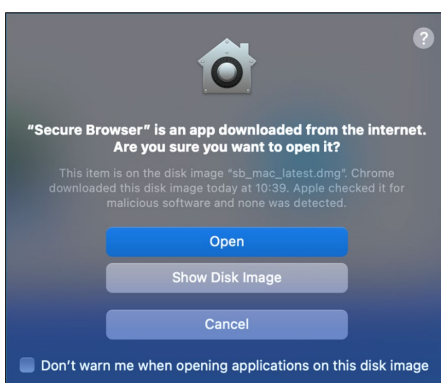


4 You should also see the Secure Browser in the *Downloads* and *Locations* screens.



Launching the Secure Browser prior to the assessment day will ensure it is downloaded correctly and should reduce access issues on the day.

5 In the *Launch Pad* double click the Secure Browser icon. The image below will appear.



If there are any specific settings enabled on your device which prevent the Secure Browser from opening, you will be prompted to make those adjustments prior to opening the Secure Browser.

Once adjusted and you have selected the Secure Browser, it will open. You can then close it.

When you have completed the download, you will be ready to access the on-screen assessment on the date and time of the assessment by selecting the **unique assessment link** contained in your email.

There is also additional support available on the Talview website: [How to Install Talview Secure Browser \(TSB\) - Mac - Talview Docs](#)

NEBOSH On Screen Assessments:

Technical Learner Guide

What to do if you need help

As with all unfamiliar technology, there can be some confusion or issues that arise when trying to download or access particular software.

Please do not worry.

Before the assessment

If you need assistance with the Secure Browser download or technical readiness checks, please contact <https://rmassement.beyondtrustcloud.com/>. For anything else, please contact NEBOSH directly at info@nebosh.org.uk.

The support function is available between 08:00 – 17:00 (UK time) Monday - Friday

During the assessment



Once you have downloaded the Secure Browser and accessed the assessment, there will be a chat icon. This will be available at any point within the assessment to help with technical queries. For anything else, please contact NEBOSH directly at info@nebosh.org.uk.

How to use the support tool

When you click on the link above or the chat icon within the assessment, you will be taken to the support portal, which will open as a new window in the Secure Browser.

A screenshot of the RM Support Portal. The header shows the 'RM' logo and 'Support Portal' with a language selector set to 'English (US)'. Below is an 'Important Messages' section with instructions for candidates and examiners. The 'Session Chat Language' section has a dropdown menu set to 'English (en)'. The 'Session Key' section has a text input field and a 'Submit' button. The 'Issue Submission' section has a 'Your Issue' dropdown menu, 'Awarding Body' and 'Assessment' text input fields, and a 'Submit' button. A red asterisk indicates required fields.

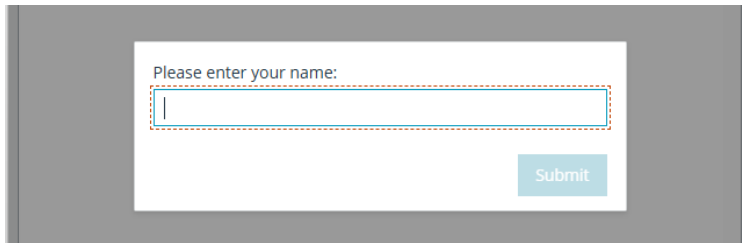
- 1 Ignore the 'Session Key' field and select 'Your issue' from the drop-down menu.
- 2 In the 'Awarding Body' field, enter NEBOSH.
- 3 The 'Assessment' will be provided to you on your [Assessment email](#).
- 4 Enter your assessment name and select **Submit**.

You will be taken to the support screen.

- 5 Enter your name.

NEBOSH On Screen Assessments:

Technical Learner Guide

A screenshot of a web form for a NEBOSH On Screen Assessment. The form is white and centered on a grey background. It contains a text input field with a dashed red border and a light blue border. Above the input field is the text "Please enter your name:". Below the input field is a light blue button with the text "Submit".

6 Select **Submit**.

The support chat will open, where a member of the team will join the chat and assist you with your query.

7 Once you have finished, you can select **End Chat**.

NEBOSH On Screen Assessments:

Technical Learner Guide

Taking the assessment

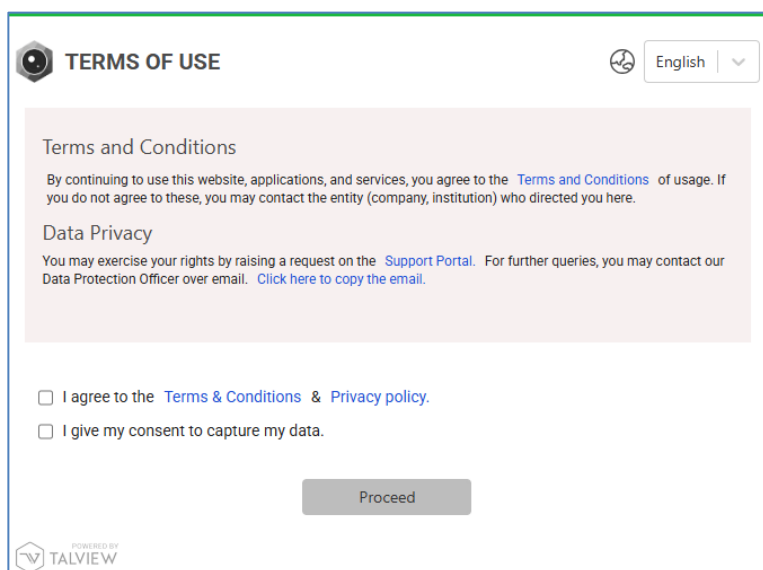
On the day and time of your assessment you will be able to access the assessment by clicking on your **unique assessment link**. This will be available for 24 hours.

Please note: It is essential that you disconnect any additional monitors or devices (except for a webcam if you are using one, or a keyboard and mouse - if applicable).

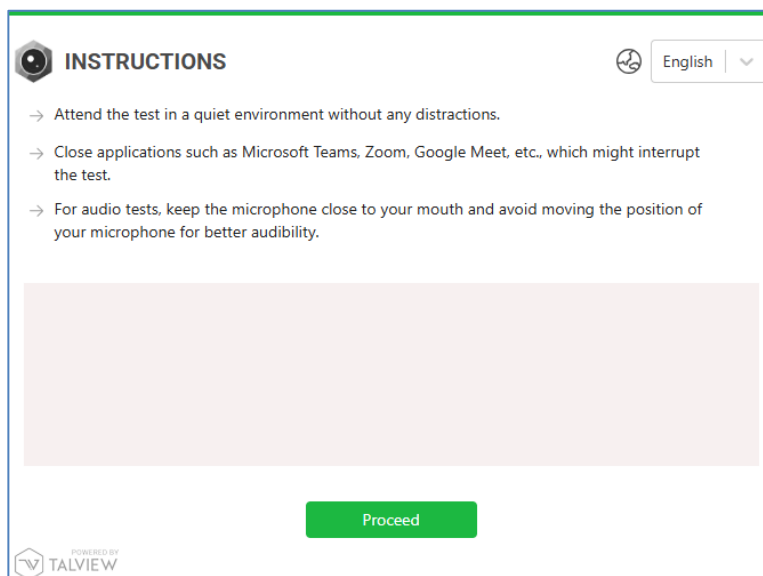
Proctoring Onboarding Video

Once you have completed all aspects of the **check list** and you click on your **unique assessment link**, you will be taken to the onboarding screens, there is a video of the [Proctoring Onboarding video](#)

- 1 You must complete the TERMS OF USE to continue. Tick both boxes and select **Proceed**.



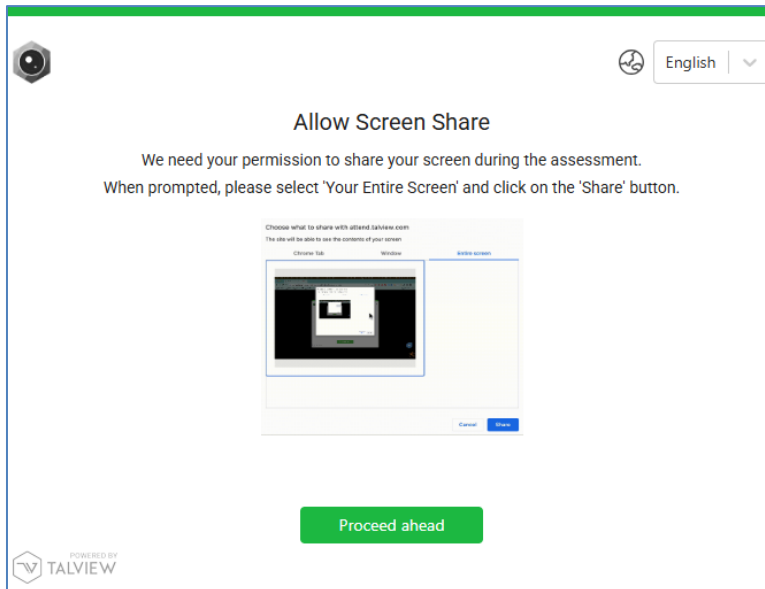
- 2 Read the instructions and select **Proceed**.



NEBOSH On Screen Assessments:

Technical Learner Guide

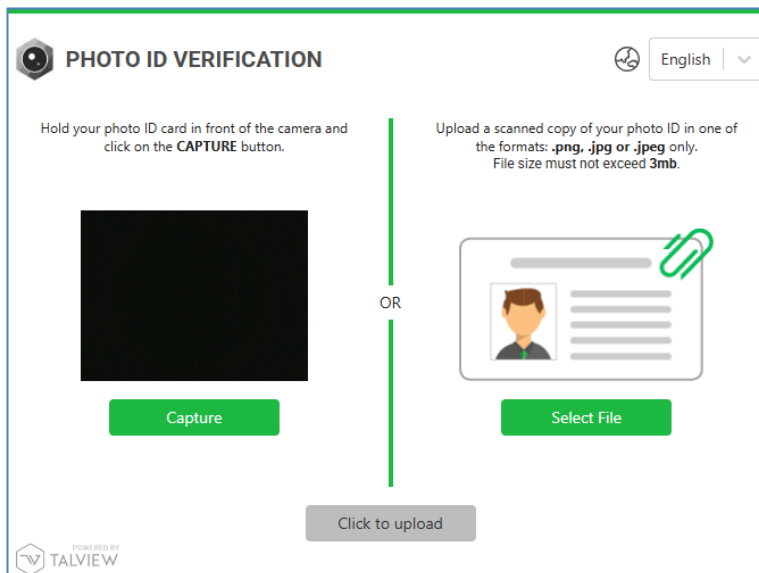
- 3 To allow screen share, select **Proceed ahead**.



4 Photo verification

Using the **camera (laptop or desktop/webcam)**, take a picture of your approved identification. Please wait until your ID is checked.

There is also an option to upload an image. The file size limit is 1MB. **We *do not* recommend using external sites to resize the ID to meet the size requirements.**



NEBOSH On Screen Assessments:

Technical Learner Guide

5 Face capture

Follow instructions and select **Next**.

 **FACE CAPTURE**

 English | 

In the next screen, we will take a picture of your face. Read the tips below and click on the **NEXT** button to proceed.

Useful Tips:

- Position the camera such that your full face is visible in the preview.
- Ensure your room is well lit.
- Use the 'Select Camera' dropdown, in case your camera is not detected automatically.



Select Camera

HP HD Camera (30... | 

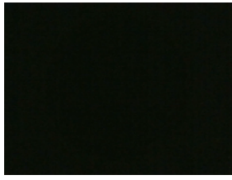
Next

 POWERED BY
TALVIEW

Following the instructions above, when you are ready select **Take a Picture**.

 **FACE CAPTURE**

 English | 



Take a picture by clicking the button below.

Take a Picture

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NEBOSH On Screen Assessments:

Technical Learner Guide

6 Hardware test (audio)

Follow instructions and select **Next**.

HARDWARE TEST (AUDIO) English

In the next screen, we will detect your audio. Click on the **NEXT** button to proceed after reading the tips below.

Useful Tips:

- Speak loud and clear and keep the microphone close to your mouth for better audibility.
- Use the 'Select Microphone' dropdown, in case your microphone is not detected automatically.
- Avoid moving the position of your microphone, to keep the background noise minimum.

Select Microphone

Default - Headset Microph...

Next

POWERED BY TALVIEW

Select **Start Recording** and speak the text shown on screen. As soon as your microphone is detected you will be taken to the next screen.

HARDWARE TEST (AUDIO) English

Useful Tips:

- Click on 'Start Recording' button and say a few words to test your microphone (e.g., 'Testing, 1, 2, 3')
- Once audio is detected, you will automatically proceed to the next step.

Back to instructions Start Recording

POWERED BY TALVIEW

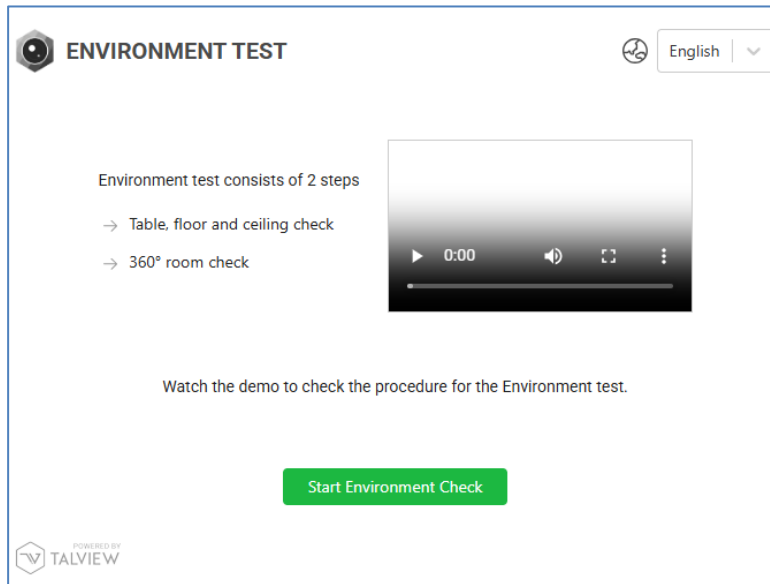
NEBOSH On Screen Assessments:

Technical Learner Guide

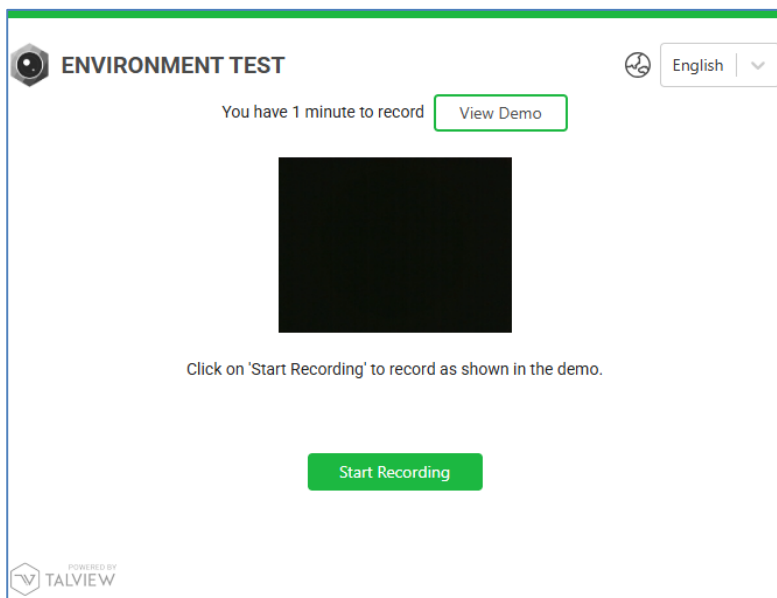
7 Environment test

This is a full room scan of the test environment which includes the table, floor, ceiling and 360° room check using the **primary camera**. Follow the instructions and select **Start Environment Check**. You will need to ensure that the camera is facing outwards.

There is a demo video available on screen. You can also access this by [clicking here](#).



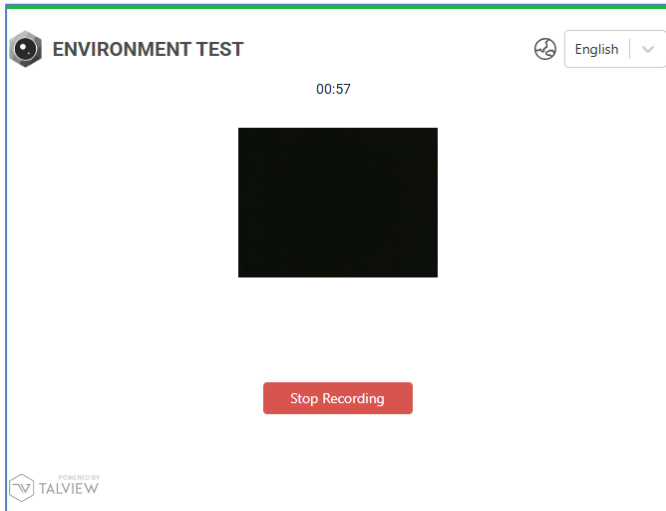
8 When you are ready, select **Start Recording** and complete the environment test.



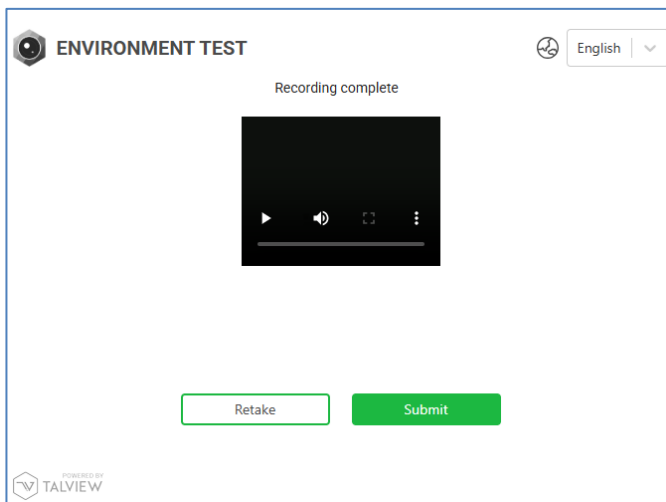
NEBOSH On Screen Assessments:

Technical Learner Guide

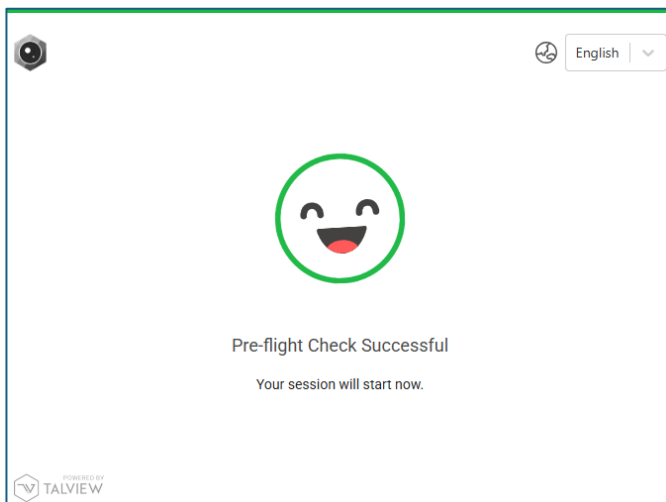
9 Once completed, select **Stop Recording**.



10 Select **Submit**.



11 You have now completed the onboarding process and will be taken to the assessment.



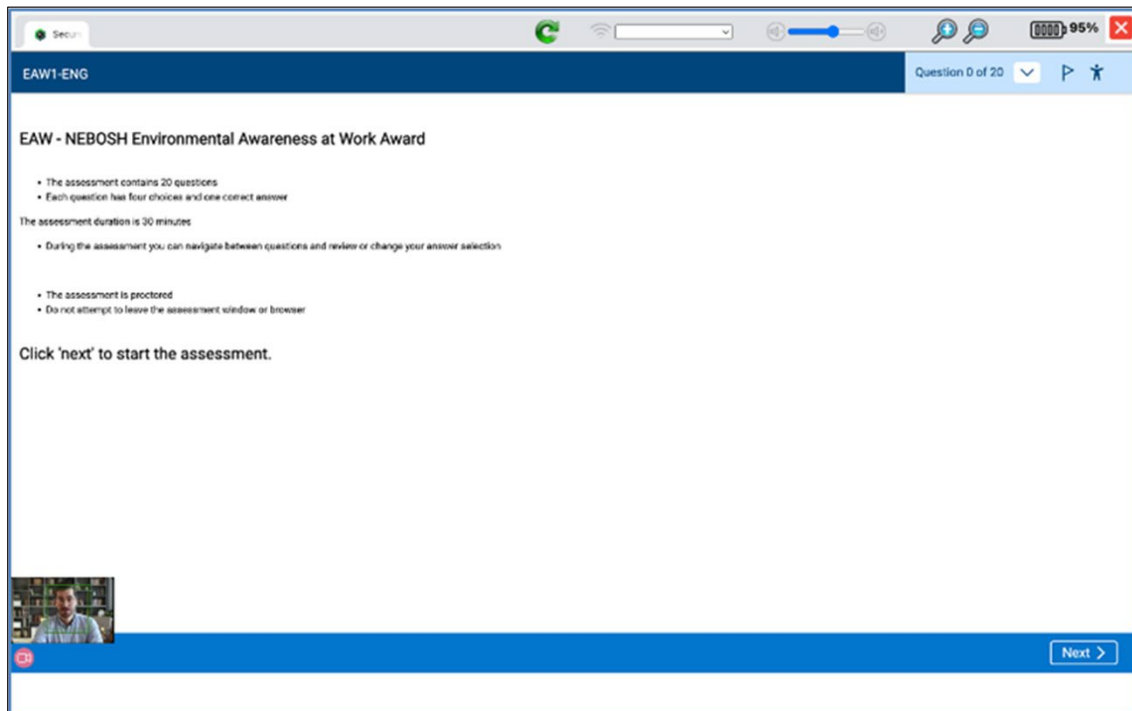
NEBOSH On Screen Assessments:

Technical Learner Guide

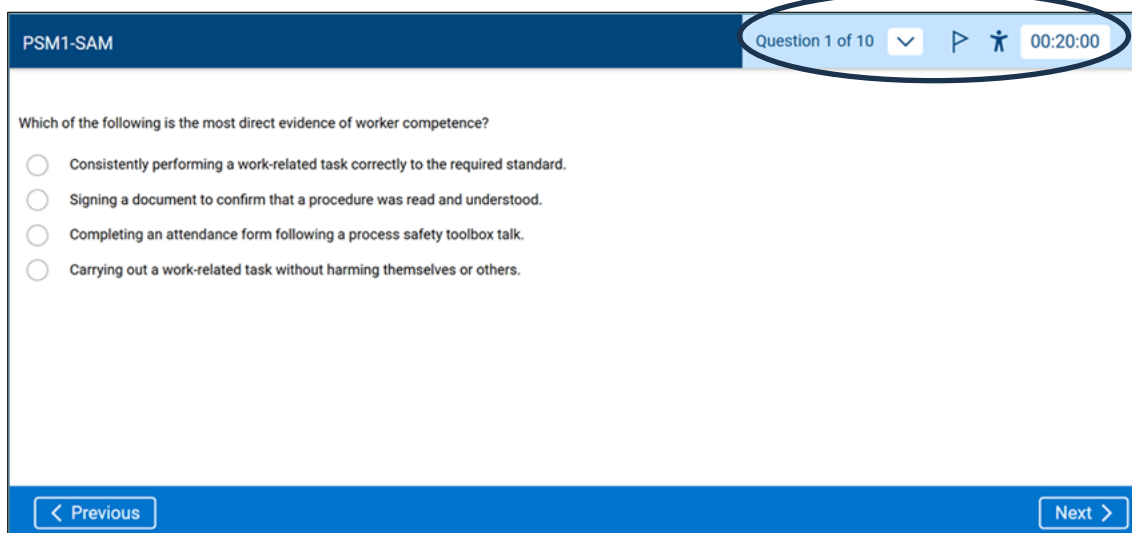
Assessment screen

Once you have completed the onboarding process, the assessment will open on screen and you will be taken to the introduction page. Please read the information carefully.

Once you are ready to start the test **select Next**. This will start the assessment and the time available will start to count down.



Once in the assessment screen, there are a number of features available to you.



NEBOSH On Screen Assessments:

Technical Learner Guide

Assessment screen icons explained



Indicates which question you are currently viewing.



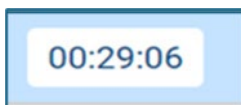
Allows you to access the navigation panel and flag questions.



Allows you to view the accessibility options.



Allows you to access the pause timer
(if you have been granted a reasonable adjustment).



The timer shows how long you have left of the assessment.

NEBOSH On Screen Assessments:

Technical Learner Guide

Navigation explained

Previous and next function

During the assessment you can navigate forwards and backwards to previously accessed questions by selecting the **Previous** and **Next** buttons at the bottom left and right of the assessment screen.

Navigation

Within navigation you can see the status of the question you have viewed, attempted or flagged. Once you have accessed a question and moved forward within the assessment, you will be able to navigate between questions you have viewed by either selecting **Previous** in the screen, or by **selecting the question number within the navigation panel**.

You can also flag questions for further review by selecting the **flag** symbol when in the item.

Using the navigation panel

You will be able to use the navigation panel to select questions you have previously viewed. This will also show you the status of each question.

Please note: You are not permitted to select questions if you have not previously viewed them.



As you navigate through the assessment, the navigation icons will change according to your progress or actions.



-  Shows question not viewed.
-  Shows question you are viewing.
-  Shows question viewed but not answered.
-  Shows question viewed and answered.
-  Shows question viewed but not answered and flagged for review.
-  Shows question viewed and answered and flagged for review.
-  Shows question you are viewing which is flagged for review.

Zoom in and out

There is an alternative option to increase or decrease the screen size during the assessment without using the accessibility tool. At the top of the screen select the + or – option.



NEBOSH On Screen Assessments:

Technical Learner Guide

Accessibility

Select the Accessibility icon and adjust your settings as you require.

Once selected, you can change them at any time and the setting will carry over to the next pages.

Accessibility ✕

Bigger Text

tT

tT

tT

tT

Contrast

☒ Invert

☒ Dark

☐ Light

Dyslexia Friendly Font

Df
Dyslexia
Friendly

Line Height

↑≡

1.5x

↑≡

1.75x

↑≡

2.0x

Text Spacing

←-→

Standard

←--→

Expanded

←---→

Wide

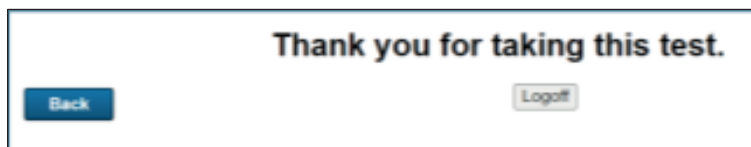
NEBOSH On Screen Assessments:

Technical Learner Guide

Finishing the assessment

Once you have completed all the questions, you will have the opportunity to go back and review your answers before you submit.

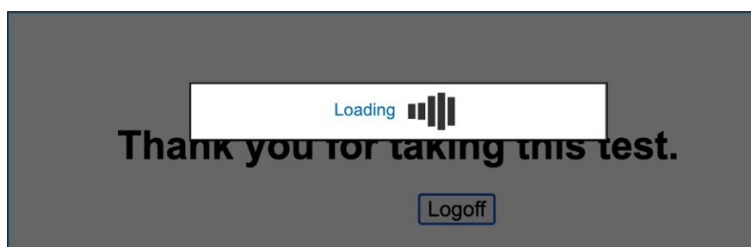
Simply select the **Back** button and navigate through items by either selecting **Previous** or using the navigation panel.



If you are happy to proceed and submit your answers, select **Logoff**.

Please note: Once you have selected **Logoff** you will not be able to access the assessment again.

You will then see a loading image. This will continue to show on your screen until all the assessment data (including proctoring data) is saved.



Please note: Please ensure you wait for the loading screen to stop and clear before leaving the assessment screen. This is to ensure your responses have been uploaded. This can take up to approximately 45 seconds.

Once the loading screen finishes, you can exit the assessment.

If you run out of time during the assessment

If you run out of time and do not complete the **Logoff** process as shown above, your answers will still be recorded and your mark will be issued within the relevant timeline for your assessment.

Please do not refer to this document once your assessment has started as this may trigger a finding of potential malpractice through the proctoring system.