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# Practical Assessment Submission Technical Learner Guide

This document provides comprehensive guidance on accessing and submitting your Practical Assessment using NEBOSH's online assessment platform.

# Practical Assessment Submission Technical Learner Guide

## Contents

Introduction	02
Your Practical Assessment journey	03
Registering to submit your Practical Assessment	04
Email one: assessment registration confirmation	04
Email two: login details	04
Email three: Submission period open announcement	04
Email four: Submission period closing announcement	04
Access problems	04
Still need help?	04
Before the submission deadline	04
Technology requirements - Internet connection	04
Using the online assessment platform	05
How to log in	05
Resetting your password	05
Privacy Statement	05
Accessing the tour guide	06
How to change the font and background colour	06
How to use the online examination platform in another language	06
Submitting your Practical Assessment	07
Accepted formats	07
Naming your documents	07
Submitting your Practical Assessment	08
Anti-plagiarism software	09
Statement of own work	09
Confirmation your submission has been received	10
Editing/ deleting submission	10
Still need help?	10
After the submission deadline	10
Results	10

# Practical Assessment Submission Technical Learner Guide

## Introduction

We have created guidance documents to help learners prepare for submitting their Practical Assessment.

- NEBOSH GNC2/GIC2 Learner Guidance
- NEBOSH Practical Assessment Submission Technical Learner Guide

This document – the Technical Learner Guide – focuses on accessing and submitting your Practical Assessment using NEBOSH's online assessment platform.

The Learner Guidance will be available from your Learning Partner.

We recommend that you download and read all relevant documents as part of your Practical Assessment preparations.

Please note: The NEBOSH online assessment platform is used for numerous NEBOSH Assessments. Please ensure you have accessed the correct assessment within the NEBOSH online assessment platform before submitting your Practical Assessment. If you are also registered to complete another unit(s), please contact your Learning Partner for further details

## What is a Learning Partner?

A Learning Partner is the organisation that provides your training course and registers you for your assessments.

# Practical Assessment Submission Technical Learner Guide

## Your Practical Assessment journey



### Registration

Learning Partners administer learner registration. It is important that you provide your Learning Partner with an accurate email address.



### Assessment registration confirmation

You will receive an email confirming that you have been registered to submit your digital assignment.



### Explore the NEBOSH online assessment platform

Approximately eight working days before the submission period opens, a unique username (your username is also your NEBOSH learner number) and temporary password will be sent to the email address you provided. Log in, create a new password and familiarise yourself with the platform. If you have previously taken a NEBOSH online assessment, or submitted a Practical Assessment through the online assessment platform, your login details will remain the same and you will not receive this email.



### Submission period

You will be able to submit your Practical Assessment up to midnight of the submission deadline. Submission deadlines are published on the NEBOSH website [here](#).



### Results

Results will be emailed to you up to 60 working days from the assessment date. The expected date is shown on your confirmation of registration.

# Practical Assessment Submission Technical Learner Guide

## Registering to submit your Practical Assessment

To submit your Practical Assessment, you must register with your Learning Partner for a specific submission date.

At the time of your registration, you must confirm your personal email address. Please make sure you use a personal email address and not a work/company email, as company firewalls can block messages which will result in you not receiving important information. NEBOSH uses the email address registered to your learner record for all communications, including to send you your login for the online assessment platform and your registration details.

### Email one: assessment registration confirmation

Prior to the submission period opening, you will receive an email confirming your registration to submit your Practical Assessment.

### Email two: login details

After you have registered with your Learning Partner, you will receive a login email no later than eight working days before the submission period opens – this will provide you with the login details you need to access the online assessment platform. Please check your email inbox for this email. The email will contain your username (also your learner number) and a temporary password.

When you first log in you will be prompted to change the temporary password. Please keep your username and password details safe, ready for when you need to submit your Practical Assessment.

You will be able to access the NEBOSH online assessment platform, familiarise yourself with the layout and undertake the user tour.

If you have not received this initial login email by the time the submission period opens, please contact the NEBOSH Customer Enquiry Team using the query form in this [link](#).

**Please note:** if you have previously accessed the NEBOSH online assessment platform, you will use your existing login details and will not receive this email. If you have forgotten your details, please see '*Resetting your password*' later in this guide.

### Email three – Submission period open announcement

On the day the submission period opens, you will receive an announcement to notify you that you can log in to the NEBOSH online assessment platform in order to submit your Practical Assessment. This will also confirm the deadline for submission.

### Email four - Submission period closing announcement

On the final day of submission, you will receive a reminder to submit your Practical Assessment so that our Examiners can start the marking process.

### Access problems

If you have difficulty accessing the NEBOSH online assessment platform, please perform the following checks before contacting our Customer Enquiry Team:

- Check your Internet connection
- Ensure you have accessed the correct Online Assessment Platform: <https://learning.nebosh.org.uk>
- Check you are using the correct login (this is case sensitive)
- Try using another browser from the list of compatible browsers in the table supplied on the previous page.

### Still need help?

If you are unable to access the platform, please contact our team using the details below and we will be happy to help you.

- [Contact us](#)
- 'Live chat' via our website [www.nebosh.org.uk](http://www.nebosh.org.uk)

**Please Note:** during submission periods, you may not get an immediate response, but we will endeavour to assist you as soon as possible.

#### Tip

We recommend that you log in, change your password, and familiarise yourself with the platform before the submission window opens.

## Before the submission deadline

### Technology requirements - Internet connection

The submission of a Practical Assessment will need to happen in the NEBOSH online assessment platform within a specified time period. You can submit your Practical Assessment at home so long as you have a suitable Internet connection.

The NEBOSH online assessment platform is compatible with the following browsers:

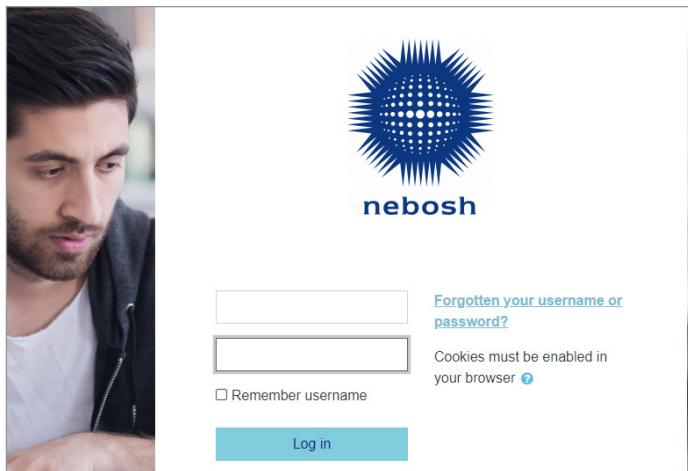
Desktop	Mobile
Chrome	Mobile Safari
Firefox	Google Chrome
Safari	
Edge	
Internet Explorer	

For the best experience and optimum security, we recommend that you keep your browser up-to-date.

# Practical Assessment Submission Technical Learner Guide

## Using the online assessment platform

Once you have completed the registration process and changed your password, you will be able to access the NEBOSH online assessment platform at any point during the submission period.

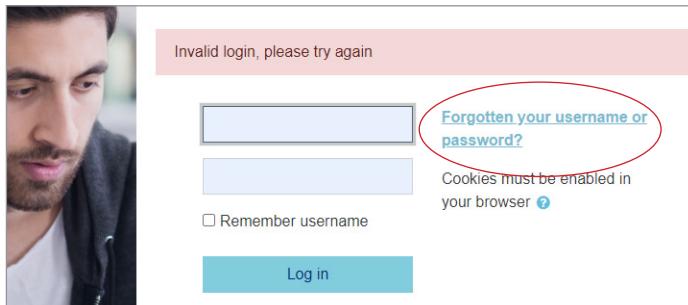


### How to log in

Use your username or registered email and the new password you created to log into the NEBOSH online assessment platform at: <https://learning.nebosh.org.uk>.

### Resetting your password

If you are unable to log in or are having issues with your password, click on the "Forgotten your username or password?" link.



You can either search by your username or email address registered. **Remember:** your username can be found in the login details email that was sent to you and is the same as your learner number.

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username  
Username   
Search

Search by email address  
Email address   
Search

This will then send a password reset link to your registered email address.

If you supplied a correct username or email address then an email should have been sent to you. It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

If you have not received your reset password email, please check your junk folder and allow at least ten minutes for the email to come through. If you still have not received it please [contact NEBOSH](#).

If you have previously accessed the NEBOSH online assessment platform, then you will use your existing login details. If you have forgotten your password, select 'Forgotten your username or password?'. Your username is your learner number.

### Privacy Statement

The first time you log into the NEBOSH online assessment platform, an automated privacy statement will appear on the screen. Please read this carefully. By ticking the boxes and clicking 'next' you are agreeing to the terms.

**NEBOSH Privacy Policy** Policy 1 out of 1

**Please read our NEBOSH Privacy Policy**

**Privacy Statement**  
Your right to privacy is very important to us and we know that when you give us information about yourself, you trust us to be responsible with it. We're committed to protecting the privacy of those using our services and the confidentiality of the personal information that users give us.

To view our privacy statement please [click here](#).

**Data Protection GDPR**  
NEBOSH needs to collect certain types of information about people with which it deals in order to operate. This includes information relating to current, past or prospective employees, Learning Partners, learners, suppliers, clients and others with whom it communicates. In addition, NEBOSH may occasionally be required by law to collect and use certain types of information to comply with the requirements of government departments.

Back to top ▲

Before continuing you need to acknowledge all these policies.

**Consent**  
**Please agree to the following policies**

**NEBOSH Privacy Policy**  
**Privacy Statement**  
Your right to privacy is very important to us and we know that when you give us information about yourself, you trust us to be responsible with it. We're committed to protecting the privacy of those using our services and the confidentiality of the personal information that users give us.

To view our privacy statement please [click here](#).

Please refer to the full NEBOSH Privacy Policy if you would like to review the text.

I agree to the NEBOSH Privacy Policy !

There are required fields in this form marked !.

# Practical Assessment Submission Technical Learner Guide

## Accessing the tour guide

When you access the platform for the first time, a tour is available to highlight its key features. To revisit this tour at any time, scroll down to the bottom of any of the pages and select the question mark icon, then select *Reset user tour on this page* link.



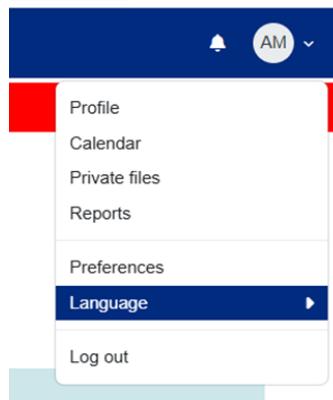
[Reset user tour on this page](#)

[Policies](#)

[Get the mobile app](#)

## How to use the online assessment platform in another language

Click on the arrow next to your initials in the top left-hand corner of your screen. This will present you with a drop-down list of actions. Click on the language and you will be presented with a list of language options - select your chosen language.

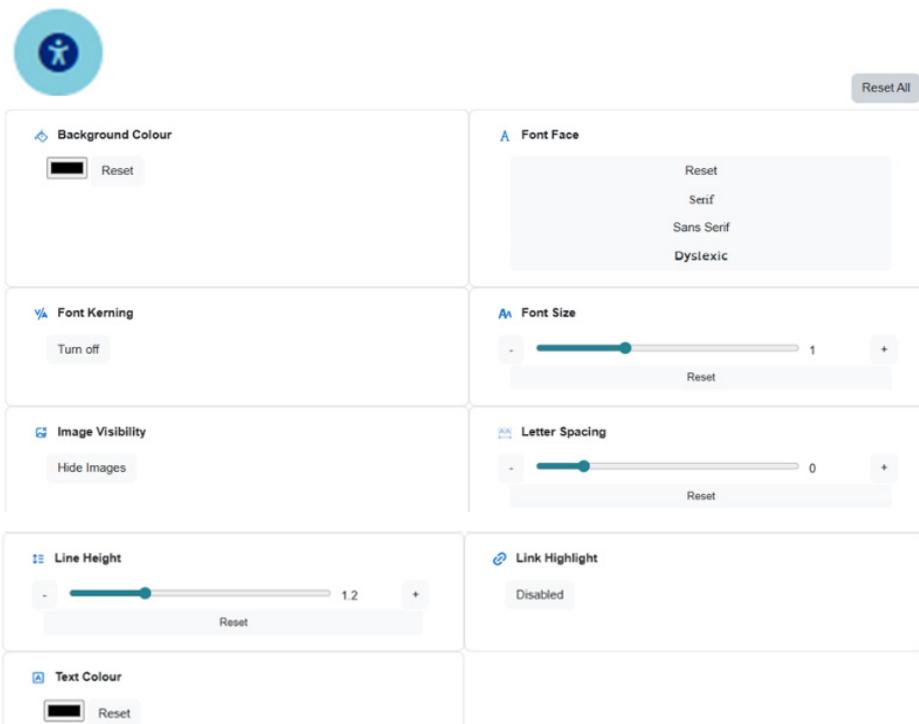


**Please note:** this will change the language of the online assessment platform only, however, please ensure your Practical Assessment is completed in the language you were registered to.

## How to change the font and background colour

It is possible to change the font size and background colour you see in the NEBOSH online assessment platform.

Click on the *Accessibility* box on the right-hand side of the homepage to select from the available options.



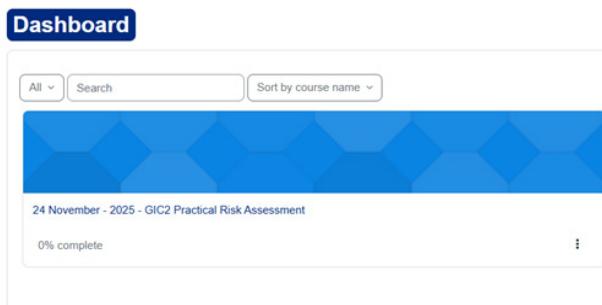
# Practical Assessment Submission Technical Learner Guide

## Submitting your Practical Assessment

The NEBOSH GNC2/GIC2 Learner Guide provides you with useful pointers to help you prepare for and submit your Practical Assessment.

Please remember the submission deadline will be UK local time, so if you are submitting your Practical Assessment outside of the UK you will need to make sure you consider any time zone differences. Please find a world clock [here](#).

When you log into the NEBOSH online assessment platform you will see the unit you have been registered for.



During the submission period, once you click onto the required unit, you will find the relevant Learner Guidance, Technical Learner Guide and the Practical Risk Assessment template, which will assist you with your submission.



### Accepted formats

Your Practical Assessment should be submitted electronically. You can submit it via the NEBOSH online assessment platform in the following listed file formats:

- PDF

We will not be able to accept handwritten Practical Assessments. This includes images that have been converted to a PDF.

**Please note:** the file size limit is 100MB in total. The system cannot accept anything that exceeds this. As per the guidance, you should only upload one Practical Assessment.

### Naming your documents

It is important that you name your Practical Assessment correctly to allow NEBOSH to identify your document. Please name your submission using the following information:

#### First submission:

- Practical Assessment
- learner number - your learner number can be found on the initial log in details email and is also your username.
- Initials
- Submission Month
- Submission Year

Example: **Practical Assessment 00123456 DA May 2021**

**If you have previously submitted your Practical Assessment and are resubmitting following a refer result, please name your document as shown below.**

#### Resubmission:

- Resubmission
- learner number
- initials
- Submission Month
- Submission Year

Example: **Resubmission 00123456 DA May 2021**

### Important

**Do not** delete the file extension when renaming your documents. For example, you must keep .pdf, after the name of your document(s).

# Practical Assessment Submission Technical Learner Guide

## Submitting your Practical Assessment

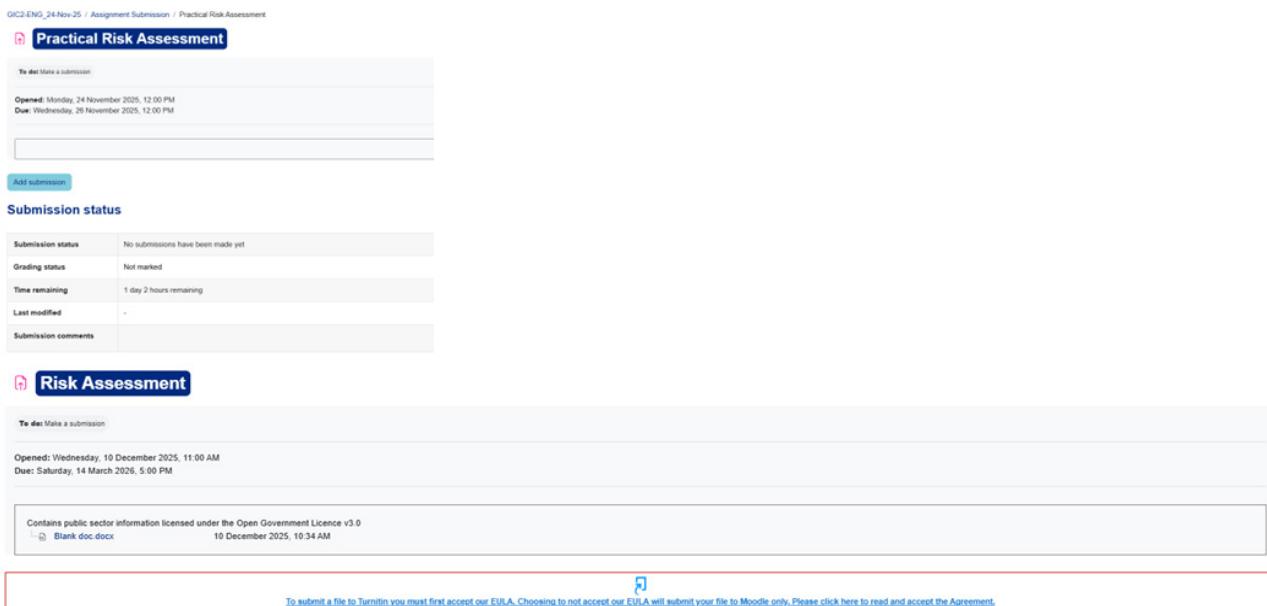
It is strongly recommended that you do not leave it until the deadline to upload your Practical Assessment, as delays may be experienced due to the high volume of learners accessing the platform.

Before submitting, ensure that the name/number of your Learning Partner is not shown anywhere in the Practical Assessment.

Include your NEBOSH learner number on each page of your Practical Assessment.

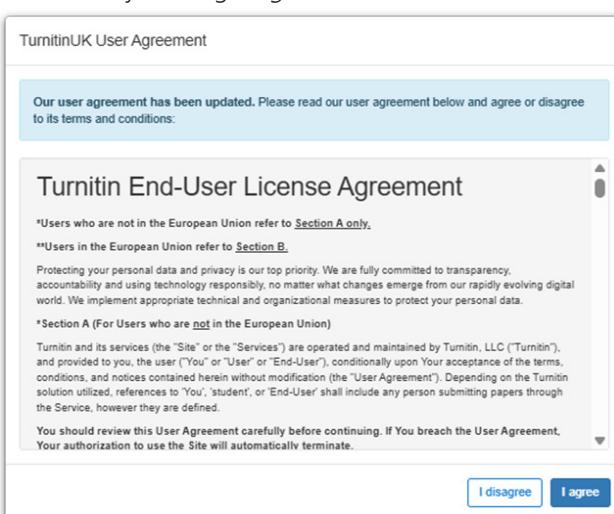
**Please note:** You must ensure your Practical Assessment is completed in the language you were registered to.

Click on the 'Add submission' button at the bottom of the page.



The screenshot shows the Moodle submission interface. At the top, there are two tabs: 'Practical Risk Assessment' and 'Risk Assessment'. The 'Practical Risk Assessment' tab is active. Below the tabs, there is a message 'To do: Make a submission.' and a table showing submission status: 'Opened: Monday, 24 November 2025, 12:00 PM' and 'Due: Wednesday, 26 November 2025, 12:00 PM'. A large text area is empty. At the bottom, a blue button says 'Add submission'. The 'Risk Assessment' tab is shown below with a similar structure.

You will be asked to agree to the Turnitin End Users Licence Agreement. By clicking, the link the agreement will be launched. You will need to agree to this before submitting your work by clicking 'I agree'.



The screenshot shows the Turnitin End-User License Agreement page. At the top, it says 'Turnitin End-User License Agreement'. Below that, a note says 'Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions.' The main text area contains the 'Turnitin End-User License Agreement' text. At the bottom, there are two buttons: 'I disagree' (in grey) and 'I agree' (in blue).

# Practical Assessment Submission Technical Learner Guide

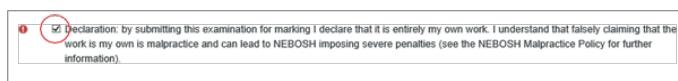
## Anti-plagiarism software

Practical Assessments must be the learner's original work. Practical Assessments will be submitted by NEBOSH to the Turnitin UK text-matching service and added to the Turnitin database. Cases of plagiarism or collusion will be dealt with severely and are liable to result in the Practical Assessment being disqualified and the learner being banned from future registrations. Any learner who provides an opportunity for another learner to use their Practical Assessment inappropriately shall be liable to the same sanction.

## Statement of own work

When you submit your Practical Assessment, you will be asked to confirm that the work is your own. Further information on our malpractice policy can be found on our website by clicking [here](#).

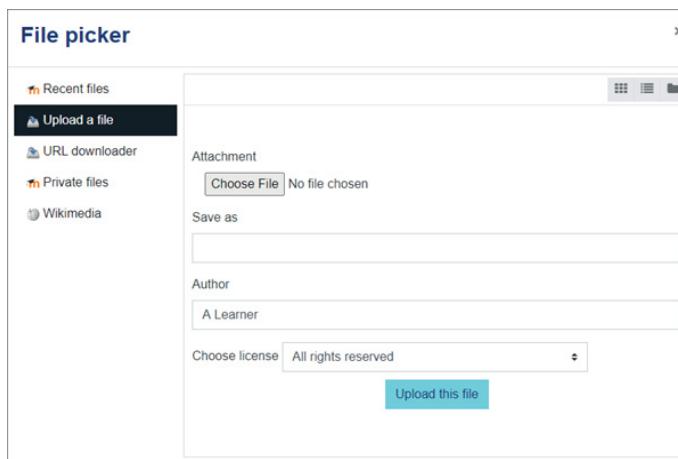
**Please note:** You cannot submit your Practical Assessment unless you have ticked these boxes.



Once this has been selected, you can then choose the file to upload by clicking the below "file" icon.



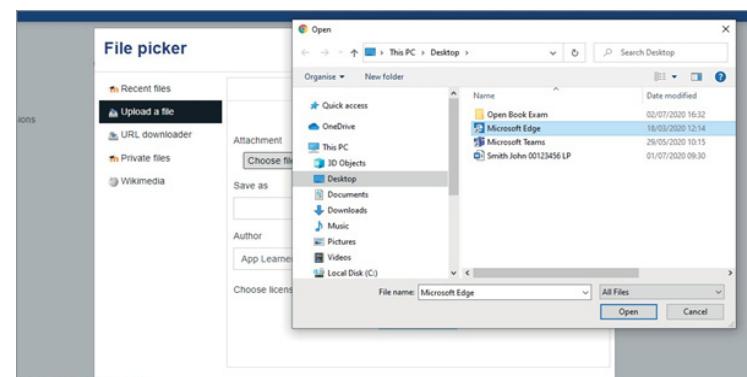
Once you have clicked on the file icon, the below box will appear for you to browse your computer and select your file.



Alternatively, you can use the drag and drop option into the blue arrow section below.



Once you have selected your files you can upload them.



Finally, click the 'save changes' button at the bottom of the page, to confirm upload.



# Practical Assessment Submission Technical Learner Guide

## Confirmation your submission has been received

Once you have submitted your Practical Assessment, the NEBOSH online assessment platform screen will display a confirmation in green, as shown in the screenshot below.

## Editing/deleting submission

You can edit or delete and replace a submission at any time during the assessment period.

Click on your uploaded assessment file.

An option box will appear, you can either select 'delete' at the top or 'update' in blue.

If removing your submission to add an updated version, a confirmation box will appear to confirm you wish to delete the document.

Are you sure you want to delete this file?

OK Cancel

Once this has been removed, follow the steps above to submit your updated assessment document.

**Please note:** If you delete a file after submitting, the green confirmation of submission message will remain displayed on the screen.

## Still need help?

If you experience any difficulties uploading your Practical Assessment, please contact our team by using the details below and we will be happy to help you.

- [Contact us](#)
- 'Live chat' via our website [www.nebosh.org.uk](http://www.nebosh.org.uk)

**Please note:** during submission periods, you may not get an immediate response, but we will endeavour to assist you as soon as possible.

## After the submission deadline

### Results

Results will be issued up to 60 working days from the assessment date and sent to the email address registered to your learner record.

Submissions will not be accepted after the submission window closes; however, it is recommended that you keep a copy of your original submission until your results are declared. If there are any issues with downloading or allocating your submission for marking, we will notify you and you may need to provide your submission again. Learners should check that the file submitted is correct, learners will not be notified if an incorrect document is submitted.

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