



nebosh



NEBOSH Open Book Examinations: App Guide

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NEBOSH Open Book Examinations: App Guide

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NEBOSH Open Book Examinations: App Guide

Introduction

This document focusses on the practicalities of accessing, and submitting your open book examination (OBE) using the NEBOSH online examination platform's Moodle app.

Read

This document should also be read in conjunction with:

- NEBOSH Open Book Examinations: Technical Learner Guide
- NEBOSH Open Book Examinations: Learner Guide

We recommend that you download both documents as part of your OBE preparations. These documents can be found at <http://www.nebosh.org.uk/obe-resources>

If you plan to use a smartphone or tablet to access your OBE you can access the NEBOSH online examination platform by using the Moodle app which you can download for free from the Apple or Android Store.

Download and log in to the Moodle app


Please note: you will not be able to log in to the NEBOSH online examination platform until you receive your log in details three working days before your examination day.

- 1 Download the free **Moodle app** from your app store.

Apple store


App Store
Preview

This app is available only on the App Store for iPhone and iPad.



Moodle 4+
Moodle official app for mobile
[Moodle Pty Ltd](#)
#68 in Education
★★★★☆ 3.0, 2 Ratings
Free

Android store

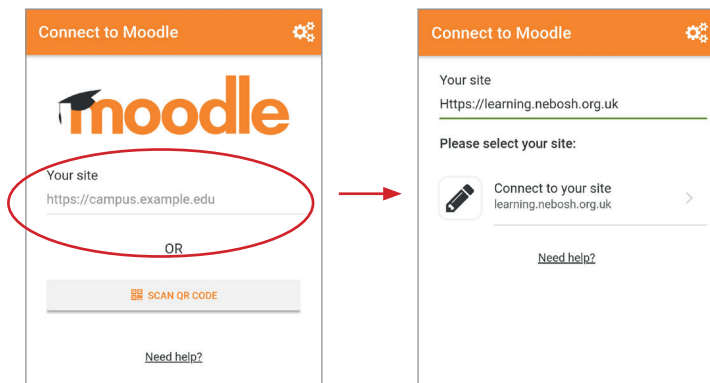


Moodle
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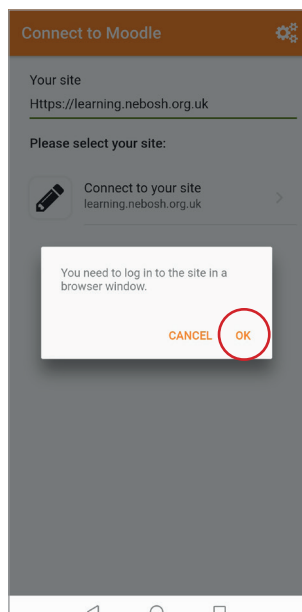
Install

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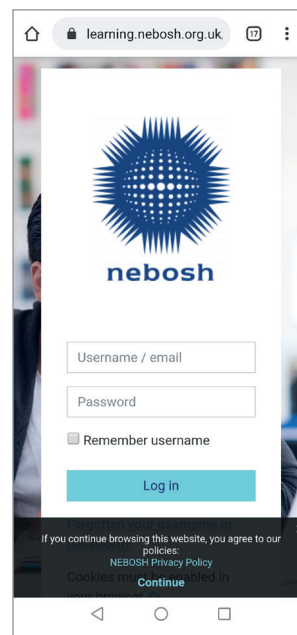
- 2 When you first open the app it will ask for 'your site'. Enter **<https://learning.nebosh.org.uk>** and then select 'Connect to your site'



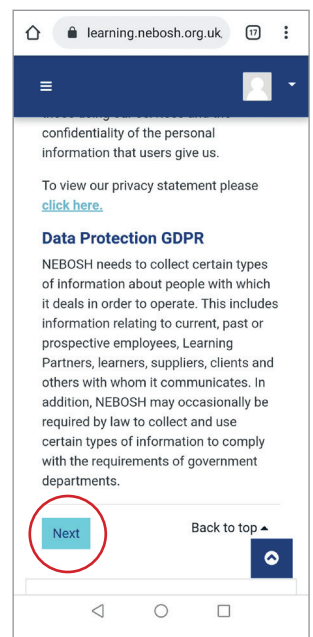
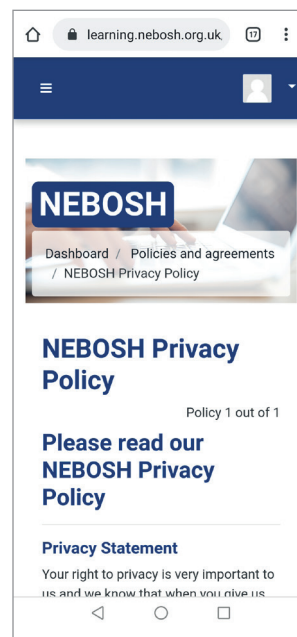
- 3 You will be redirected away from the app – select 'OK'.



- 4 Log in to the NEBOSH online examination platform using the log in details provided in the OBE Initial Login Email (this will be sent to you three working days before your examination).



- 5 Once you have logged on you will be required to confirm that you accept the NEBOSH privacy policy before you will be redirected back to the Moodle app. **Please note:** the privacy policy screen will only appear the first time you log in.

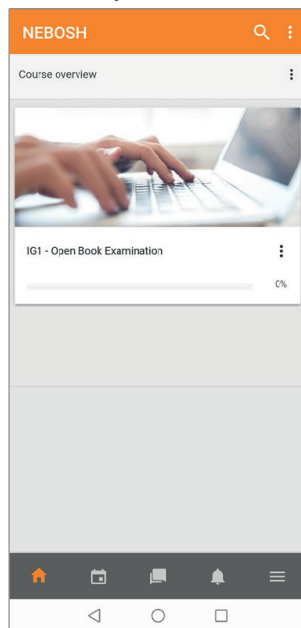


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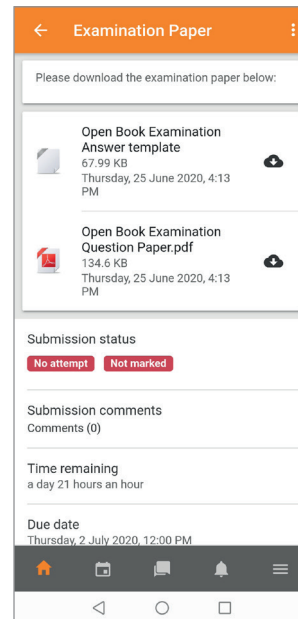
Examination day

Download your examination question paper

- 1 Log in to the Moodle app
- 2 Select your course.



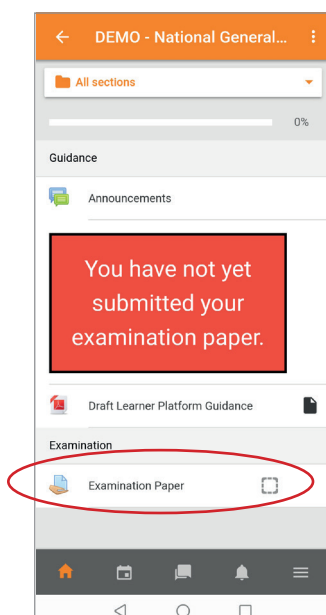
- 4 Download the Open Book Examination Question Paper and the Open Book Examination Answer template. This will also advise you on the time remaining to submit your completed paper.



Please note: your device must have a document viewer installed to view these documents in either PDF or Word .docx formats.

- 3 After selecting the course, you will also be able to view the announcements and examination question paper sections. Select 'examination paper'.

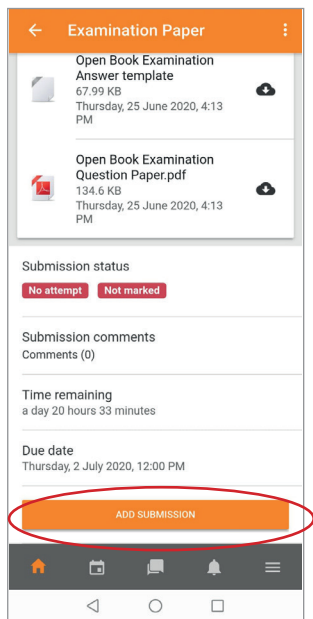
- 5 You can now begin your examination.



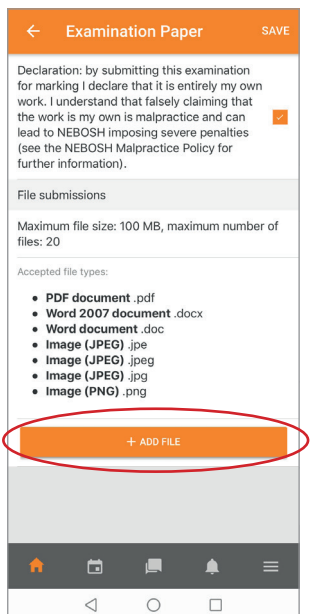
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Submit your examination answer paper

- 1 Once you are ready to upload your answer paper follow steps 1-3 above and then select 'Add Submission'



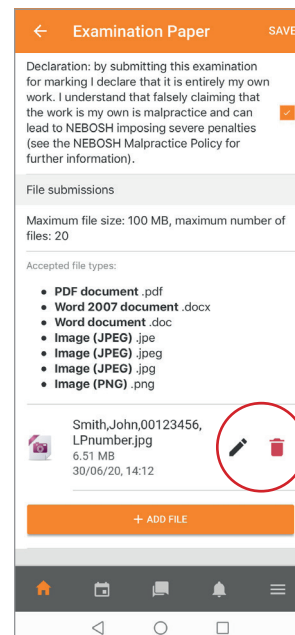
- 2 Select 'Add file'



- 3 Select your chosen file and edit the document name (using the pencil icon) in accordance with the following naming format:
 - Surname
 - First name
 - NEBOSH learner number - your learner number can be found on the initial log in detail email
 - Learning Partner name
 - Page number (if applicable)

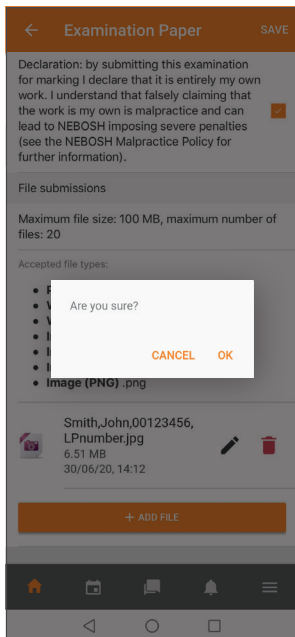
For example, Smith John 00123456 NEBOSH Learning Partner

- If you are submitting images for a handwritten examination, please make sure you add page numbers to the document title, as this will help the examiner to read and mark them in the correct order.

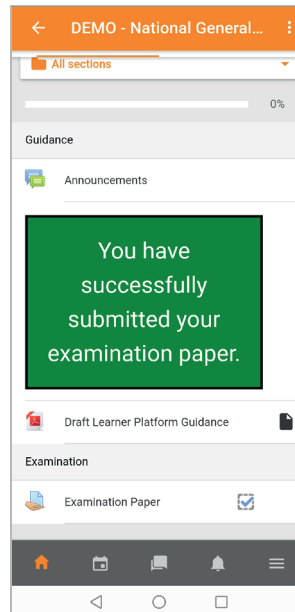


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- 4 Tick the box confirming your submission is your own work and save your upload. You will then be redirected to the course screen.



- 5 When you have completed this process you will see the green notification below to confirm we have received your submission. There is nothing further for you to do.

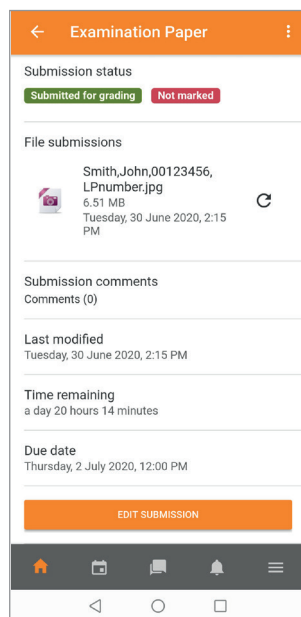


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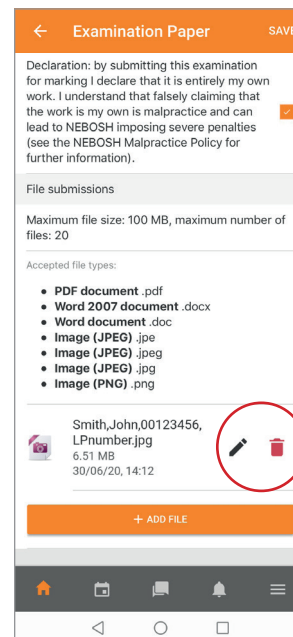
Editing

If you have accidentally uploaded the wrong document you have until the examination deadline to replace it with the correct document(s). To do this you will need to

- 1 Go to the same section as the original submission upload and select 'edit submission'



- 2 This will then bring you to a screen showing you current uploads – select the bin icon to replace the document.



Please note: The app only allows you to replace a document. If you wish to delete a document and not provide a replacement you will need to do so by logging in through a website browser.

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