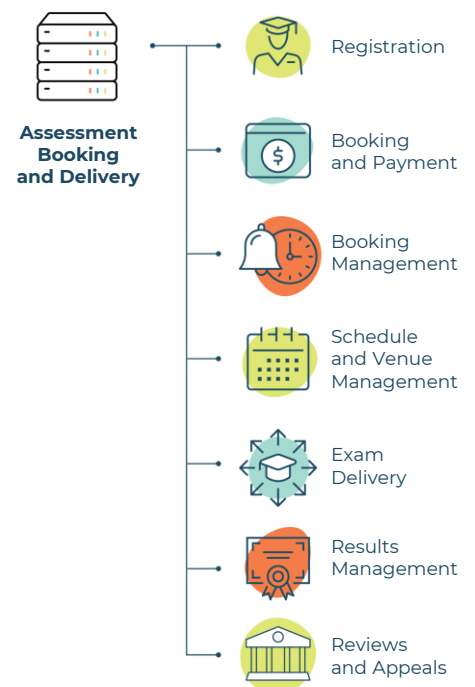# Assessment

Aspeq provides world-class assessment services that are secure and reliable.

Our high stakes assessment services helps to ensure candidates meet your organisation's exacting standards. We develop rigorous computer delivered assessments for regulatory organsiations in high stakes industries.

Exams are delivered in one of our many secure and supervised assessment venues throughout the world.

We work with our clients to develop question banks that effectively and efficiently assess candidates, stay up to date with syllabus and regulatory and changes, that are carefully monitored for validity and reliability.

A complete, tailored, digital solution from registration to results

Assessment Booking and Delivery

- Registration
- Booking and Payment
- Booking Management
- Schedule and Venue Management
- Exam Delivery
- Results Management
- Reviews and Appeals

www.aspeq.com

aspeq

beyond question

Benefit for Regulators

› **High quality reporting** for enhanced oversight and control.

› **Integration with regulatory authority systems and databases** to create a seamless process between assessment and licensing and/or registration

› **Ensures regulatory and legislative standards are met** through our high stakes assessments and question banks.

› **Ongoing performance monitoring** of questions and assessments.

› **Instant feedback to candidates and trainers** to identify areas for potential improvement

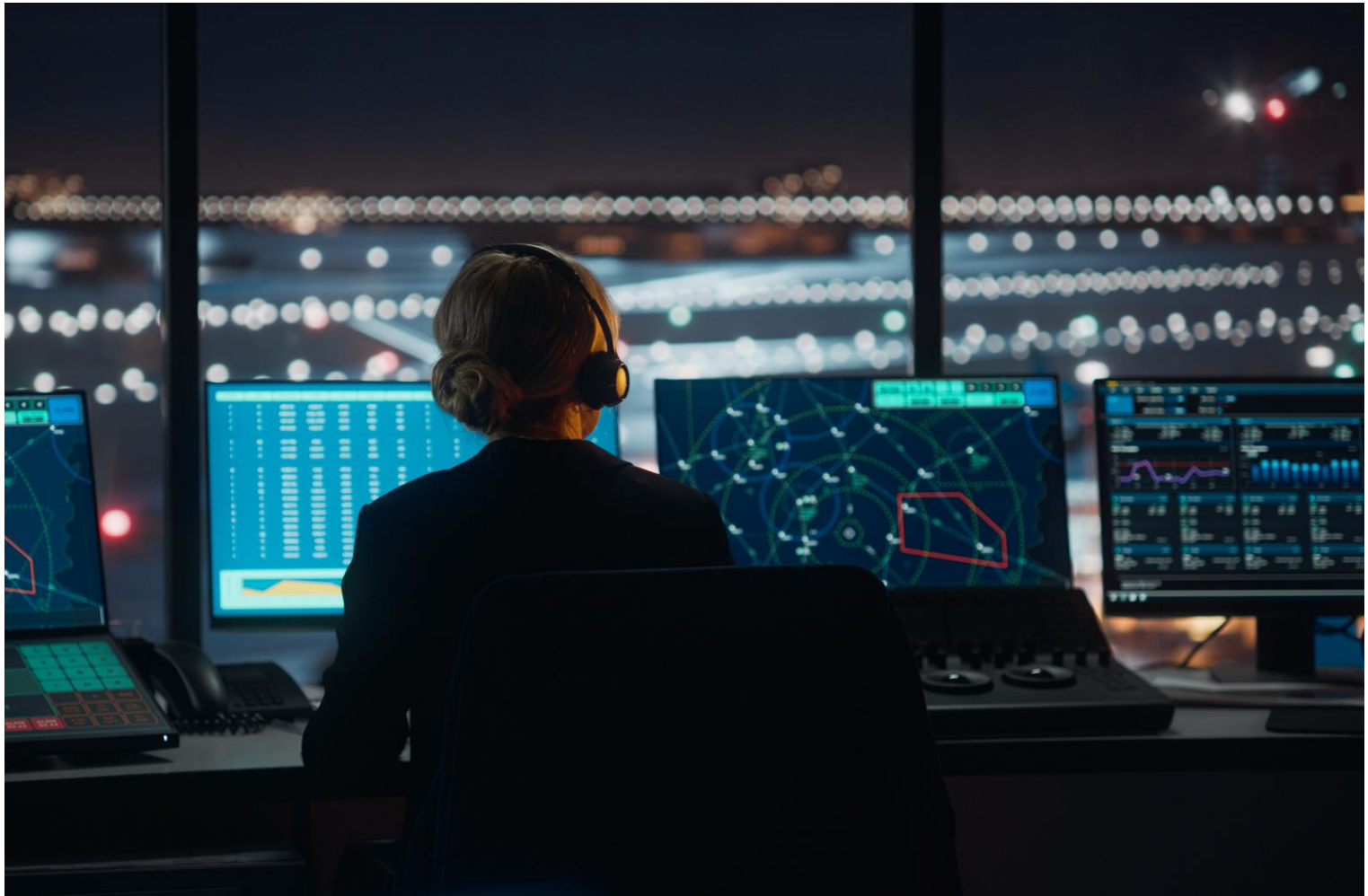› **Reduce and enhance administration** through automation and control over assessment services.

Benefits for Candidates

› **User-friendly** assessment booking and delivery system.

› **Book and sit exams** when it suits candidates.

› **Network of assessment centres** allowing candidates to sit assessments closer to work or home.

› **Immediate results** so candidates can continue to train or apply for their licences and/or registrations.

Our process combines a rare mix of people, experience, technology and best practice to deliver results you can rely on, every time.

Our high stakes assessment services help ensure candidates meet your organisation's exacting standards

The **Candidate Portal** allows applicants to:

> register accounts
> maintain personal data
> book and pay for assessments
> transfer and cancel assessments
> obtain result transcripts
> apply for review of assessment result
> manage memberships with
  their Approved Training Organisation
  (ATO)
> view orders, tax invoices and
   receipts

The **Administration Portal** manages:

> schedules and venues
> user management
  (administrators, invigilators, applicants)
> product management
  (assessments, licenses, physical
  products)
> payments and financial transactions
> booking rules
> security
> internal messaging
> reporting

The **Organisation Portal** allows

ATO Administrators to:
> manage an assessment
  relationship with their students
> book assessments s for their
  students, including bulk
  bookings in a single transaction
> access their students' results
> access financial transaction information

The **Invigilator Portal** allows Invigilators to:

> maintain selected information
> access session documents for
  a session assigned to them
  (session rolls, workbooks etc.)
> complete sessions after the
  session has been finished

Tasman Candidate Portal

Our secure online portal is the gateway for candidates to manage their assessments and results.

Book and pay for assessments

Intuitive online booking system that can accommodate your organisation's particular business rules.

Candidates will find it easy to book and pay for their assessments, and transfer and cancel if required.

Customised branding for your organisations

The Candidate Portal have your look and feel with custom domain name, logo, and theming.

Mobile responsive and accessible

Responsive design to function on every device that conforms to WCAG accessibility standards

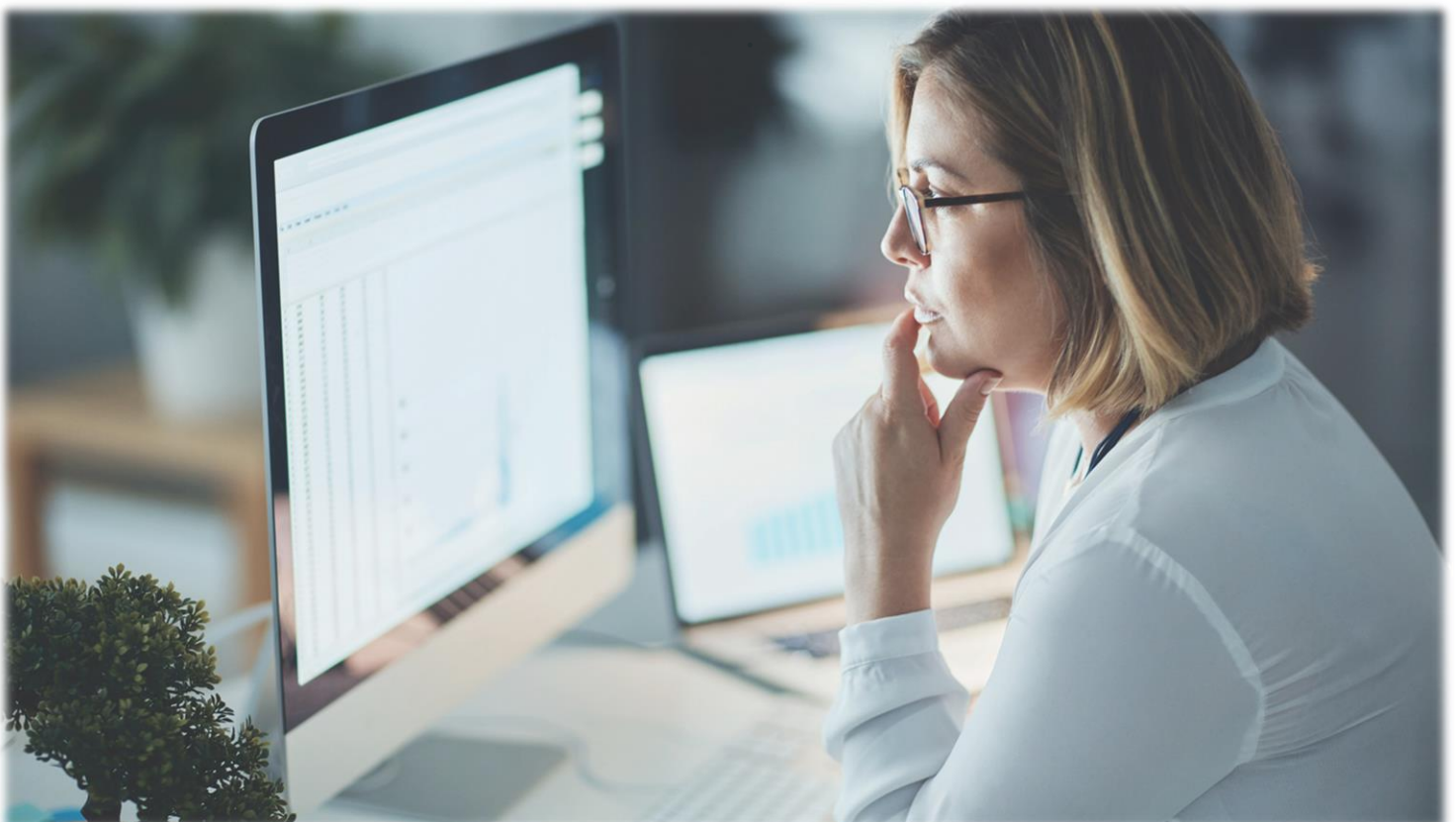### Receive instant results after assessment session

Candidates receive an automated notification to securely receive their results, view their Knowledge Deficiency Report to highlight subject areas that require further learning.

Candidates can apply for reviews of their assessment result for an efficient and automated moderation process.

We integrate with your systems for secure transfer of candidate results to verify their competency with complete peace of mind.

Manage memberships with Approved Training Organisations (ATOs)

Candidates can establish memberships for their ATO to manage their assessment bookings and results on their behalf.

Tasman Administration Portal

A comprehensive and secure online portal for the management of candidates and assessments.

Assessment bookings and payment

Absolute control over candidate profiles, assessment bookings and financial transactions to assist with candidate queries.

Results access and management

Directly access candidate result transcripts and manage their results.

Session scheduling and venues

Intuitive scheduling to manage assessment sessions that can accommodate complex settings, including reservations, assessment type, duration of assessment, and booking cut-off time.

Auto schedule your sessions to cut down on manual administrative tasks.

Assign invigilators to venues and sessions for the smooth delivery of assessments.

Assessment and pricing

Intricate management of assessments to control price, booking rules, permitted materials, and duration.

Manage different types of products including online and in-person assessments, and physical items.

Approved Training Organisations

Manage training organisation administrators and their memberships with candidates, including their bookings, results and session reservations.

Extensive reporting suite

Inbuilt reporting capability to generate scheduling, user, assessment bookings, assessment performance, and financial reports for enhanced oversight and control.
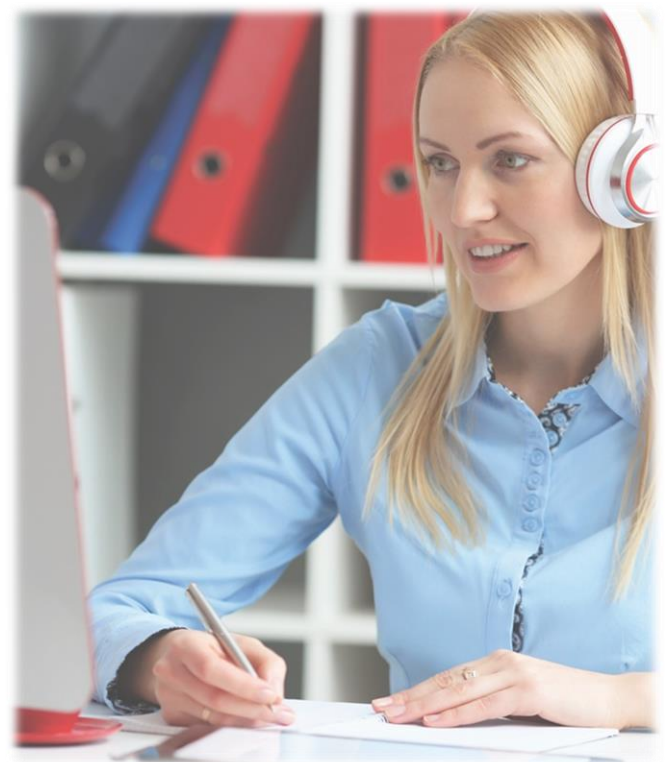
Customised for your business needs

Configured to meet your complex booking and delivery rules and create customised automated email notifications to meet your organisation's unique requirements.

Role-based permissions for dynamic security

Control access by assigning permissions to each different type of role to create a tailor-made level of access, ensuring only the minimum functionality required is provided to a user.

Full audit trail

Our system records all activities performed by user, time/date, action, and errors, and can be easily searched by system administrators.

Tasman Organisation Portal

Used by Approved Training Organisation (ATO) administrators to manage assessment bookings and results on the behalf of candidates.

Create memberships with candidates

Request and approve memberships with candidates conducting training under an Approved Training Organisation.

Book and pay for assessments on behalf of candidates

Streamline the training process by booking and paying for assessments on behalf of candidates undergoing training.

View candidate results

Effective oversight of candidates to monitor the outcome of their training and assessment.

Reserve assessment sessions

Ensure spots at assessment sessions are available for candidates belonging to your ATO.

Tasman Invigilator Portal

Secure portal providing absolute control over assessment delivery for Invigilators.

Manage assessment sessions

Manage the scheduling and operation of sessions at an Invigilator's venue.

Secure access to assessment login credentials

The session roll contains secure credentials for each candidate to login to their assessment.

Print assessment workbooks and materials

Access digital copies of the physical workbooks and assessment materials required.

Quadrant Assessment Delivery Portal

Online portal for the secure delivery of high stakes assessments in invigilated venues.

Randomised question selection

Each assessment contains randomly generated questions to ensure each candidate sits a unique assessment that is a comprehensive test of the subject material.

Range of question types

› Multiple choice
› Calculation
› Essay
› Multi select
› Fill-in-the-blanks
› Short answer

Display supporting visual information

Attach images, charts, and large documents to questions for supporting context.

Multilingual assessment delivery

Deliver assessments in any language.

User friendly navigation of assessment

› View number of answered and unanswered questions
› Visual indicator of remaining time with colour coded warnings
› Bookmark questions for later attention

Leave comments on questions

Candidates can leave comments on questions that are included in performance monitoring analysis with the aim of improving questions.

Secure digital delivery

Locked down browsers to prevent opening applications or recording devices.

Access controlled by Invigilator

The encrypted assessment can only be securely accessed using unique login credentials by the Invigilator within the allocated timeframe.

"Late save" if internet disconnects

If the internet has a faulty connection during the assessment delivery the result is not lost, and the assessment can be uploaded once internet connection is restored.

Automatic submission

Assessment is automatically submitted when the time has expired, or the candidate can submit the assessment early at their discretion.

Enhanced Security

› **Secure online booking and payment** through our dedicated portals

› **Secure protection of all customer information** through high level encryption

› **Candidate identification verification** to ensure the validity of high stakes assessment

› **Secure delivery and protection of question banks and assessments** through our high stakes assessment delivery portal

› **High stakes invigilation** to monitor candidates during assessments and enforce assessment policies.

› **Statistical analysis to identify fraud** and prevent cheating

› **ISO 9001 certified** (Quality Management System).

› **ISO 27001 certified** (Information Security Management System).

Proactive Support

› **Dedicated 24/7 technical support and customer service** to provide candidate support and help desk operations.

› **Service level commitments** to meet agency and regulatory body responsibilities

Contact details

Business Development

Email: sales@aspeq.com

Phone: +64 27 435 9309

www.aspeq.com