BOOKING THE REMOTE REVALIDATION EXAM

Version 1.0 | February 2024

Contents

The Nautical Institute

INTRODUCTION

ABOUT THIS GUIDE

The information contained in this document relates to the booking of the remote CPD Revalidation exam which is a part of the new requirements for DPO's whose certificates are due to be revalidated from 1st January 2024 onwards.

In order to ease the process of completing the CPD Revalidation Exam, we have added the facility to book it directly from the Home page of your NI Alexis Platform account.

You will be able to pay for and book the date for the exam without having to start your revalidation application.

Please note that this guide is only for booking the Revalidation exam. Please refer to the Revalidation Online Application Guide on how to complete, submit and pay for your application.

All references to 'our website' within this guide refers to our accreditation and certification website NI Alexis Platform www.nialexisplatform.org.

LOGGING INTO YOUR ACCOUNT

1   DP LOGIN

Go to the NI Alexis Platform website:
http://www.nialexisplatform.org
and click on **DP Login** to access the account login screen for the DP online application system.

2   DP INFORMATION CENTRE

The revalidation requirements, guides, FAQs and downloadable forms, etc, can be found in the Offshore DP Revalidation section.

3   DON'T KNOW YOUR LOGIN DETAILS?

Use the '**Forgot Password**' option to be sent a temporary password to the email address registered on your account.
The registered email address may be different to the one you are currently using, so check any other email accounts too.

If the system does not recognise your email address try using **Revalidating but don't know your login details?** This option only works on accounts where no email address is registered.
A temporary password will then be set up on your account and be sent to you via email.

If you cannot find the email with the temporary password, please check the spam/junk folders and try searching the mailbox for emails from 'Nautical Institute'.
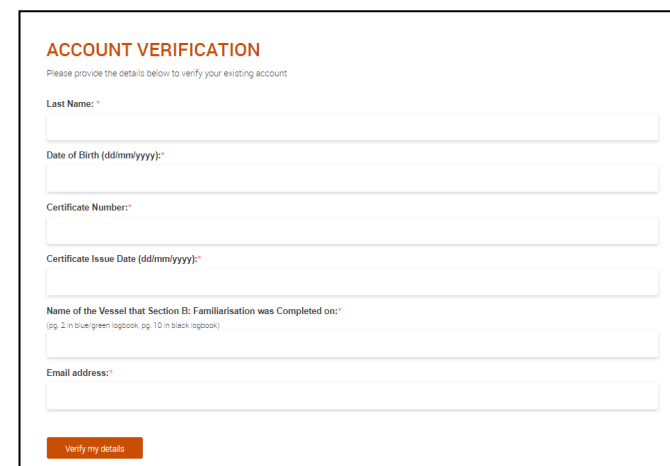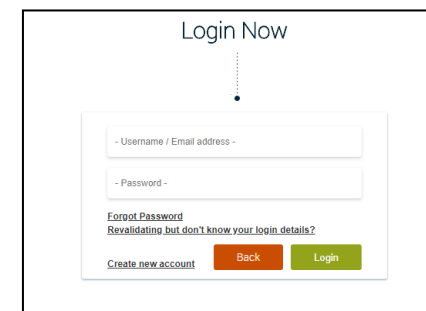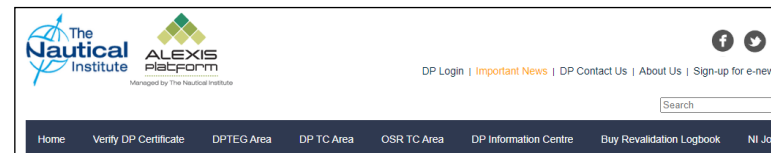
The temporary password will only be active until midnight the following day, so make sure that you log into your account and update your password as soon as the email arrives. If you do not change the password in time, you can use the '**Forgot Password'** option again to have another temporary password sent to you.

4   CREATE NEW ACCOUNT

As you are revalidating you already hold an account with us. **DO NOT CREATE A NEW ACCOUNT** as this will cause a delay in you being able to apply.

HELP IS AT HAND

The green question mark ⑦ in the top right hand corner of each page contains instructions/requirements to help you complete each page correctly.

BOOKING THE EXAM

1   BOOKING THE ONLINE EXAM

Once you have logged in to your account you will see the option to book the Online Revalidation Exam.

2   PAYING FOR THE EXAM

Once you have clicked the button to book the exam, you will be taken to the payment page where you will need to confirm that you wish to book the exam and that you agree to the Terms and Conditions.

3   PROCEED TO CHECKOUT

After you have selected 'Proceed to checkout', you will complete the payment for the exam.

MY ACCOUNT

Update your personal details

Latest application (delete)

Date	Application ID	Status	Category
-	OSN-2489185/2022	Eligible	New

| Attachments | Book Online Revalidation Exam | Submit Application | Make Payment |

YOUR PAYMENT OPTIONS

☑ I would like to book my Revalidation Exam

Total cost: £

☑ DECLARATION

I confirm that I have read and agree with the **disclaimer and terms of services** provided by The Nautical Institute. I confirm that all the documents ticked during the submission of my have been included in my application if required.
I declare that the data contained in this application is, to the best of my knowledge, true and correct. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in the application by The Nautical Institute (including any processing necessary to establish the authenticity and validity of the issued certificate).
As per disclaimer, I understand that if I have not provided the mandatory items in my application my documents will be sent back as unsuccessful automatically without processing.

TOTAL: £

PROCEED TO CHECKOUT

* Includes 20% VAT where applicable, which will be shown automatically in all prices shown

† In applying for membership you agree to abide by the Constitution, By-Laws and Code of Conduct of The Nautical Institute and agree to its Terms and Conditions.

BOOKING THE EXAM   (CONT'D)

LOGGING IN TO TESTREACH

1 Once the payment for your exam has been completed you will receive an email from The NI confirming that the payment has been received.

2 CHOOSING THE EXAM DATE

Once the payment has been completed you will need to check that you have received the email from **customersupport@testreach.com** with instructions on how to login to your TestReach account. Once logged in, you will be able to select the day and time for your exam.

Note:

If you are unable to find the emails in your inbox, please check your junk/spam folders.

❶ Online Revalidation exam confirmation

TN The Nautical Institute <no-reply@oomi.co.uk>
To ○ DP

Dear Mr Bloggs,

Thank you for completing the payment for the Online Revalidation Exam.

You will receive an email from TestReach with instructions on confirming the date and time (GMT).

Please check your spam/junk mail folder if you do not receive it.

The online exam must be confirmed 72 hours before the examination date. The fees are non-refundable or transferrable if the applicant does not confirm within this time.

If, for some reason, you want to remove yourself from the exam, an email should be sent to accreditations@nautinst.org a minimum of 5 days before the exam date.

Best regards,

Qualifications Team, Marine & Offshore
The Nautical Institute

The Nautical Institute

❷ Dear Richard,

You have been enrolled in the DP Revalidation CPD - Online Exam online assessment.

To complete this online assessment you must log into your TestReach account and book a suitable date/timeslot. Please note that you need to use the same account that you used for your previous TestReach online exams. If you cannot remember your password, you have the option to reset this once you have downloaded the program and are asked to login.

Taking an exam on this platform is very straight-forward and if you haven't already done so, you should carry out the following steps:
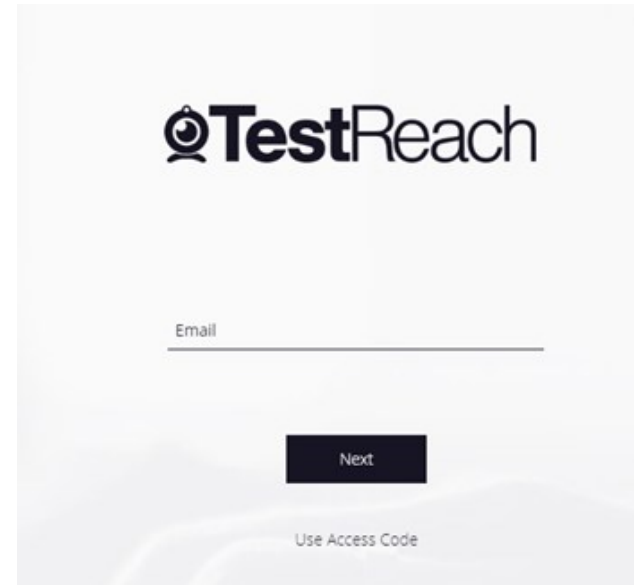
1. Click on this link to download the TestReach Application onto the laptop or computer that you plan to use for your exam: https://app.testreach.com/system-requirements
2. Launch the application on your computer and login
3. **Complete the system check and confirm your exam booking.**
4. Take the Test Tutorial – this lets you explore the in-exam environment and is strongly recommended to ensure you are fully prepared to take your exam

LOGGING IN TO TESTREACH

1   TESTREACH LOGIN

Once the TestReach programme has been downloaded, you will need to login using the same email address that you used for sitting your previous exams. If you do not know your password, you will need to use the 'forgotten password' option.
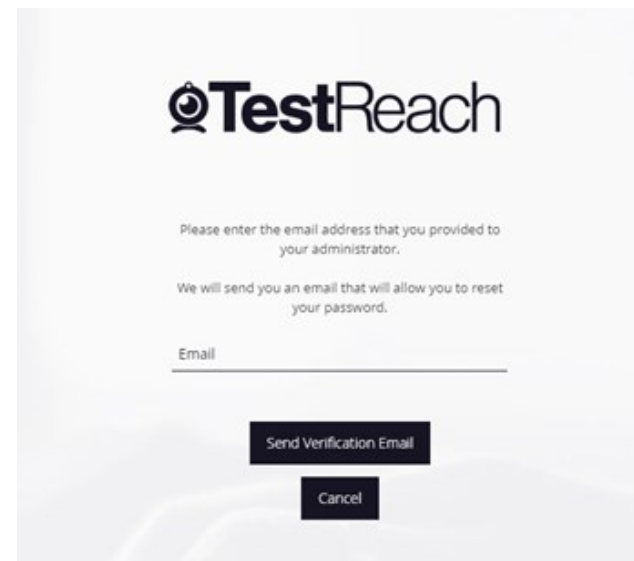
❶

2   RESET PASSWORD

When prompted, you should enter your email address and click on the 'Send verification Email' button.

You will then need to check your inbox for the email to reset your password.

❷

SETTING UP FOR THE EXAM

1 GET STARTED

Once you have logged in to TestReach you will be taken through the steps to being able to successfully complete your online exam.

2 BOOKING YOUR EXAM

After you have clicked on the 'Get started' button you will be taken to the next page where you will have the options to check set-up, take the tutorial and to book the date and time for the exam,
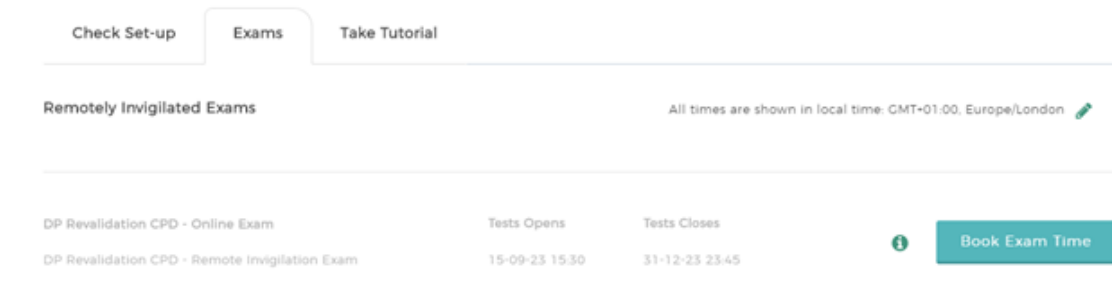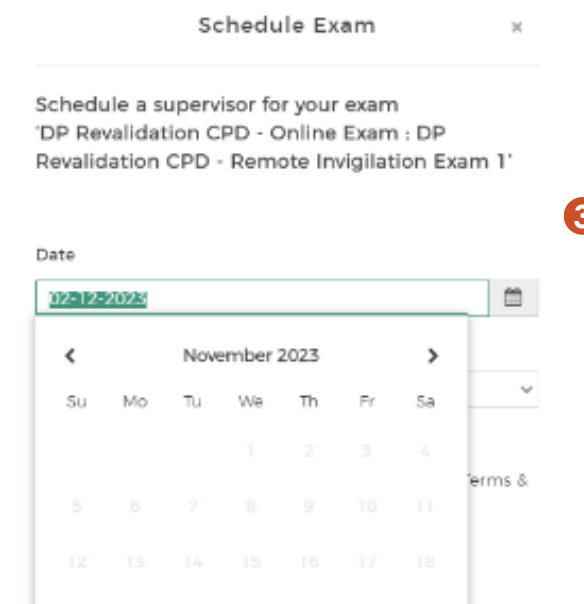
3 SELECTING THE DATE & TIME FOR YOUR EXAM

After you have checked the set-up, you will be able to choose the date and time of your exam by clicking on the calendar.

- Choose a date that is at least five days in the future.
- Confirm your choice of the day and time of the exam, and then logout of your account.
- At least 72 hours before the date of your exam, log in to your TestReach account and confirm that you will be attending.

4 TUTORIAL

You should complete the tutorial at least once to ensure that you are happy with how to navigate your way through completing the exam successfully.

Welcome to TestReach

There are 3 steps involved in preparation for your exam

1. Check Set-up — This check will ensure that your webcam, internet connectivity, and audio settings are compatible with TestReach.

2. Book Exam — This step involves choosing an appropriate date and time for your remotely invigilated exam.

3. Take Tutorial — This tutorial will familiarise you with the exam environment and all of its features.

Get Started

Schedule Exam

Schedule a supervisor for your exam
'DP Revalidation CPD - Online Exam : DP Revalidation CPD - Remote Invigilation Exam 1'

Date

02-12-2023

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Terms &

Check Set-up   Exams   Take Tutorial

Remotely Invigilated Exams   All times are shown in local time: GMT+01:00, Europe/London

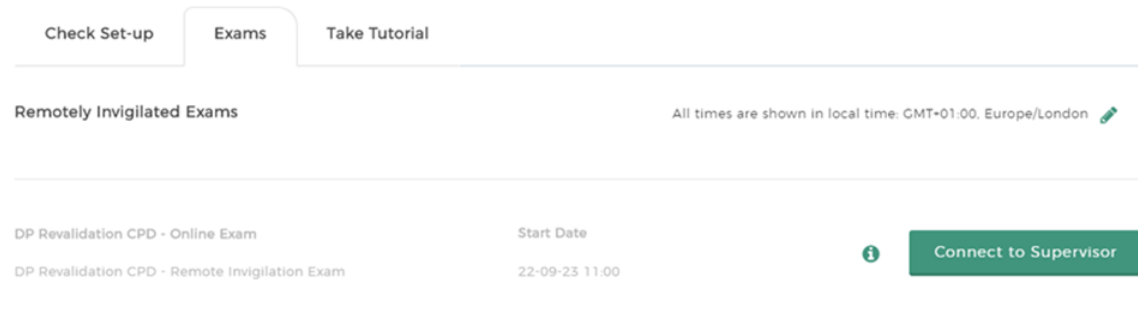|	Tests Opens	Tests Closes		
DP Revalidation CPD - Online Exam				
DP Revalidation CPD - Remote Invigilation Exam	15-09-23 15:30	31-12-23 23:45		Book Exam Time

SETTING UP FOR THE EXAM   (CONT'D)

1 COMPLETING THE ONLINE EXAM

When the exam date arrives you should sign in to your TestReach account at least 30 minutes before the exam is due to begin and connect to the supervisor who will be invigilating your exam.

2 SAMPLE EXAM QUESTIONS

Please see examples below of the type of questions that you may see within the online exam:

Check Set-up	Exams	Take Tutorial

Remotely Invigilated Exams   All times are shown in local time: GMT+01:00, Europe/London ✏

| DP Revalidation CPD - Online Exam | Start Date | |
| DP Revalidation CPD - Remote Invigilation Exam | 22-09-23 11:00 | ℹ **Connect to Supervisor** |

❶

To set up a DP Vessel in the Auto Position Mode, the minimum sensors required are:

A   At least one gyro and one PRS enabled.

B   At least two gyros and three PRS enabled.

C   At least two gyros with no errors enabled.

D   At least three PRS with Median Test enabled.

According to IMO MSC/Circ. 645 of 1994 Section 3.2.4 (unless equivalent integrity of power operation can be accepted according to Section 3.1.3) when should bus-tie breakers be open?

A   During Class 2 operations.

B   During Class 3 operations.

C   During Class 1 operations.

D   During all DP operations.

AFTER COMPLETING THE EXAM

1   AFTER COMPLETING THE EXAM

After you have completed the online exam, you will be able to print a PDF report of the results of your exam before you log out of the TestReach programme.

Whether you have passed or failed the online exam, your results will automatically be updated in your online account.

2   EXAM FAILED

If you have failed the exam, you will need to contact The Nautical Institute at testreach@nautinst.org to be allocated to your next attempt. You will then be able to login to the TestReach app to book the date and time

3   EXAM PASSED

If you have passed the exam and also completed the other CPD requirements to revalidate your certificate, you should log into your account and complete your online application if you have not yet done this. Please click here for the Revalidation Application Guide

If you have chosen the option at the checkout that says you have completed all the new requirements, once the payment has been made, your application status will show as Submitted/Paid, and will be added to the queue to be processed.

If you have already submitted and paid for your application and chose the option at the checkout that says you have not yet completed all the new requirements, you should now log into your account and resubmit your application. Your application will then be placed into the queue to be reprocessed.

Note: If your CPD is still to be completed, you should not resubmit your application until all the requirements have been met.

Test Result

Date of Birth:
Test Performed:
Attempts: 1
Training Centre: TR Training Centre Test Only

Title	Score	%	Correct Answers	No of Questions
CTSYS	1	12	1	8
SR	3	37	3	8
PRS	2	25	2	8
OPER	2	25	2	8
PPPT	3	37	3	8
Total	11	27	11	40