



SELCERT

Skills Development and Certification
for Trainers of Synchronous
Electronic Learning



GUIDE FOR THE EXAMINERS



SELCERT

Skills Development and Certification
for Trainers of Synchronous
Electronic Learning

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1. Introduction

This document is designed to provide clear guidelines and best practices for examiners involved in the assessment process for certifying SEL (Synchronous Electronic Learning) Trainers. Its purpose is to ensure consistency, fairness, and clarity in evaluating candidates' performance. The guidelines outlined here aim to assist examiners in conducting assessments that are objective, transparent, and aligned with the established criteria.

2. Understand the Purpose and Scope of the Exam

- 2.1. Clarify Objectives: Understand what the exam is designed to assess (e.g., knowledge, skills, practical abilities).
- 2.2. Familiarize Yourself with the Syllabus/Content: Be aware of the topics, learning outcomes, or competencies that the exam is based on.
- 2.3. Know the Exam Format: Whether the exam is multiple-choice, essay-based, oral, or practical, familiarize yourself with the structure to ensure consistency in assessment.

The purpose of the exam is to identify if the assessed persons have clearly understood the synchronous electronic learning tools and are able to perform a class in the synchronous electronic learning format.

3. Preparation for the Examination

- 3.1. Review Assessment Criteria and Rubrics: Understand how each part of the exam will be evaluated. If rubrics are available, use them to guide your grading.

The examination is divided into two parts, the theoretical and the practical one.

The theoretical assessment will include 56 multiple choice questions from the 8 modules of the training material. The questions will include per Module:

- 3 True / False Questions,
- 3 Multiple Choice Questions and
- 1 Scenario based Questions

To successfully pass the exam, a candidate must receive **at least 60%** of the total marks.

The practical assessment consists of a 20-minute presentation. The presentation will be in a synchronous electronic learning format and the topic will be chosen by the candidate. The examiner must assess: 1 - General preparation of the course, 2 -ICT skills 3 - Ability to use active learning techniques /tools, 4 - Master in conducting and using ice breakers or energizers as activity (live), 5 - Ability to master and use evaluation tools for the evaluation of the course, 6 - Ability for verbal communication, 7 - Ability for non-verbal communication, 8 - Time management. Each skill takes maximum of 3 points. The checklist for the oral assessment can be found on Appendix 2.

3.2. Know the Exam Instructions: Ensure you are clear about the guidelines you need to follow, including time limits, exam environment requirements, and any special instructions.

3.2.1. Prior to the exam - Registration:

CCC's LMS platform (webtraining.cycert.org.cy) will be used for the theoretical assessment.

All candidates that will take the assessment must register to the CCC's LMS platform. They must connect to the above-mentioned website, register their details and create an account. For the registration process the candidates can refer to the Appendix 1.

3.2.2. During the exam

TEAMS platform will be used for invigilating, so all candidates must join TEAMS platform

The TEAMS meeting link will be sent to candidates emails 2 days before the exam. Candidates must log in 15 minutes before the exam time and show proof of identification to the invigilator who will be online with them during the exam.

In the unfortunate case of a candidate who does not connect to the TEAMS meeting at the time of the exam, he will not be allowed to take the assessment test.

3.2.3. Other rules that apply

The duration of the theoretical assessment is 60 minutes, LMS platform opens at the exact time of assessment and closes 1 hour after.

During the assessment candidates will be asked to show proof of identification, e.g. ID card, passport etc.

Candidates will be asked to have their cameras and/or microphones on.

Note that to get certified a person must successfully pass both written and oral assessment.

3.2.4. Persons eligible for Certification

Trainers who have completed the Selcert online training program (40 hours) or:

- are certified as trainers (they need to upload their certification) or
- has attended a training of trainers with a duration of more than 40 hrs. (they need to upload their certificate) or
- has experience in training for more than 50 hours (they must upload a declaration or a letter from an Organization).

3.3. Prepare for Unexpected Situations: Be ready to handle issues like cheating, disruptions, or student accommodations.

If cheating, disruptions, or student accommodations occur during the exam, specific measures will be taken to maintain fairness and integrity. In the case of cheating, if suspicious activity is detected (e.g., multiple logins, use of unauthorized resources), the exam will be flagged for review, and the incident will be reported for investigation according to academic integrity policies. For disruptions such as technical issues (e.g., internet connectivity problems or platform malfunctions), students will be allowed to re-enter the exam or have additional time, depending on the situation. If needed, alternative arrangements will be made to ensure the exam is completed fairly. For student accommodations, any approved adjustments, such as extended time or assistive technology, will be implemented in advance, ensuring that students receive the necessary support to complete the exam without disadvantage. All incidents will be documented, and communication will be sent to affected students, ensuring that they understand the steps taken to address the situation.

4. Setting Up for the Exam

- 4.1. Logistic Preparations: Ensure that the exam materials are ready e.g. technological setups (computers' cameras and microphones for online exams).
- 4.2. Ensure Accessibility: Verify that accommodations (e.g., extra time, accessible exam formats) are in place for students with special needs.

5. During the Exam

- 5.1. Maintain a Professional and Neutral Attitude: Be approachable but firm in managing the exam environment. Ensure fairness and impartiality.
- 5.2. Monitor the Exam Environment: For online exams, monitor for potential issues (e.g., technical difficulties, cheating).
- 5.3. Clarify Questions When Needed: If a candidate asks for clarification on an exam question, ensure that you provide clear and consistent answers according to the rules.
- 5.4. Ensure Academic Integrity: Watch for potential cheating or misconduct. Maintain vigilance without making students feel unduly pressured.

6. After the Exam

- 6.1. Use the established rubric or criteria to evaluate responses. Be consistent in applying these guidelines to ensure fairness.
- 6.2. Provide constructive feedback where appropriate, explaining why certain answers were correct or incorrect.
- 6.3. Maintain confidentiality when dealing with student results.

7. Handling Special Cases

- 7.1. Late Submissions or Absenteeism: Have clear policies in place for students who miss exams or submit late. These should be communicated beforehand and applied consistently.
- 7.2. Misconduct: Handle cases of academic misconduct according to institutional policies, ensuring all evidence is documented and the process is fair.

8. Maintain Objectivity and Consistency

- 8.1. Avoid Bias: Make sure your judgments are based solely on the candidate's performance. Personal factors, such as familiarity with the candidate or their background, should not influence grading.
- 8.2. Review Marking for Fairness: Double-check assessments for consistency in grading. If you have any doubts about your evaluation, consider re-marking or discussing it with a colleague.

9. Confidentiality and Ethics

- 9.1. Confidentiality of Results: Do not disclose student performance or personal details without proper authorization.
- 9.2. Data Protection: Ensure that exam materials, scripts, and student data are securely stored and handled in accordance with privacy laws.

10. Reflect and Improve

- 10.1. After the exam process is over, take time to reflect on the experience:
- 10.2. Assess the Effectiveness of the Exam: Did it assess what it was supposed to? Were there any issues in the exam that should be addressed in the future?
- 10.3. Seek Feedback: If possible, get feedback from colleagues or students on the clarity of instructions, the fairness of the exam, and any challenges faced.
- 10.4. Professional Development: Engage in training and workshops on exam best practices, especially in areas like bias reduction, question writing, and assessment techniques.

11. Conclusion

The role of the examiner is to ensure that assessment is fair, reliable, and transparent. By following this guide, you contribute to the integrity of the exam process, providing students with a fair opportunity to demonstrate their abilities while maintaining a high standard of professionalism.

Appendix 1- Guide to LMS Platform

1. Creation of Account on LMS Platform

The process of creation of an account on the LMS platform must be followed once. Having an account, you can be granted access to various online educational courses.

To create an account, follow the steps below:

- 1.1. Go to the website: webtraining.cycert.org.cy. The page below will appear.
- 1.2. On this page, first click the little icon to create a profile (top right, as shown with the arrow).

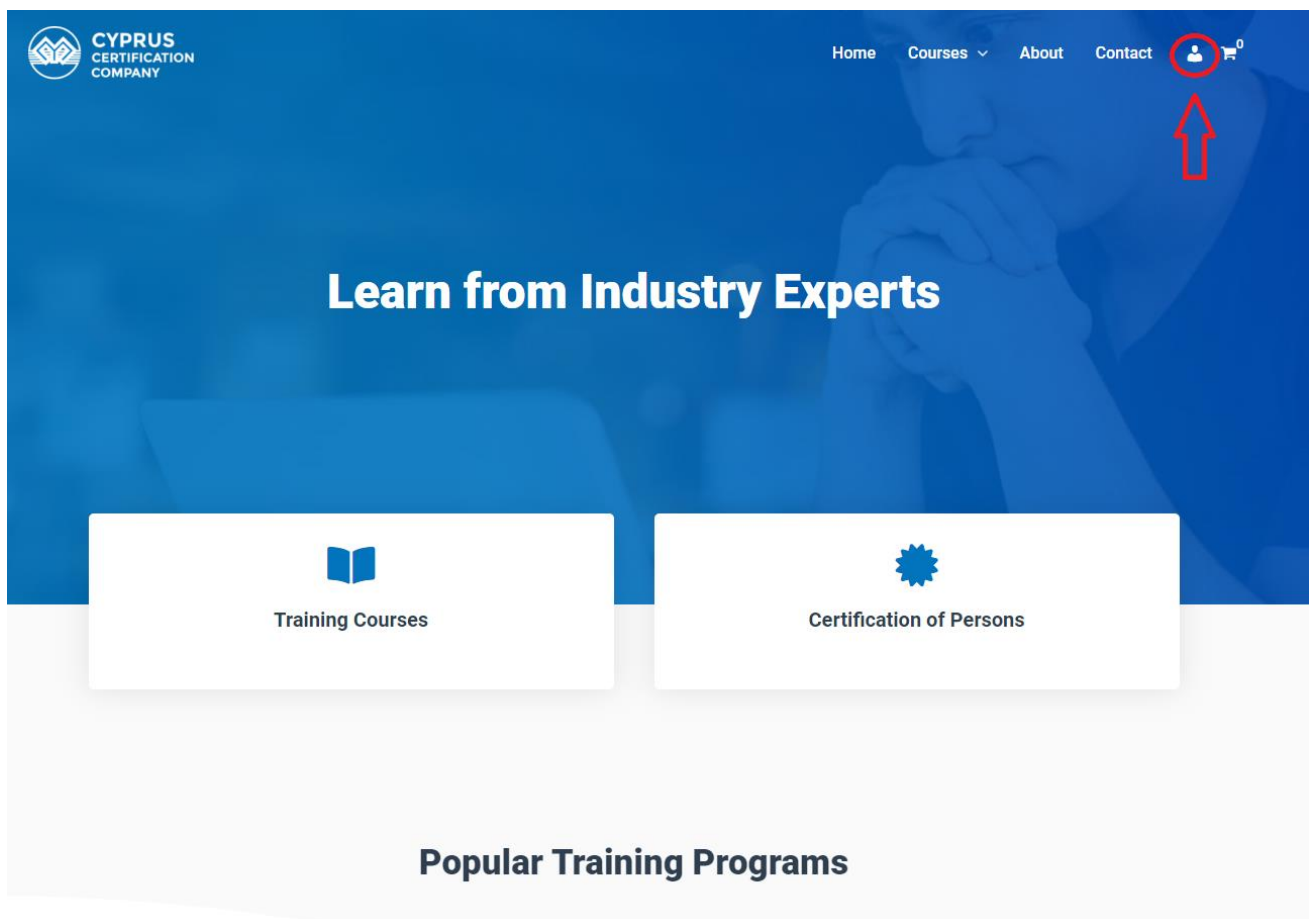


Figure 1: LMS Platform Home Page



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1.3. Then, click on **“Register now”**, as shown on the following page:

My account

Login

Username or email address *

Password *

Remember me

Log in

Lost your password?

Don't have an account? Register Now

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Figure 2: Page for the creation of a new account



1.4. Then, fill in the fields below and select “**Submit**”, as shown on the following page:

Telephone *

Address *

Street Address

Address Line 2

City

ZIP / Postal Code

Email *

Enter Email

Confirm Email

Password *

Enter Password

Confirm Password

Strength indicator

Profession

Company

Privacy Notice *




I agree to the [privacy notice](#) of Cyncert Certificate Company






Submit

Figure 3: Page for submitting the application for creation of new account

- 1.5. A confirmation e-mail on the creation of a new account on the LMS platform will be sent to the e-mail address that you have provided in Step 4, as shown below:

CyCert Account

 exams
To  Haris
 Follow up. Completed on Monday, 22 January 2024.

 Reply  Reply All  Forward  

Mon 22/01/2024 7:55 am

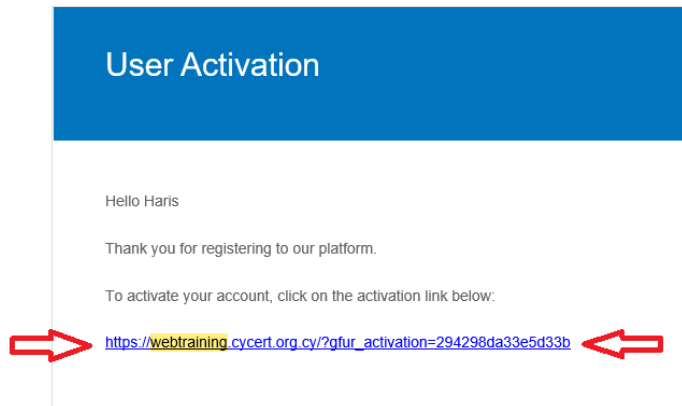


Figure 4: Confirmation E-mail on the Creation of a New Account

- 1.6. By clicking on the link included in the confirmation e-mail, you will be directed to the LMS platform. To enter the platform, fill in the username and password that you have provided in Step 4 above.

2. Accessing an Educational Course on LMS Platform through Self-Enrollment

Follow the steps below to be granted access to the educational course in which you are interested through Self-Enrolment.

- 2.1. Go to webtraining.cycert.org.cy and **log in** by using the username and password that you provided when you created your LMS account. As soon as you enter your account, the page below will appear.
- 2.2. On this page, first click **“Courses”** and then click on **“Certification of Persons”**, as indicated by the arrow.

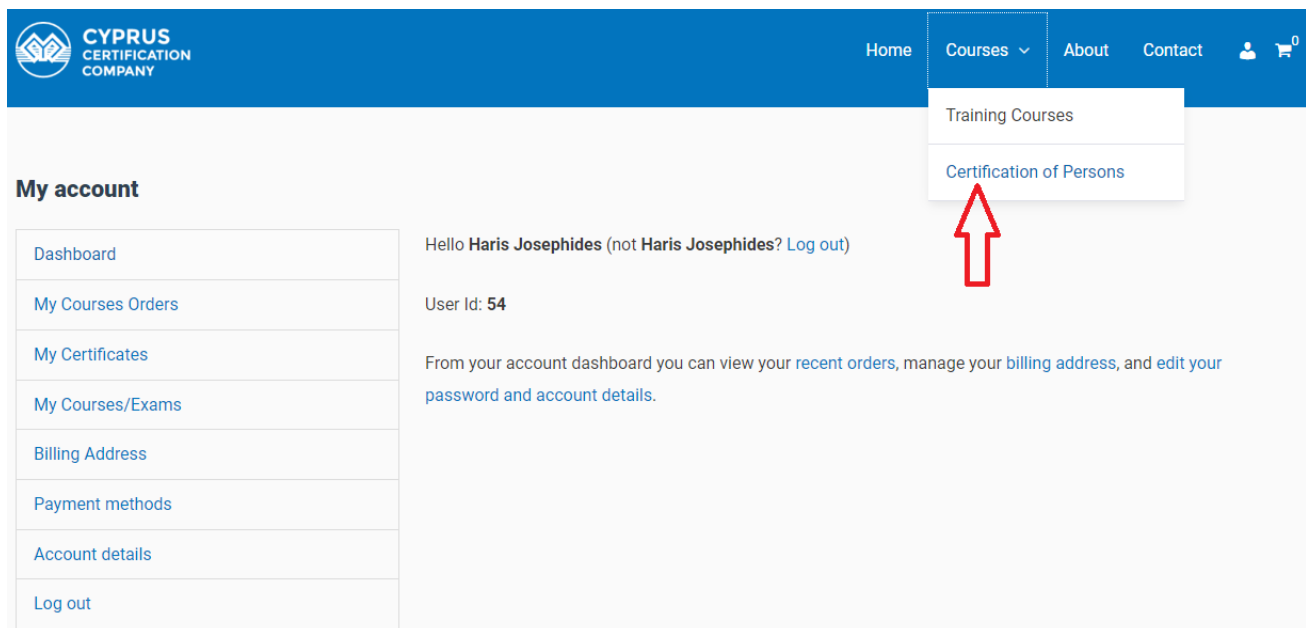


Figure 5: Personal dashboard page after logging into your account



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3. Then, scroll down to find the educational course **“Certified Professionals at SELCERT training technics”** and click on **“Enroll now”** (picture below):







<p>Enrolled</p>  <p>Penetration Tester</p> <p>Continue Study</p> <p>0% COMPLETE</p>	<p>Enrolled</p>  <p>Cyber Threat Intelligence Specialist</p> <p>Continue Study</p> <p>0% COMPLETE</p>	<p>Enrolled</p>  <p>Cyber Incident Responder</p> <p>Continue Study</p> <p>0% COMPLETE</p>
<p>Enrolled</p>  <p>ΕΛΕΓΚΤΕΣ ΩΡΙΜΟΤΗΤΑΣ ΚΥΒΕΡΝΟΑΣΦΑΛΕΙΑΣ</p> <p>Continue Study</p>	<p>Enrolled</p>  <p>Exams Demo (Ελληνικά)</p> <p>Continue Study</p>	<p>Enrolled</p>  <p>Assessment – SEL Trainers (ENGLISH)</p> <p>Continue Study</p>

Figure 6: Courses page



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4. On the next page you will be offered the possibility to apply. Click on **“Apply for the course”** as shown below:

Assessment - SEL Trainers (ENGLISH)



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You need to apply and get approved for this course in order to enroll to the course.

You can apply for this course by clicking the button below.

Apply for the course

Figure 7: Screen for applying for the course



5. On the next page, fill in your details. Here you will also be asked to upload relevant documentation. Then click all the boxes and click on “**Submit**”, as shown below:

Education *

Upload your files *

Drop files here or

Select files

Accepted file types: doc, pdf, txt, Max. file size: 2 MB, Max. files: 5.

Please read the * **Required Documents Notes** * at the end of the page

I declare that I have read the CCC Privacy Policy
[Read more](#)

I declare that I will comply with the requirements of the Certification Scheme for which I am applying for certification, of which I have become aware.

The information I have stated in this application is valid. CCC has the right to exclude from certification and delete from its Register of Certified Persons, any person who conceals information or violates the terms of the relevant Certification Regulation.

Once I am certified, my information will be included in the Register of Certified Persons

I authorize the Cyprus Certification Company (CCC) to manage the above personal data for the purpose of communicating and informing me via mail, email and telephone on the matters concerning the specific certification.

Submit

Figure 8: Page for submitting the application for the chosen course

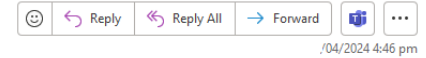
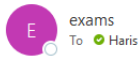


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- An email will be sent to you confirming that you have successfully submitted your course application and informing you that you will be contacted. The email will look like the picture below:

Course Application Confirmation



/04/2024 4:46 pm

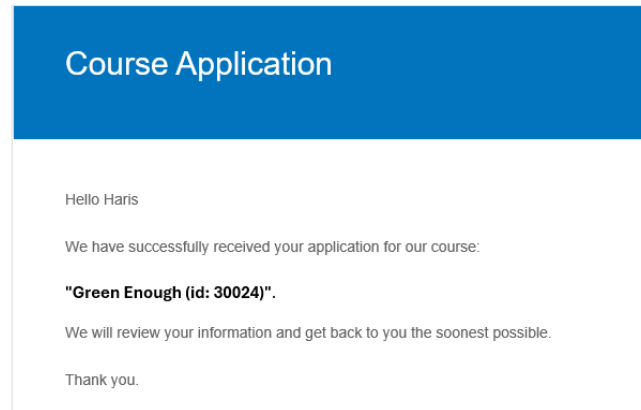


Figure 9: Email confirming successful application for the chosen course

- Once granted access to the course, be informed that its content will remain invisible until the day and time of the examination.

ASSESSMENT INDIVIDUAL CHECKLIST

See presentation 3.3

Each candidate will be asked to do a 20-minute presentation with the audience. The presentation will be in a synchronous electronic learning format. The topic can be chosen by the candidate. The presentation should be sent to the examiner before the assessment day. The platform to be used will be decided by the examiners and the link will be sent to all candidates.

Candidate Name:.....

Date:.....

Assessors Name:

SKILL	INSUFFICIENT (0 point)	SUFFICIENT (1 point)	GOOD (2 points)	OPTIMAL – THE BEST (3 points)
1 - General preparation of the course We expect to see the 4 stages of course presentation about whatever topic by using a MS Powerpoint presentation. It should be clear to demonstrate the understanding of the design process (planning, implementation, evaluation and review) - link xxxxxx <i>(0 - inability, 1 - Yes – ability to run at least 1 stage, 2 - Yes – ability to run at least 2 stages, 3 - ability to run all stages)</i>				
2 -ICT skills e.g. use of the platform, - use of tools - Ability to use a variety of tools <i>(0 - inability, 1 – less than 2 tools, 2 – use of 3 tools, 3 – more than 3 tools)</i>				
3 - Ability to use active learning techniques /tools – e.g. brainstorming, making questions, group activity, exercises, using a chat etc <i>(0 - inability, 1 - Yes – using at least 1 technique, 2 - Yes very often – using at least 2 techniques , 3 - using more than 2 different techniques)</i>				



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4 - Master in conducting and using ice breakers or energizers as activity (live) <i>(0 - inability, 1 - Yes even if in a difficult way 2 - Yes in a good way , 3 - Yes in an optimal way</i>				
5 - Ability to master and use evaluation tools for the evaluation of the course – evaluation method eg menti meter or other activity during the training, final evaluation. <i>(0 - inability, 1 - Yes even if in a difficult way 2 - Yes in a good way , 3 - Yes in an optimal way)</i>				
6 - Ability for verbal communication <i>(0 - inability, 1 - Yes even if in a difficult way 2 - Yes in a good way , 3 - Yes in an optimal way)</i>				
7 - Ability for non-verbal communication e.g. ability to give the voice to others, ability to interact in cell, presentation on the screen, netiquette. eye contact, show interest, show emotions etc <i>(0 - inability, 1 - Yes even if in a difficult way 2 - Yes in a good way , 3 - Yes in an optimal way)</i>				
8 - Time management <i>0 - outside target 3 - in target (from 18 to 22 minutes)</i>				
TOTAL Score <i>Note: for one to pass they need to have at least sufficient in all parameters with a minimum of 12 points</i>				

Assessors Comments on the procedure (optional) :

.....

Assessors signature:.....



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