



ESP WEB APP

QUICK GUIDE FOR TRAINERS

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Introduction

The Entrepreneurial Skills Pass (ESP) is an international qualification that certifies students (aged 15-19), who have had a real entrepreneurship experience, have gained the necessary knowledge, skills and competences to start a business or to be successfully employed.

The ESP includes three key elements:

- Practical entrepreneurial experience (1 school year mini-company experience, namely the JA Company Programme),
- As assessment of entrepreneurial competences (pre-post self-assessment),
- An examination of business, economic and financial knowledge (1 h-online test)

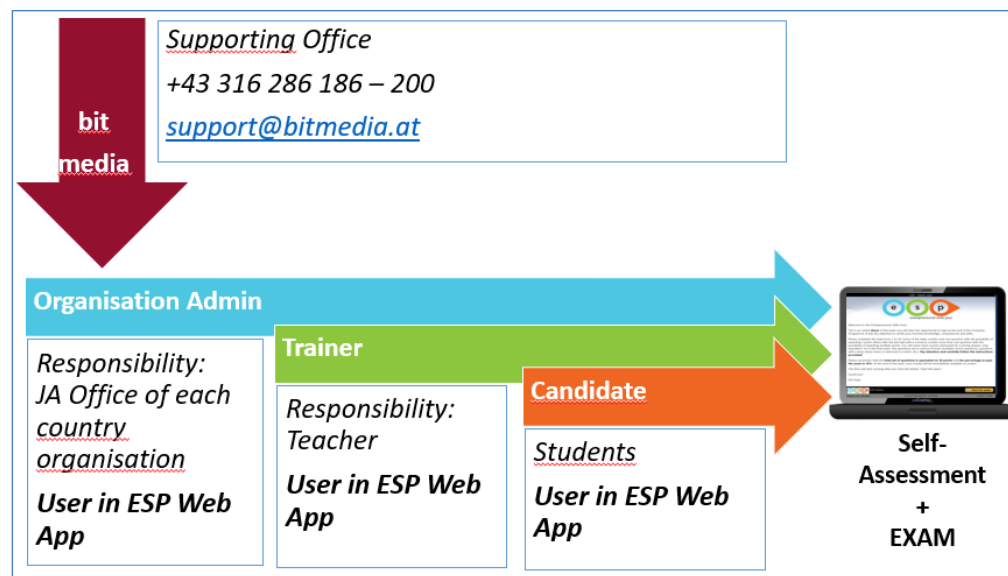
The ESP Exam and Self-assessment is delivered through an online platform – the **ESP Web App**. To access the ESP Web App you have to use this Url: <https://www.esponline.eu>

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Roles and tasks

The ESP process is managed by several roles, which are explained in detail here.



Tasks – bitmedia

- Helpdesk – 2nd level of support in case of problems. The following information is needed:
 - Which organization?
 - ID of self-assessment / exam
 - ID and name of test center
 - Name and e-mail address of candidate /trainer
 - What's the problem?

Tasks – Organisation admin

- Create and deliver registration codes for trainer
- Open and close 1st and 2nd self-assessment
- Approve exams appointments (or create and monitor exam appointments if needed)
- 1st level of support in case of problems

Tasks – Trainer

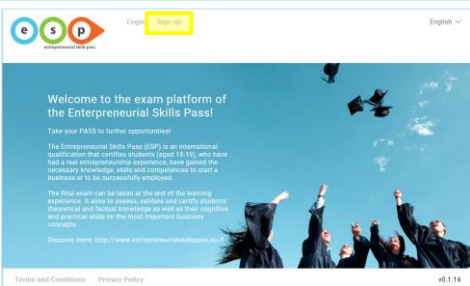
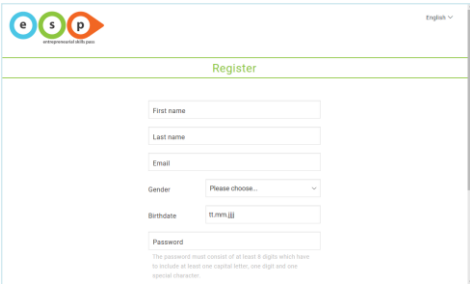
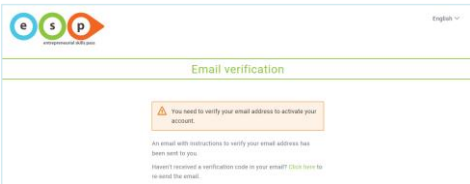
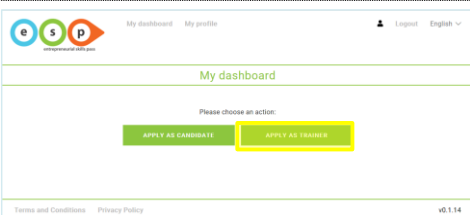
- Register in ESP Web App (using registration code for his test center he got from -> Organisation admin)
- Create registration codes for candidates
- Monitor self-assessment
- Schedule, open, monitor and close exam appointments
- Download reports

Tasks – Candidate

- Do 1st and 2nd self-assessment and exam
- Download reports

Your tasks as Trainer (Teacher)

SIGNING UP AND SELF REGISTRATION

Sign up	<p>Go to the ESP Web App using this Url: https://www.esponline.eu</p> <p>For the self-registration click on Sign Up.</p> <p>! If you have already registered last year, you can simply login with your login data (e-mail and password).</p>	 <p>Welcome to the exam platform of the Entrepreneurial Skills Pass!</p> <p>Take your PASS to further opportunities!</p> <p>The Entrepreneurial Skills Pass (ESP) is an international qualification that certifies students (aged 18-19), who have had a real entrepreneurial experience, have gained the necessary knowledge, skills and competences to start a business or to be successfully employed.</p> <p>The final exam can be taken at the end of the learning experience. It aims to assess, validate and certify students' theoretical and practical knowledge as well as their cognitive and practical skills on the most important business concepts.</p> <p>Discover more: http://www.entrepreneurialskills.eu</p> <p>Terms and Conditions Privacy Policy v0.1.14</p>
Fill out register form	<p>Fill out the register form.</p> <p>Attention! The password must consist of at least 8 digits which have to include at least one capital letter, one digit and one special character.</p> <p>Accept the Privacy Policy and click on Register.</p>	 <p>Register</p> <p>First name</p> <p>Last name</p> <p>Email</p> <p>Gender Please choose...</p> <p>Birthday</p> <p>Password</p> <p>The password must consist of at least 8 digits which have to include at least one capital letter, one digit and one special character.</p>
Wait for the e-mail confirmation	<p>An e-mail is sent to the e-mail address you've used.</p> <p>! If you do not get the e-mail</p> <ul style="list-style-type: none"> - Check also the Spam folder - Click on Send again <p>If you do not get the confirmation e-mail, please contact your local Organisation Admin. or directly the helpdesk.</p> <p>After you've got the e-mail, you can close this page.</p>	 <p>Email verification</p> <p>You need to verify your email address to activate your account.</p> <p>An email with instructions to verify your email address has been sent to you.</p> <p>Haven't received a verification code in your email? Click here to re-send the email.</p>
Apply as Trainer	<p>If you click on the confirmation link in the e-mail, you come to this site.</p> <p>Click on Apply as Trainer to continue the registration.</p>	 <p>My dashboard My profile Logout English</p> <p>My dashboard</p> <p>Please choose an action:</p> <p>APPLY AS CANDIDATE APPLY AS TRAINER</p> <p>Terms and Conditions Privacy Policy v0.1.14</p>

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Insert Registration Code

Copy in the registration code you have got from your Organisation Admin. When you confirm with ENTER, the rest of the fields regarding the *Country*, *City* and *Test Center* are filled out automatically.

Confirm the Privacy Policy and click on **Apply as Trainer** to complete the registration.

! If the fields are not filled out automatically, make sure that there are no empty spaces before or after the registration code.

LOGIN

Login

If you have completed the registration process and you come back to the ESP Web App via the Url <https://www.esponline.eu> you can log in with your user data.

Click on **Login** and enter your e-mail-address and your password.

My Dashboard

The dashboard contains two sections, the candidate administration and the exam administration.

In the **candidate administration** you can see the current state of your candidates, you can generate registration codes and download the reports.

In the **exam administration** you see the state of the self-assessment (active, duration), you have an overview of all your exams and you can schedule, open, monitor and close exams.

Edit Your Profile

Click on **My Profile** at the top if you want to update your data.

You can switch between account and password tabs.

If you change your e-mail-address you will have to confirm the new one again.

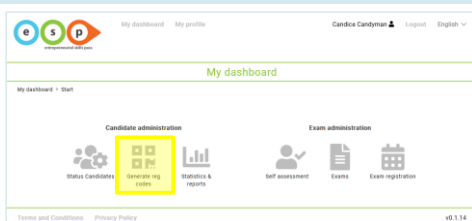
Click **save** to confirm your updates.

REGISTRATION CODES FOR CANDIDATES

My Dashboard

In the section **candidate administration** on your dashboard you can generate registration codes.

Click on **Generate reg codes** to create a registration code for your candidates.

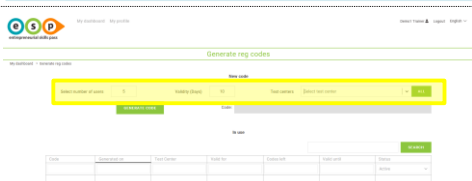


Enter data for registration code

Put in the **number of users** (maximum 100) that should be allowed to use this code.

Then put in the **number of days** (maximum 60) the code should be valid.

Select the **test center** you want to create the registration codes for. If you click on **All**, you can create registration codes for all test centers you are responsible for.

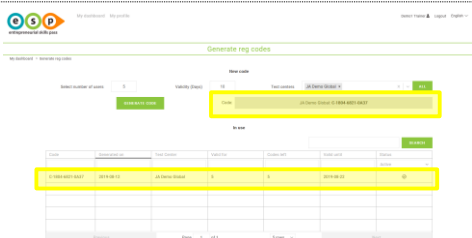


! The test center selection is important for you if you are responsible for more than one test centers (schools)

Generate registration code

Click on **Generate Code** to get the registration code for the candidates.

The code is also listed in the table below. With this code the candidates can complete their self-registration and *Apply as Candidate*.



! If the registration code expired and not all the candidates registered, you can create another code.

In the table you see

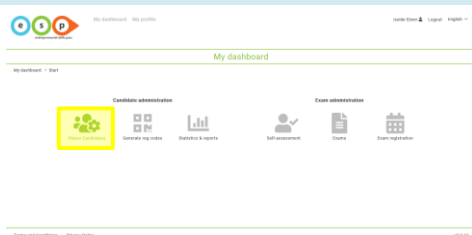
- Which test center the code is for
- How many codes are left
- For how long the code is still valid
- If the code is active

Expired codes are no longer listed in the table.

MONITOR SELF ASSESSMENT AND EXAM STATUS OF CANDIDATES

My Dashboard

Go to your Dashboard and click on **Status Candidates** in the Candidate Administration. Here you can monitor the status of the self-assessment and exam for each candidate



Monitor status of self-assessment

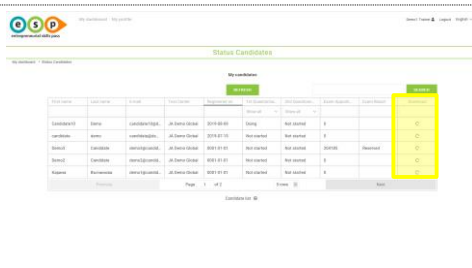
As soon as one candidate has registered and applied as candidate, you can see it here. Possible states are:

- **Not started:** Candidate has not yet started the self-assessment
- **Doing:** Candidate is doing the self-assessment
- **Done:** Candidate has finished the self-assessment by answering all questions



SA report per candidate

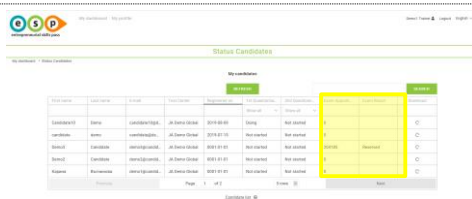
After SA1 is completed you can download the report for each candidate to see the result of SA1.
After SA2 is completed you can download the report to see the comparison of the results of SA1 and SA2.
You can also download all reports as zip-file in the section
→ Statistics & reports



Monitor status of exam

If a candidate has done the certification exam, you can see here the

- ID of the exam appointment
- Result of the exam



Adjust table

You have some filter and sort options for the table

- Click on column title to sort the table
- Selecting the status for SA1 and SA2 column you can filter for all candidates which have i.e. not yet started the self-assessment



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Download candidate status table

Click on **Candidate list** download button to download the candidate status table as Excel file.

Candidate ID	Name	Email	Password	Status	Created At	Updated At	Deleted At	Is Active
1	John Doe	john.doe@example.com	12345678	Not started	2023-01-01	2023-01-01		0
2	Jane Smith	jane.smith@example.com	87654321	Not started	2023-01-01	2023-01-01		0
3	Mike Johnson	mike.johnson@example.com	11223344	Not started	2023-01-01	2023-01-01		0
4	Sarah Brown	sarah.brown@example.com	55667788	Not started	2023-01-01	2023-01-01		0
5	David Wilson	david.wilson@example.com	99887766	Not started	2023-01-01	2023-01-01		0

STATUS OF SELF-ASSESSMENT

My Dashboard

If you want to see, for how long the self-assessment is planned to be open, go to your Dashboard and click on **Self-Assessment** to see the details.
! The end date is an information, but the self-assessment is not closed automatically. If you need more time for your candidates, contact the organisation admin.

Module	Icon	Label
Home	Home icon	Home
Candidate administration	Candidate icon	Candidate administration
Exam administration	Exam icon	Exam administration
Self-assessment	Self-assessment icon	Self-assessment

See the details of the self-assessments

Here you can see which self-assessment is active and until when.
The active self-assessment is highlighted in green.
The state of the not-active self-assessment is **Not yet activated**.

Self-assessment ID	Name	Status	Created At	Updated At
1	Self-assessment 1	Active	2023-01-01	2023-01-01
2	Self-assessment 2	Not yet activated	2023-01-01	2023-01-01

CERTIFICATION EXAM – SCHEDULING (2 – 1 WEEKS BEFORE)

My Dashboard

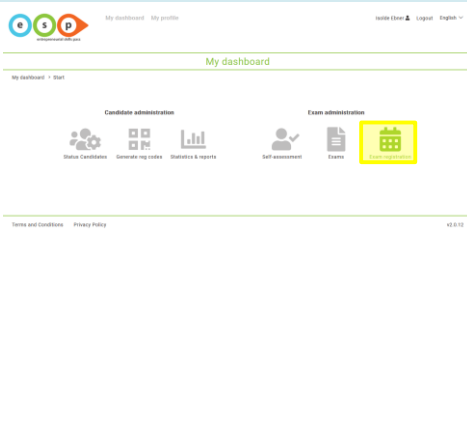
After the students have filled out both self-assessments you will be able to schedule exam appointments for them.

If you want to schedule a new exam appointment, go to your Dashboard and click on **Exam registration**.

! As the exam has to be allowed by the organisation admin and for administrative reasons it is important to set up the exam at least one week before it takes place.

To check all of your exams click on

→ **Exams**.



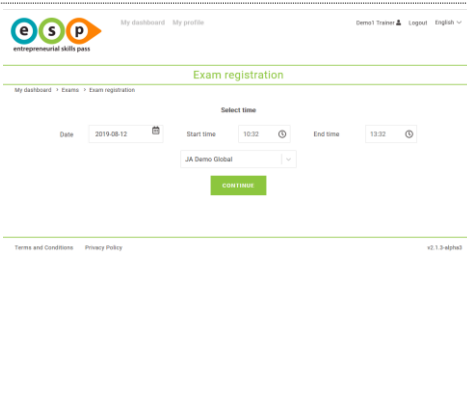
Schedule exam appointment

To schedule a new exam appointment, you have to select a **date**, **start time** and **end time**.

You need to select the **test center** where you want to do the exam. All test centers you are responsible for are shown in the list.

! When you choose the date and time for the exam appointment, please be aware of the availability of the bitmedia helpdesk in case you need support!

Click on **Continue** to proceed.



Select candidates

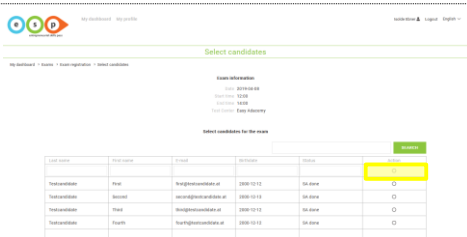
The next step is to select the **candidates** for the exam appointment.

You have the possibility or to select one by one or to click on the circle in the first row to select all candidates at once.

After having selected at least one candidate, you can click on **Create exam** to finish the exam scheduling.

! The exam can be started only on the selected day and only after the organisation administrator has allowed the exam!

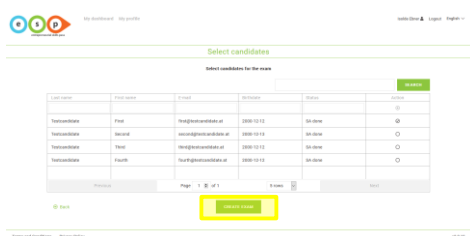
Candidates who have already been added to a former exam appointment, can be added



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also to a new one, if the former exam appointment has been closed.



CERTIFICATION EXAM – STARTING, MONITORING, STOPPING (DAY OF EXAM)

Overview of all exams - state

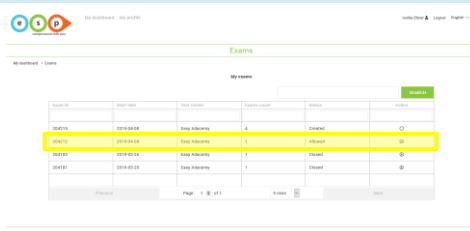
To start the exam on the scheduled day, click on **Exams** on the dashboard to come to the overview of all exams.

The exams can have the following status:

- **Created:** the exam has been created but not yet allowed
- **Allowed:** you can start the exam at the scheduled day
- **Active:** the exam has been started
- **Closed:** the exam has been stopped by you or the organisation admin

Click on the line with the exam you want to start to open it.

! Only exams with the state "Allowed" can be started.

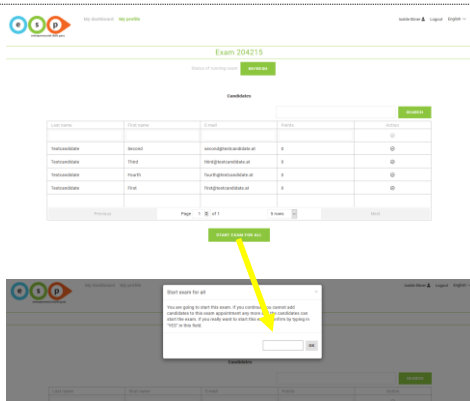


Start exam

Before you start the exam, you have to check if the candidates in the list are all present and will do the exam.

Select the candidates - select all in first row is also possible – then click on **Start exam for all** to start the exam.

Before the exam definitively starts you have to confirm the process with **YES**.



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Activation code for candidates

After you click on start the exam, the **Start** button for the candidates becomes active. Hand over the **activation code** to the candidates as they have to insert this code to be able to start the exam.

Exam information
Exam activation code: **8249-727-412**
Date: 2019-04-09
Start time: 14:52
End time: 15:52
Exam ID: 204219
Test Center: Easy Adacemy
Status of running exam: **REFRESH**

Monitor exam

While the candidates are working, you can monitor the progress.

Click on **Refresh** to get the current state of the progress.

If a candidate is working, he has the status **Participating** and you see the points he's already gained.

If a candidate has finished the exam, you see the status **Finished** and the total points.

Once a candidate has started the exam, he has **45 minutes** to complete it. After this period the exam will close automatically.

Exam 204215
Status of running exam: **Refresh**

Candidates

Candidate name	Real name	Exam ID	Points	Status
Testcandidate	Maximal	testcandidate@at	0	Participating
Testcandidate	Max	testcandidate@at	0	Participating
Testcandidate	Maxim	testcandidate@at	0	Participating
Testcandidate	Max	testcandidate@at	0	Participating

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Stop exam

When all candidates have finished or the time has run out, click on **Stop exam for all** to stop the exam.

Before the exam definitively stops you have to confirm the process with **YES**.

! No candidate can continue after you have stopped the exam.

After having stopped the exam, the status of the candidate is either **passed** or **failed**.

Exam 204215
Status of running exam: **Refresh**

Candidates

Candidate name	Real name	Exam ID	Points	Status
Testcandidate	Maximal	testcandidate@at	0	Failed
Testcandidate	Max	testcandidate@at	0	Participating
Testcandidate	Maxim	testcandidate@at	0	Participating
Testcandidate	Max	testcandidate@at	0	Participating

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STOP EXAM FOR ALL

Certificates for candidates

After the exam finishes, a zip file with all certificates of the candidates who have passed the exam can be downloaded in the section **Exams**.

Click on the **Download** button in the row of the exam you want to download the reports for.

Exam 204215
Status of running exam: **Refresh**

Exams

My exams

Exam ID	Start date	Test Center	Exams count	Status	Download
204219	2019-04-09	Easy Adacemy	1	Started	Download
204218	2019-04-09	Easy Adacemy	1	Allowed	Download
204180	2019-04-09	Easy Adacemy	1	Closed	Download
204181	2019-04-09	Easy Adacemy	1	Closed	Download

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REPORTS & STATISTICS

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Self-assessment and exam Reports

Go to your Dashboard and click on **Statistics & Reports** to download the accumulated reports.

To download a **self-assessment report**, select the period for the report, i.e. beginning of first self-assessment until end of 2nd self-assessment.

To download the **exam report** select the period you need, i.e. normally from 1st exam appointment to the last one.

In the table you find all closed exam appointments and you can download the certificates.

REPEAT EXAMS

Repeat exams in autumn (new schoolyear)

For the candidates which failed the exam there's the possibility to repeat the exam in autumn **(September – October)**.

Schedule a new exam appointment. The candidates with the state **Failed** are listed and can be added to the exam appointment.

The procedure is the same as for the [creation](#) and [execution](#) of the certification exams.

Kommenterede [EK1]: To be adapted per country by JA organization

IMPORTANT NOTES

- Every exam contains 24 questions with the total 28 scores. The minimum score to pass the exam is 19.
- Maximum 30 students should be registered per exam in order to avoid any technical problem.
- The result of the exam is immediately displayed after the candidate finishes the exam.
- The certificates are available after the exam appointment is closed.
- It is possible to repeat the exams in case students don't pass it, but this is possible only the schools break.

Help desk		
First level (in your language) <i>From Monday to Friday, 9:00am - 5:30pm</i>	JA local office email	JA local office number
Second level (only in English) – CET <i>From Monday to Thursday, 8.00am - 5.00pm - Friday 8.00am - 1.00pm</i>	support@bitmedia.at	+43 316 286 186 - 200