ESP WEB APP
QUICK GUIDE FOR CANDIDATES

Version:	2.1
Release:	2019-04-09
Last update:	2019-09-05

CONTENT TABLE

SELF REGISTRATION

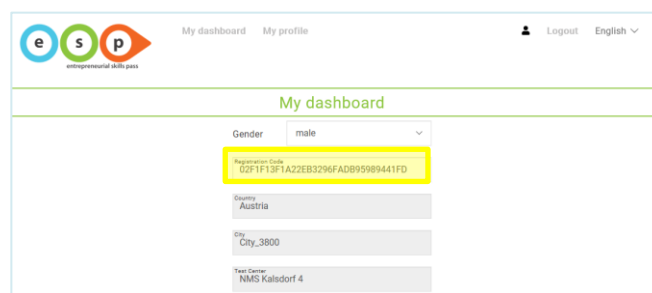|		
Sign up	Go to the ESP Web App using this Url: https://www.esponline.eu For the self-registration click on **Sign Up.**	
Fill out register form	Fill out the register form. **! Attention! The password must consist of at least 8 digits which have to include at least one capital letter, one digit and one special character.** Accept the Privacy Policy and click on **Register**. **! Remember your login data (e-mail and password) which you used for the registration. You need them to login during the full academic year!**	
Wait for the e-mail confirmation	An e-mail is sent to the e-mail address you've used. **! If you do not get the e-mail** ➢ **Check also the Spam folder** ➢ **Click on Send again** ➢ **Check if there is any typo error in the e-mail address** If nothing helps, please ask your teacher to contact the support. After you've got the e-mail, you can close this page.	
Apply as Candidate	If you click on the confirmation link in the e-mail, you come to this site. Click on **Apply as Candidate** to continue the registration.	

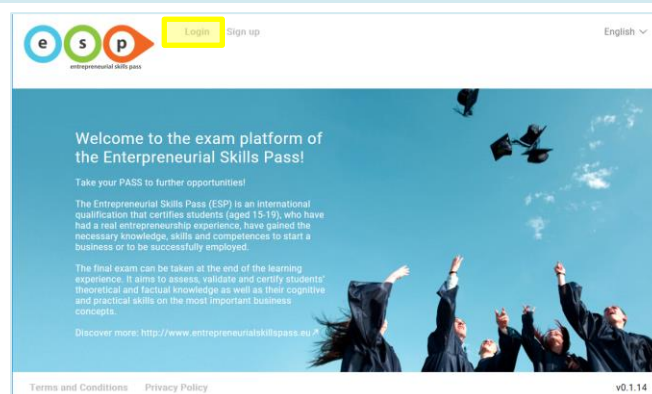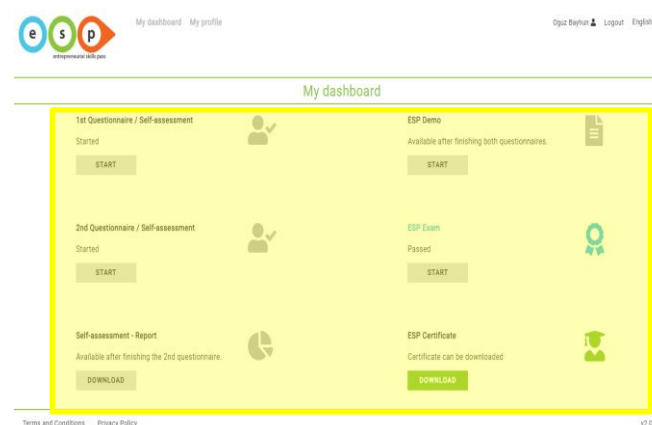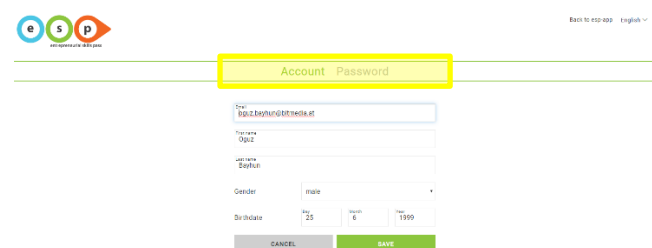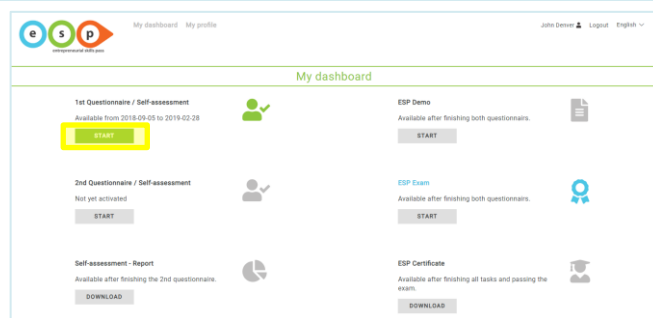|		
Insert Registration Code	Copy in the registration code you have got from your Trainer (Teacher). When you confirm with ENTER, the rest of the fields regarding the *Country*, *City*, *Test Center* and *Trainer* are filled out automatically. **! If the fields are not filled out automatically check if there are any empty spaces before or after the code** Confirm the Privacy Policy and click on **Apply as Candidate** to complete the registration.	
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.	
User Dashboard	On your dashboard you can start your active exams and download your certificates.	
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.	

SELF ASSESSMENT

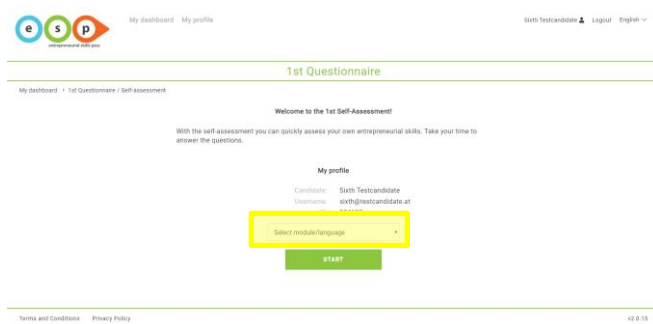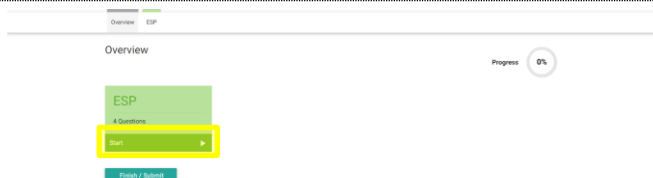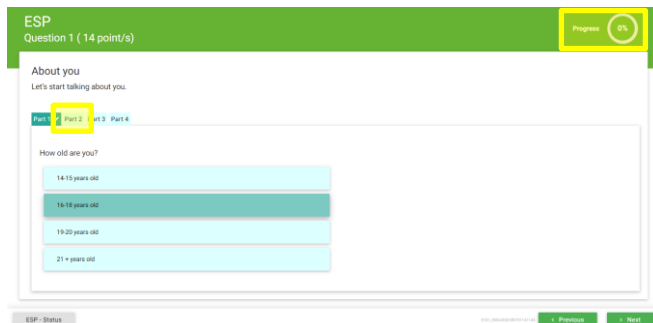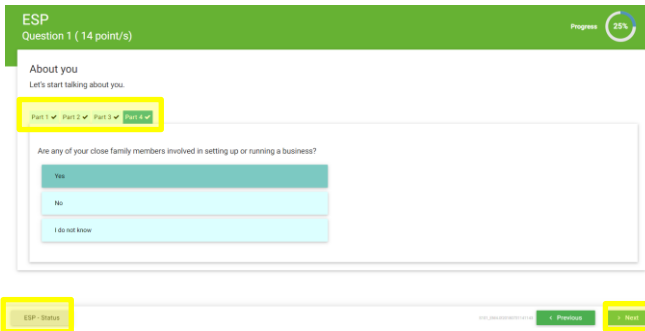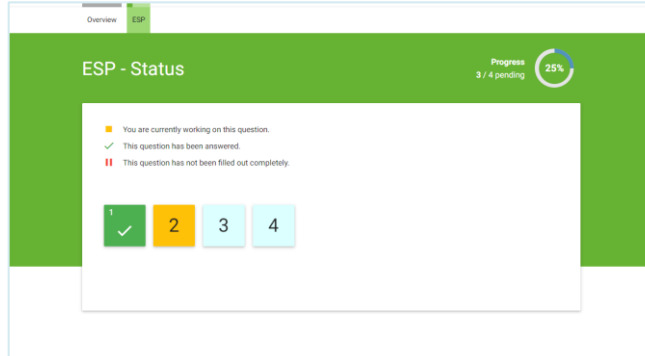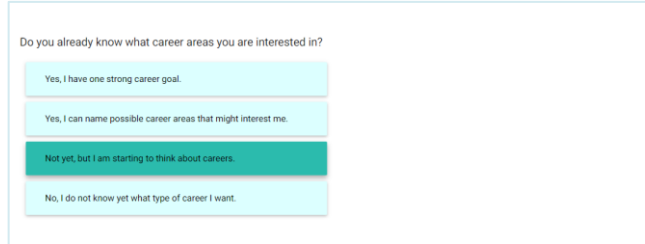|		
Start first self assessment	Go to your Dashboard and click on the button **Start** to start the first self-assessment. The self-assessment needs to be active for yout to start. If it is active, the Start button is green.	
Check data for first self-assessment	Read the explanation carefully and check if all data are correct. Select the language. ! **The selected language will be used for both self-assessments and the certification exam. You cannot change it afterwards!** If everything's fine, click on **Start**.	
Overview of self-assessment	The self-assessment starts with the overview page, where you see the amount of questions blocks you have to answer. Click on **Start** to come to the first question block. ! **There are four question blocks containing 4 to 8 questions. You have to answer all of them to be able to finish the self-assesssment!**	
Answer question blocks	The first self-assessment contains 4 question blocks. You have to answer each single question of the block. Select one answer and then click on **Part 2** to answer the next one. On the right top you can always see your **progress**. ! **During the self-assessment you don`t have the time limit to finalize but remember to finish the first self-assessment. Without finalizing it, you won`t be able to start the second self-assessment neither the exam.**	
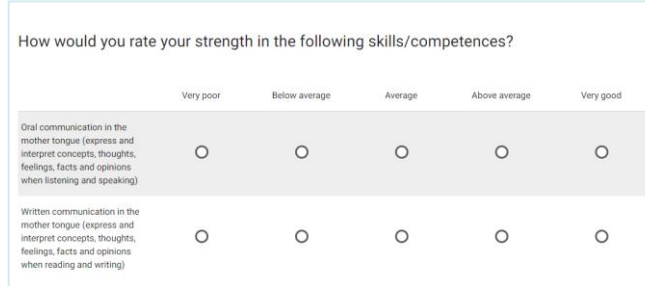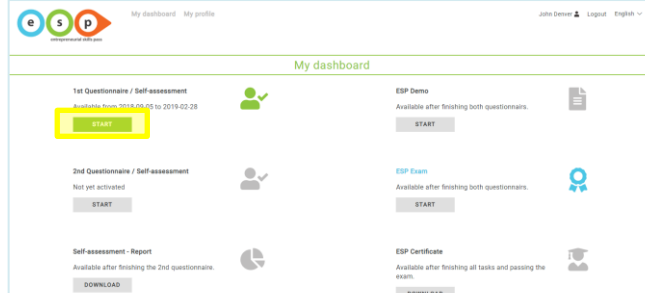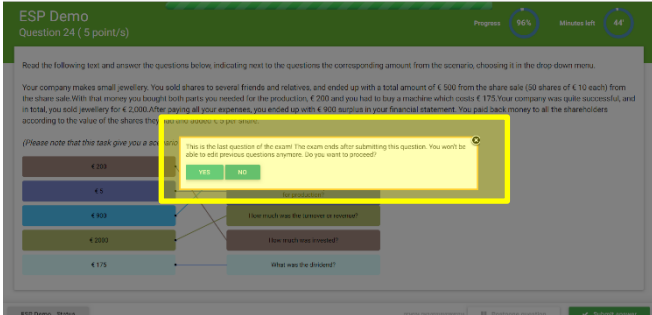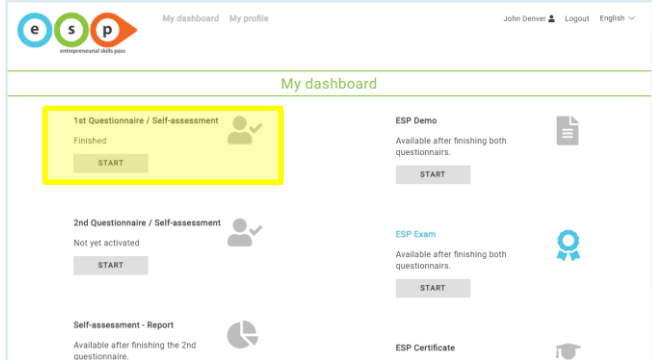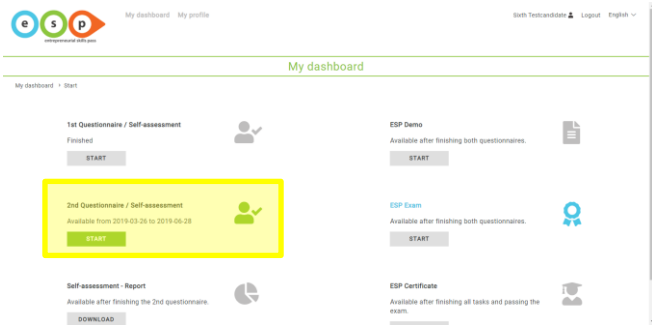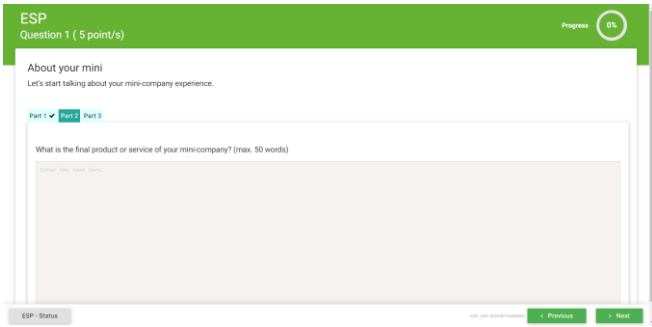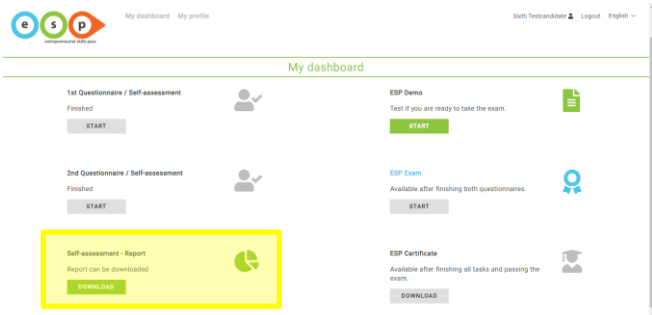
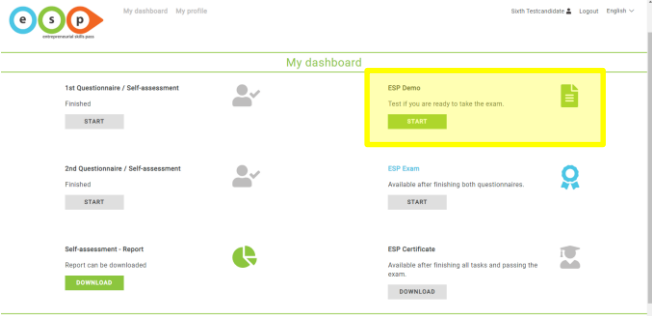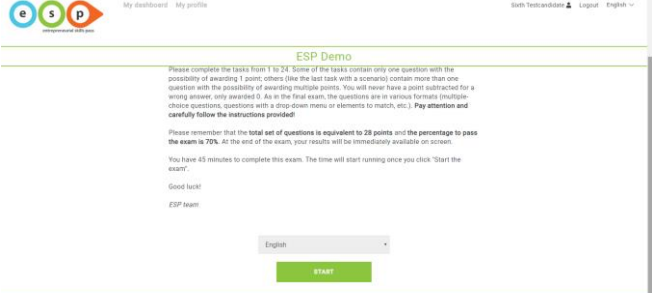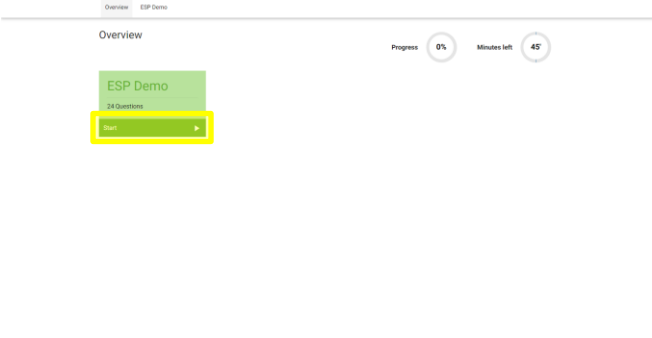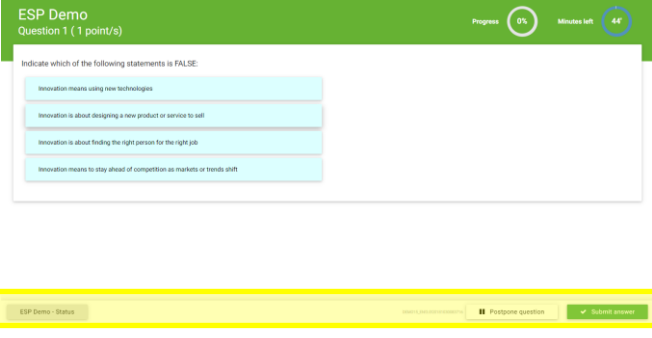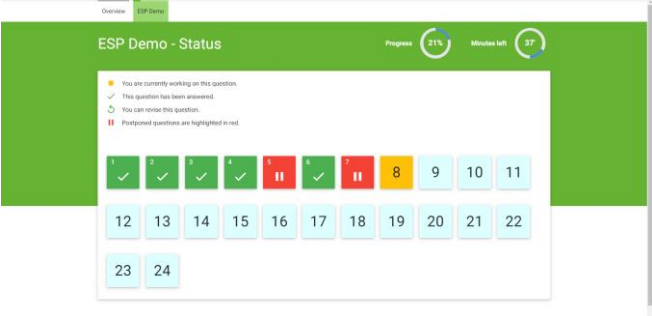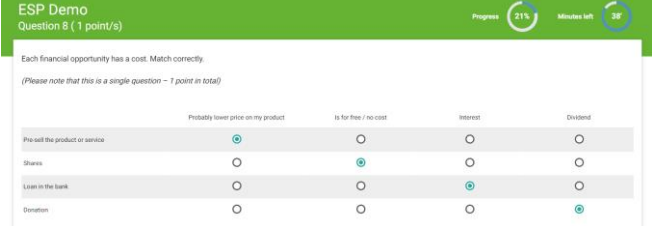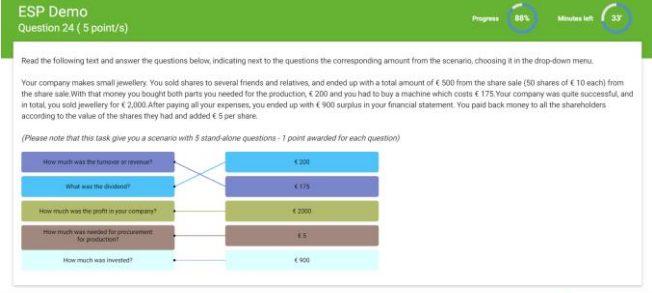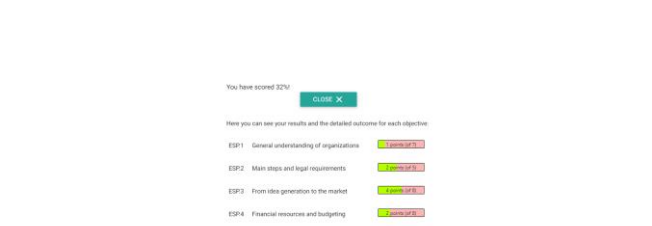|		
Navigate to next question block	Each completed answer is marked with a checkmark. If all completed answers are signed with a checkmark, click on **Next** to come to the next question block. **!** **If you forget one question, you will not be able to finish the questionnaire. In the ESP overview you see, which question block has not been filled out completely.**	
ESP – Status	If you click on **ESP Status** you see which question blocks have already been answered and which you are about to answer.	
Single Choice questions	Some questions are single choice questions. Choose one of the options to answer the question.	
Matrix questions	Most of the questions are Matrix questions. You have to select one option for each line to answer the question. **!** **If you forget one line, you will not be able to finish the questionnaire. In the ESP overview you see, which question block has not been filled out completely.**	
Interrupt questionnaire	If you want to continue later, you can close the window of the self-assessment. The start button in the ESP Web App will be still active and you can click on **START** to continue your exam. The questions you have already filled out, are saved. You can continue where you've stopped.	

Finish questionnaire	When you have answered all questions, you can submit the questionnaire.	
	Go to the overview and click **on Finish / Submit**.	
	! **You will get the warning that afterwards you will not be able to change your answers anymore.**	
Dashboard – First self-assessment finished	The first self-assessment has now the state **Finished**.	
	! **You come back to this site when the second self-assessment is activated. You have to remember your login data (e-mail-address + password)!**	
Dashboard – Second self-assessment active	Return to your Dashboard, when your teacher informs you that the 2nd self-assessment has been activated.	
	Click on the button **Start** to start the second self-assessment.	
	! **The language is the one that you've chosen for the 1st self-assessment.**	
Questions with text input	In the 2nd self-assessment there are 5 questions blocks. As for the 1st self-assessment you have to answer all questions within one block and then continue with the next one.	
	There are two questions where you have to type in your answer. Click in the grey field and start writing.	
	➔ See self-assessment 1 for details	
Download self-assessment report	After you have finished the 2nd self-assessment by answering all questions and clicking on **Finish / Submit**, you can download your self-assessment report.	
	! **You have to refresh the dashboard to be able to download the report.**	

DEMO EXAM

Dashboard – ESP demo	Go to your Dashboard and click on the button **Start** to start the ESP demo. **The demo exam will be available once you've finished both self-assessments.** The Demo Exam helps you to prepare to the final exam and gives examples what kind of questions you need to answer during the exam.	
Start ESP demo	Read the information about the ESP demo carefully and then click on **Start**. **!** **The language is the one that you've chosen for the 1st self-assessment.**	
Overview of ESP demo	The ESP demo starts with the overview page. Here you see that there are **24 questions** to answer and you have **45 minutes** for answering all questions. It's the same as for the certification exam. Click on **Start** to come to the first question.	
Navigation through the exam	Most of the questions are single choice questions. Click on one of the options to answer the question. Click on **Submit answer** to continue. **!** **Once you have clicked on Submit answer, you cannot change your answer any more!** If you are not sure about the correct answer, you can also postpone the question. Click on **Postpone question**. If you already have selected one option, your selection will be removed on postponing the question. Click on **ESP Demo Status** to get an overview of the progress of the demo exam.	

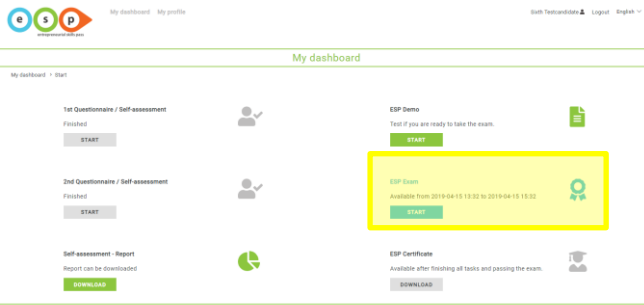|		
ESP Demo overview	Here you see - which questions you've already submitted - which questions you've postponed - which question you're currently working on - which questions are still open If you click on the **question number,** you go directly to this question.	
Matrix questions	You have to select one option for each line to answer the question. **!** **If you forget one line, there will be a message that you have not filled out the question completely.**	
Matching question	Click on one block on the left and on the corresponding block on the right side to match the parts. All blocks have to be matched to answer the question. **!** **If you forget to match one block, there will be a message that you have not filled out the question completely.**	
Result page	After submitting the last question, you see directly your result. You can repeat the ESP demo exam as often as you want to.	

CERTIFICATION EXAM
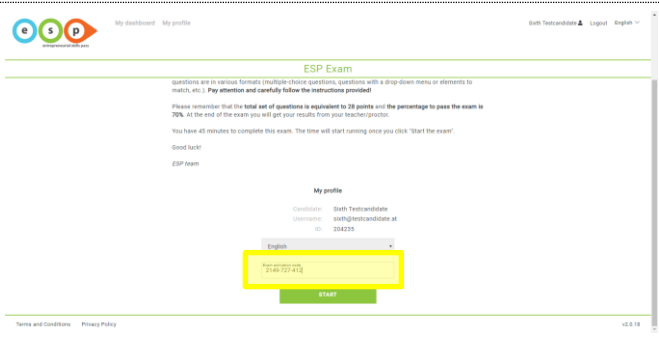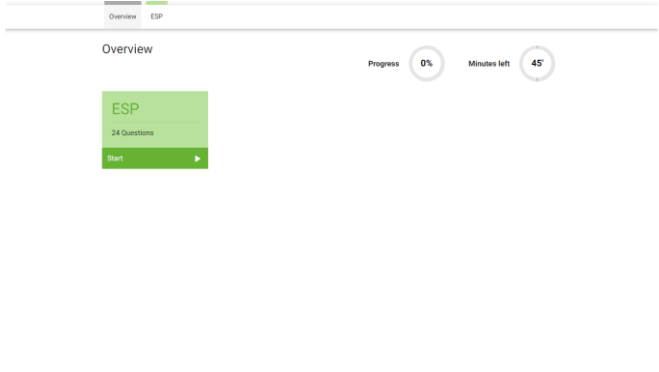
Dashboard – ESP exam	Go to your Dashboard and click on the button **Start** to start the ESP exam. **The ESP exam will be available once your teacher has added you to an exam and started it. About the dates consult with your teacher.** **!** **If you are not be able to attend on the assigned exam appointment,**	

	please inform your teacher. You will be able to attend in another time, according to the scheduled exam by your teacher.	
Activation code – Start	Insert the **activation code** you've got from your teacher and then click on **Start**. **Now the exam starts and you have 45 minutes to answer all 24 questions. After 45 minutes the exam closes automatically.**	
Navigation	As in the ESP demo there are **24 questions** you have to answer and 28 points in total to reach. The navigation is the same as for the ESP demo. **To pass the exam you need to get at least 19 points.** If you do not finish the exam, it will be closed automatically and you get the result for the given answers.	
Finishing the exam	When you have answered all questions and finished the exam, you do not get the result immediately but only after the teacher has closed the exam appointment. **Close** the window to return to your dashboard.	
Download of certificate	If you return to the dashboard you can see immediately if you have passed the exam or not. **! To see the changes, you have to refresh the page!** Once the exam appointment has been closed the download button for the certificate is green (active). Click on **Download** to save your certificate on your device. If you have not passed the exam, you do not get a certificate. You can repeat the exam in the beginning of the next school year.	