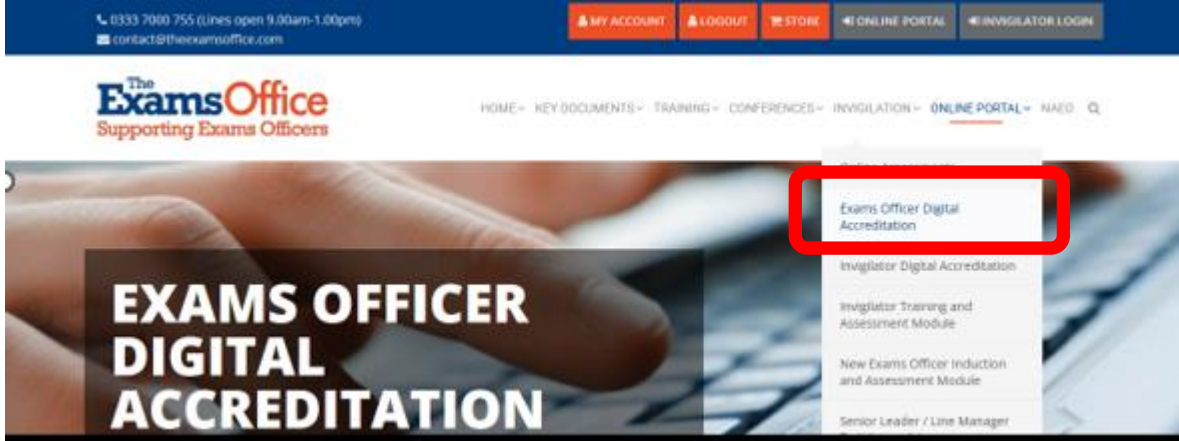
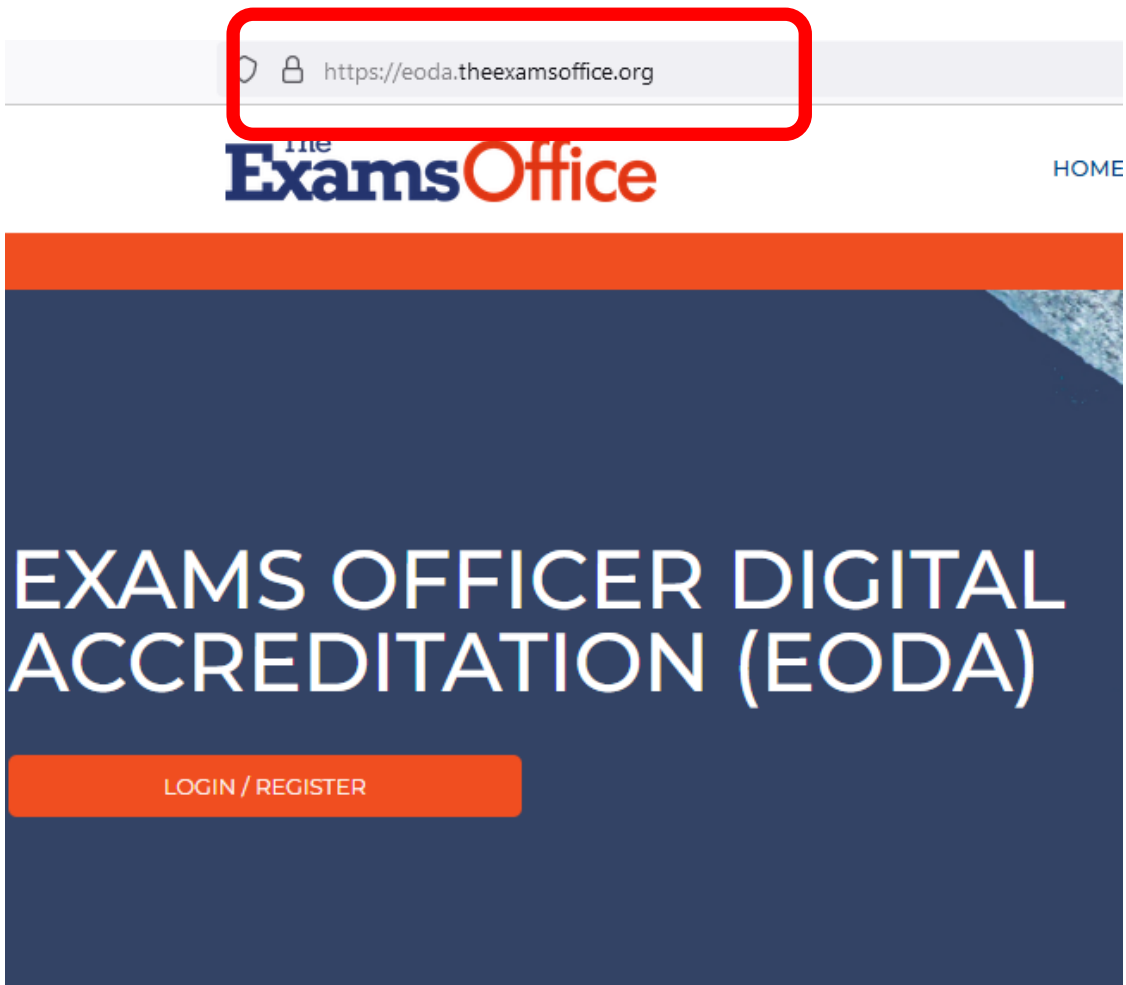


EODA user guide

Step 1: Select the link from this page on The Exams Office website.



...or via eoda.theexamsoffice.org



Step 2: Create an account.

Screen 1


The ExamsOffice

If you already have an account please log in below.
To register for a new account, please click here.

Email Address

Password

[Forgotten Password?](#)

I'm not a robot  reCAPTCHA
Privacy - Terms

LOGIN

CREATE NEW ACCOOUNT

Screen 2

The ExamsOffice

Please use this form to register a new account.
Please note: Your center must be a registered member of The Exams Office for you to create an account here.

To login to an existing account, click here.

Email Address *


Password *

Re-Enter Password *

First Name *

Last Name *

Centre Number *

I'm not a robot  reCAPTCHA
Privacy - Terms

SUBMIT

Once you submit your form you will receive instant access and be able to login. You will not receive an activation email.

However, you will also receive email confirmation that you have created an account.

Step 3: Login to your account

The ExamsOffice

If you already have an account please log in below.
To register for a new account, please click here.

Email Address

Password

Forgotten Password?

I'm not a robot

reCAPTCHA
Privacy - Terms

LOGIN

CREATE NEW ACCOUNT

Step 4: Once you login you will see the EODA dashboard.

Jugjit Chima

EODADASHBOARD

Restangular Snip Jugjit Chima

Welcome

Hello Jugjit,
To take the Exams Officer Digital Accreditation (EODA) please click below.

[EODA](#)

Assessments

Title	Description	Status
<input checked="" type="checkbox"/> Exams Officer Digital Accreditation (2022/23)	EODA	Not Started

Quick Links

Exams Officer Digital

Key Documents

Invigilator Training

Calendar

January 2023
Tuesday, 24 January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Upcoming Events

LEEDS CONFERENCE
26/01/2023
National Exams Officer

Step 5: You can access EODA from three points on the dashboard.

Tests

Logout

Hello Jugjit,
To take the Exams Officer Digital Accreditation (EODA) please click below.

[EODA](#)

Assessments

Title	Description	Status
Exams Officer Digital Accreditation (2022/23)	EODA	Not Started

Quick Links

Exams Officer Digital Accreditation (EODA)

Key Documents

Invigilator Training

Step 6: You will be taken to a page from where you can take the EODA.

Jugjit Chima

EODADASHBOARD

Dashboard

Tests

Logout

ASSESSMENTS

From the following list please select the assessment you wish to complete..

[Go Back](#)

Title	Status	Result	Action
Exams Officer Digital Accreditation (2022/23)	Not Started	0 / 10	See Sections

Step 7: After selecting sections, you will be presented with the ten sections which must be taken under timed conditions, and which require a 100% pass rate.

The screenshot shows a user interface for 'EXAMS OFFICER DIGITAL ACCREDITATION (2022/23)'. The user is identified as 'Jugjit Chima'. A sidebar on the left contains navigation options: 'Dashboard', 'Tests', and 'Logout'. The main content area displays a table of 10 sections, each with a 'Schedule Test' button. A 'Go Back' button is located at the top left of the main content area.

#	Title	Mark	Grade	Type	Duration	Questions	Status	Action
1	(Section 1) General Regulations for Approved Centres			🕒	6 mins	10		Schedule Test
2	(Section 2) Instructions for conducting examinations			🕒	13 mins	24		Schedule Test
3	(Section 3) Access Arrangements and Reasonable Adjustments			🕒	6 mins	10		Schedule Test
4	(Section 4) A guide to the special consideration process			🕒	5 mins	8		Schedule Test
5	(Section 5) A guide to the awarding bodies' appeals processes			🕒	5 mins	8		Schedule Test
6	(Section 6) Exam Room Posters			🕒	5 mins	8		Schedule Test
7	(Section 7) Information for candidates documents			🕒	5 mins	8		Schedule Test
8	(Section 8) Key dates in the examination cycle			🕒	5 mins	8		Schedule Test
9	(Section 9) Post-Results Services			🕒	5 mins	8		Schedule Test
10	(Section 10) Suspected Malpractice: Policies and Procedures			🕒	5 mins	8		Schedule Test

Step 8: Select 'Schedule Test' for any one of the sections (you are not required to attempt or complete the sections in the order they appear within the test), or you can schedule all tests so they are available to attempt when you are ready. Wait a few seconds until the test you want to attempt loads onto your screen (you will know this by the appearance of a blue box which allows you to 'Take Test').

Select 'Take Test', allow a few seconds for the first question to appear.

#	Title	Mark	Grade	Type	Duration	Questions	Status	Action
1	(Section 1) General Regulations for Approved Centres			🕒	6 mins	10	SCHEDULED	Take Test
2	(Section 2) Instructions for conducting			🕒	13 mins	24		Schedule Test

Step 9: Answer the question and select 'Next' to move on to the next question.

Question: 38. General Regulations for A...
Section: Section

Total Test Time Remain... 00:02:43
Progress 0%

Test: Exams Officer Digital Accreditation (2022/23) **Candidate:** CHIMA Jugjit

1
2
3
4
5
6
7
8
9
10

Can a candidate be entered for a qualification at the same level and in the same subject (for example GCSE Mathematics, A level Biology, etc) with more than one awarding body in the same series?

Reference: Section 5.6 (Entries)

Select one answer

Yes

No, centres must not enter candidates for a qualification at the same level and in the same subject multiple times in the same series (e.g. by entering a candidate for the same subject qualification with different awarding bodies)

Next >

Step 10: After the final question, you will be required to meet select 'Finish Test' and confirm your actions.

Question: 29. General Regulations for A...
Section: Section

Total Test Time Remain... 00:01:07
Progress 90%

Test: Exams Officer Digital Accreditation (2022/23) **Candidate:** CHIMA Jugjit

1
2
3
4
5
6
7
8
9
10

How will the JCQ Centre Inspector identify him/herself upon arrival at a centre?

Reference: Section 5.3 (Centre inspections)

Select one answer

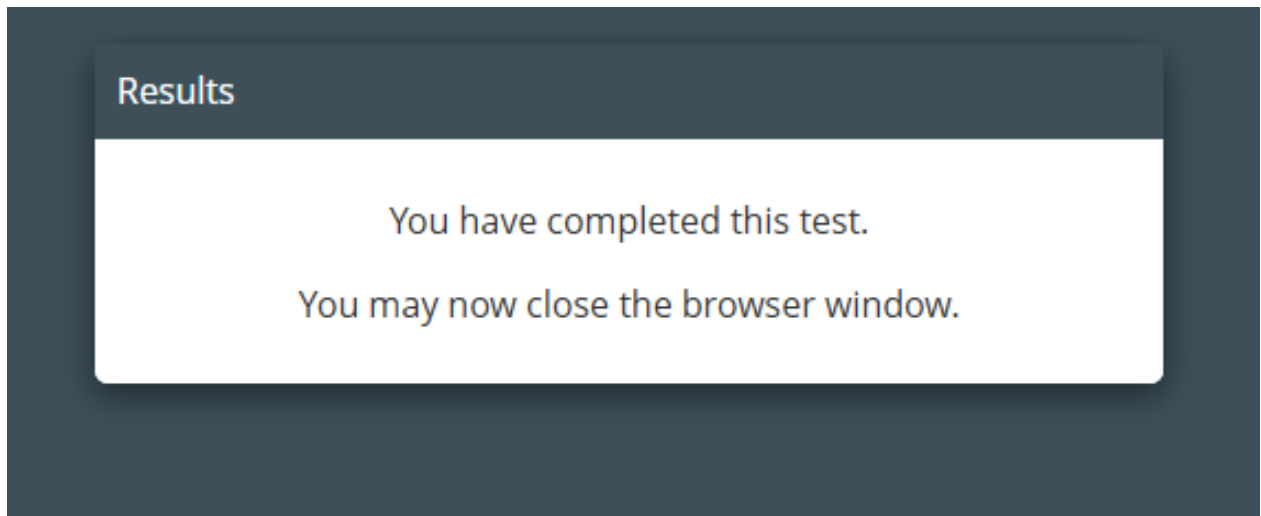
With a photo ID card

By phoning ahead, at least 30 minutes before his/her arrival

Finish Test

Next >

Step 11: You will be asked to close the browser to return to the home screen.



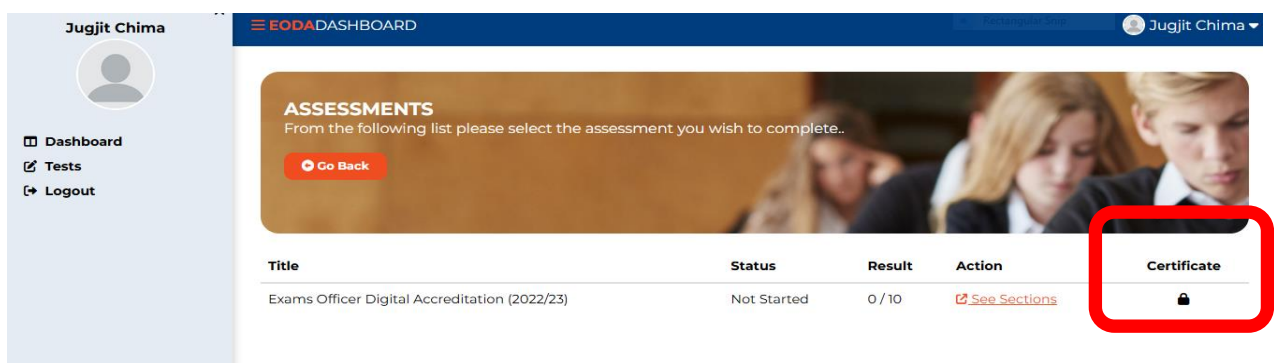
Step 12: After a few moments, your result for the completed section will appear on the dashboard.

You have the option to schedule the section again and attempt it as many times as required until you achieve 100%,

or you have the option to move onto and attempt the next or another section (also see section 8) .

#	Title	Mark	Grade	Type	Duration	Questions	Status	Action
1	(Section 1) General Regulations for Approved Centres	7 / 10	✗ Fail	🕒	6 mins	10	INCOMPLETE	Schedule Test
2	(Section 2) Instructions for conducting examinations			🕒	13 mins	24	SCHEDULED	Take Test
3	(Section 3) Access Arrangements and Reasonable Adjustments			🕒	6 mins	10		Schedule Test

Step 13: Once you have completed and achieved 100% of all sections, you will be able to download your certificate.



This certificate could be used for CPD or annual appraisal purposes, and towards achieving the Exams Officer Digital Standards when they are launched later this year.



Information added January 2023