



FUEL DEBT ADVICE IN THE COMMUNITY 6281-16 ONLINE ASSESSMENT

Following your attendance at the Fuel Debt Advice in the Community training course, you have the opportunity to achieve the accompanying qualification; the City & Guilds accredited Level 2 Award in Fuel Debt in the Community 6281-16.

To achieve this, you will need to undertake an online 'open book' assessment via the following links (**full instructions on how to login/ register and access the exam are outlined further down this document**):

- To access the exam, learners will first need to **register/ login** to National Energy's Actions website via the following link:

<https://www.nea.org.uk/wp-login.php>

- Once logged in, you will be taken to the National Energy Action home page. Please keep this page open in your browser to remain logged in to the site (if you close the page you may be logged out and asked to login again).
- Once you are logged in to the NEA website, click the following link to **open the online assessment**:

<https://www.nea.org.uk/exam-centre/fuel-debt-advice-in-the-community/fuel-debt-advice-exam/?parent=exam-centre/fuel-debt-advice-in-the-community>

- Enter the following **password**:

FDAC6281

Please note that this is case sensitive and if copy/ pasting, please ensure that there are no spaces at the beginning or end.

You can carry out the assessment at a time and location convenient to yourself. It is recommended that you allocate up to 2 hours to complete your assessment and use a location which is free from disturbance.

The assessment does not have to be completed in one sitting, there is an option to 'save and continue later'. Further details on this are outlined below.

The assessment must be carried out individually and you must not collude with other candidates to assist in answering the questions. As this is an open book assessment you are encouraged to use the knowledge that you learnt from the training you attended as well as the training manual. Candidates are asked to answer the questions in their own words and must not copy and paste directly from the training manual. Copying and pasting is classed as plagiarism and assessors grading assessments will reject the answers and candidates will automatically fail the assessment.

The mark required for achieving this award is 80%, which reflects the assessment method is 'open book'.

We aim to mark assessments and issue results within four week of receiving your assessment if you've not received notification of your result within this time please contact NEA. Typically, successful candidates will receive their City & Guilds certificate within 8 weeks after the result has been issued.

Unsuccessful candidates are able to re-sit the exam at a later date.

If you have any queries please contact tracy.norris@nea.org.uk

Successfully completing this qualification alone does not qualify you in giving fuel debt advice; rather it demonstrates a level of contemporary knowledge in relation to fuel debt advice.

ONLINE ASSESSMENT – LOGIN DETAILS

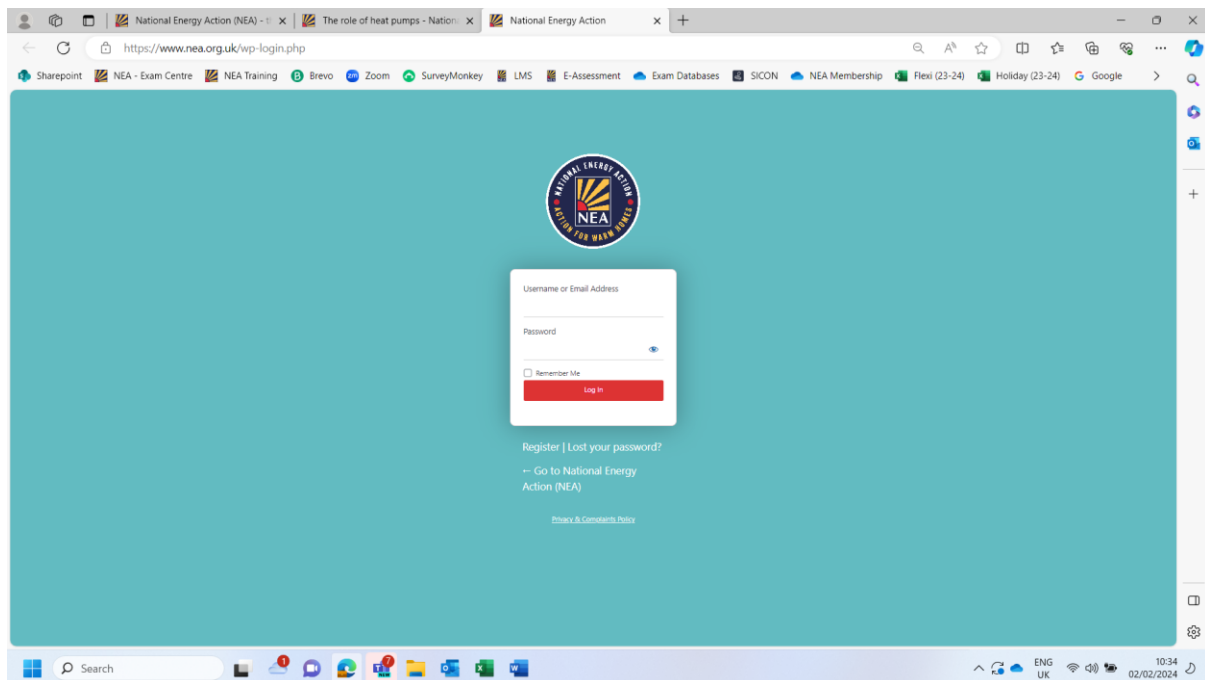
The Fuel Debt Advice in the Community 6281-16 online open book assessments is built in 'Gravity Forms' available via the main National Energy Action website. Please note that this is separate to the E-Assessment platform that currently houses some of our other qualifications so login details will be different for each site.

To access the exam, learners will need to register/ login to National Energy's Actions website.

Full details on how to register/ login and access the assessment are as follows.

LOGIN/ REGISTER

- Click the following link to register/ login to National Energy Action's website - <https://www.nea.org.uk/wp-login.php>
- This should take you to a screen that looks similar to the image below where you will be prompted to enter your username and password. If you do not already have an account, there is also an option to register on this page.



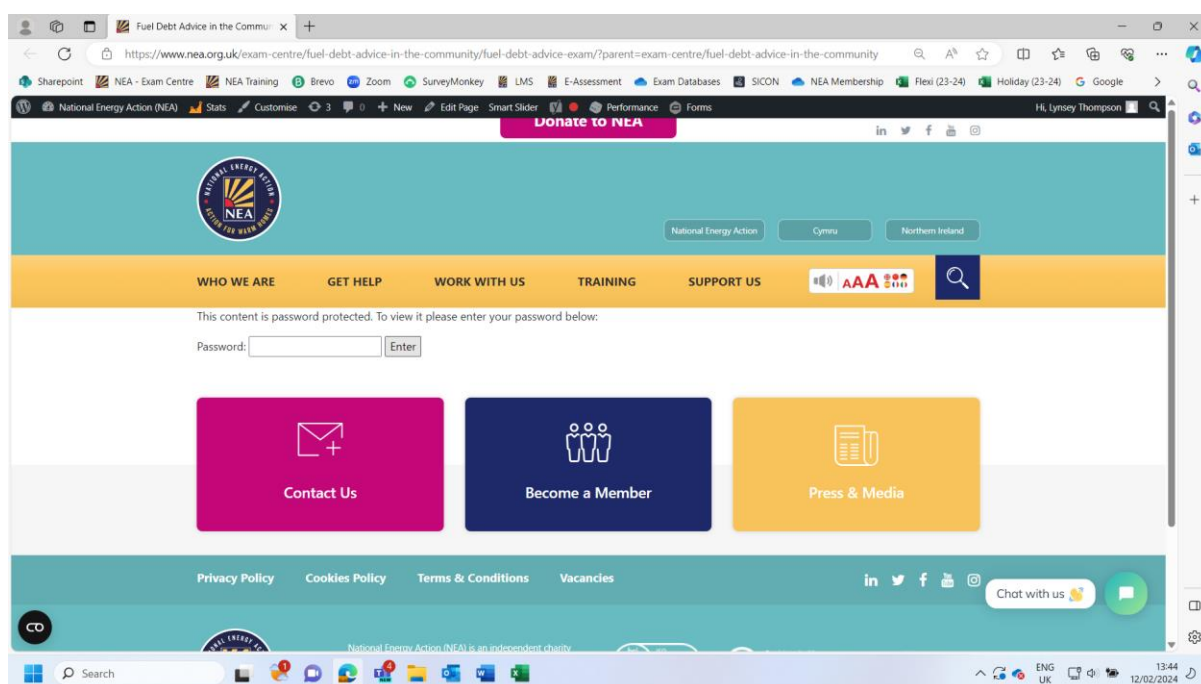
- Once logged in, you will be taken to the National Energy Action home page.
- Please keep this page open in your browser to remain logged in to the site (if you close the page you may be logged out and asked to login again).

OPENING THE ONLINE ASSESSMENT

- Once you are logged in to the NEA website, click the following link to open the online assessment:

<https://www.nea.org.uk/exam-centre/fuel-debt-advice-in-the-community/fuel-debt-advice-exam/?parent=exam-centre/fuel-debt-advice-in-the-community>

- This should open a page similar to the image below where you will be prompted to enter a password.



- Enter the following password:

FDAC6281

Please note that this is case sensitive and if copy/ pasting, please ensure that there are no spaces at the beginning or end.

- This will open the first page of the exam paper which explains how to navigate the exam and collects the learners details to register them for the exam (as shown below). Please read this page carefully and enter your details in full as these will be used to register your exam with the awarding body and claim your certificate.

- At the bottom of each page of the exam is a next/ previous button to navigate through the exam and a 'save and continue later' button.

SAVING THE EXAM/ CONTINUE LATER

- If learners wish to exit the exam and return at a later time, they must click the 'save and continue later' button to generate a return link. This button can be found at the bottom of each page of the exam as show in the image below.

- This will open a page containing a link for you to return to the exam within 30 days (please note that the link will expire after 30 days so you must re-enter the exam at some point during that time even if its just to generate another link/ 30 days).

The screenshot shows a web browser window with the URL <https://www.nea.org.uk/exam-centre/fuel-debt-advice-in-the-community/fuel-debt-advice-exam/?parent=exam-centre%2Ffuel-debt-advice-in-the-community...>. The page features the NEA logo and navigation links. The main content area is titled 'Link to continue editing later' and contains the following text:

Please use the following link to return and complete this form from any computer.

https://www.nea.org.uk/exam-centre/fuel-debt-advice-in-the-community/fuel-debt-advice-exam/?parent=exam-centre%2Ffuel-debt-advice-in-the-community&gf_token=d6a9cb84e34847068cc5c9a5e79cae3

Note: This link will expire after 30 days.
Enter your email address if you would like to receive the link via email.

Email Address*

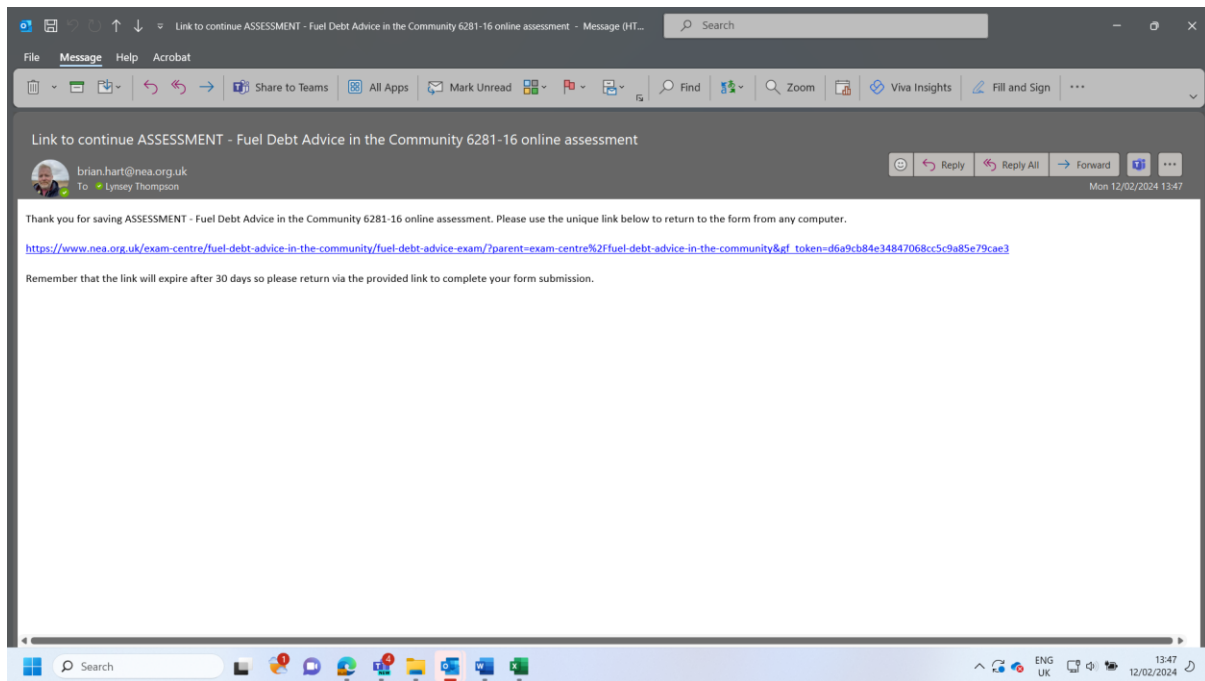
- There is also an option to have the link e-mailed to you. If you select this option, please note that the e-mail may drop into your junk folder.
- Once the link has been e-mailed, you should see the following note on screen.

The screenshot shows the same web browser window, but the page now displays a 'Success!' message. The text reads:

Success!
The link was sent to the following email address: lynsey.thompson@nea.org.uk

Below the message, there are three buttons: 'Contact Us', 'Become a Member', and 'Press & Media'. The footer of the page includes links for 'Privacy Policy', 'Cookies Policy', 'Terms & Conditions', and 'Vacancies', along with social media icons and a 'Chat with us' button.

- The e-mail should look similar to the following:



- To return to the assessment, you will first need to login to the National Energy Action website as per the process above then click the link provided in your e-mail to return to where you left off (remember that this must be within 30 days otherwise the link will expire).