

# IATA Training Unsupervised Online Examination Student User Guide





#### Contents

Create or log into your IATA Training account	3
Find your course and exam	5
Conduct the exam tutorial	7
Write your exam	8
Get your exam result	11
Print your certificate	11
Exception	12
Need help?	12



## Create or log into your IATA Training account

• Create or log into your IATA Training Student Account at IATA Customer Portal.



**Note**: if you need any assistance in creating your IATA Customer Account, please contact IATA Customer Service at **+1 (514) 390 6777** 



- When you access the Customer Portal, you will see a list of available services. Make sure that the Training Service is selected as a favourite.
- Click on IATA Training Platform (LMS)



• Follow the steps to provide required information.

*Date of Birth									
苗									
Have you taken an IATA Training course before? 👔									
● No ○ Yes ○ I'm not sure									
By clicking Next you confirm you have read	and agree to our Privacy Policy								
Cancel	Next								



• Verify your email address to complete your IATA Training profile.



### Find your course and exam

- Access IATA Training Platform through <u>IATA Customer Portal</u>
- Click on "My active courses" to access your courses, exams, or awards (for unsupervised exams only).

Home > Training			
My active courses	My active course	es	
Recommended for you	No courses		
My completed training & certificates	Recommended for y	<i>y</i> ou	See Training Catalog >
Book with an enrolment key			1 And
	training	training	training



• In your IATA Training Student Account, go to **My Bookings** where you will see your available courses and exams.

ĪĂŤĂ		Product Search	My Bookings	My Profile	Logout
My Profil	e				
* \ { = 1 + 1 + 4 + 4 + 4 + 4 + 4 + 4 + 4 + 4 +					
" VISIT lata to edit you	ir profile.				
User ID:	271696				Review Purchases
Name:	Jane Doe				My Awards
Personal email:	training.gva@iata.org.iata			Be	elong to a company?
Company email:	iata				
Address:	Route de l'Aeroport 33				
	Geneva 1215 Switzerland				
If your company qua confirmation before p	lifies for 0% tax by virtue of an exemp placing an order. You will receive a co	otion, please submit a nfirmation email withi	opropriate evidences n two business days	s to <u>taxes-lms@i</u> of your request.	<u>ata.org</u> . Wait for <u>Click for details</u> .
Classroom training is members (ANS prov agents. Discounts ar	available at special member pricing ider), ACI members, IGHC members, e also available for members headou	for IATA strategic part IATA ATCs, GSSA me artered in Developing	ners, IATA airport ad embers, Accredited t Nations, Please co	lvisors, IATA mer ravel agency/car ntact us for furth	mber airlines, ICAO go er details.

My Bookings				
Paused Exams and Courses			Awards	His
C Air Transport Fundamentals for the Leaders	hip & Management Training P	Progra Stø	Open tet Jenuery 27, 202	course »
Dangerous Goods Regulations (DGR) Initial	Category 3 - Printed - English	h	Open	course »
		Star	ed. February 27, 202	0 at 14, 16,03
Foundation in Travel and Tourism with Amac	deus - Ebook - English		Open	course »
		Start	ed. February 26, 2020	1 at 17:25.18
Available Exams and Courses				
Cargo Introductory Course - Ebook - English	h		Open	course »
			April 14, 2020 to A	pril 14, 2021
🗋 Tutorial 🖡			(WHR	e exam »
Unlimited uses				Anytime
The Tutorial is not an exam. Its sole purpose is to first open your course, and look for the "Write Ex	o familiarize yourself with the cam" button on your course's	online exam environmer screen.	nt. To begin your o	exam, plea



### Conduct the exam tutorial

• Click on the **Write exam** button next to the Tutorial title and access the **Tutorial** to familiarize yourself with the online exam environment. You may access the Tutorial as often as you like.

	Product Search	My Bookings	My Profile	Logout
My Bookings				
Available My Bookings			Awa	ards History
Security Management System - SeMS Competence	cy Test - Ebook - English		O Anytime after Se	pen course »
Tutorial <i>i</i>				Write exam »
Unlimited uses				Anytime
Test Your Equipment Is your equipment ready for online proctoring?	est It Out			
The <b>Tutorial</b> is not an exam. Its sole purpose is to famil first open your course, and look for the <b>"Write Exam</b> " b	iarize yourself with the o outton on your course's s	online exam environr creen.	ment. To begin yo	our exam, please
Book with an Enrolment Key				
An Enrolment Key is a 12-digit code provided by IATA for here to start the registration process.	or pre-paid courses and	exams. If you have a	an Enrolment Ke	y, please enter it



٠

## Write your exam

• Once you finish course content and are ready to start your online exam, locate the course for which you would like to take the exam and click on the **Open course** button.

TATA	Product Search	My Bookings	My Profile	Logout
My Bookings				
Available My Bookings			Awa	History
Security Management System - SeMS Competence	ry Test - Ebook - English	1	Anytime after Sep	pen course ») ptember 11, 2020
Tutorial 1			0	Write exam »)
Unlimited uses				Anytime
Test Your Equipment Is your equipment ready for online proctoring?	st it Out			
The Tutorial is not an exam. Its sole purpose is to famil first open your course, and look for the "Write Exam" b	iarize yourself with the outform on your course's	online exam environr screen.	ment. To begin yo	our exam, please
Book with an Enrolment Key				
An Enrolment Key is a 12-digit code provided by IATA for here to start the registration process.	or pre-paid courses and	exams. If you have a	an Enrolment Ke	y, please enter it

Now you can choose to start the exam by clicking on the **Write exam** button.

TATA	Product Search	My Bookings	My Profile	Logout
Ebook				
				Back to Exams
Course Resources				
IMPORTANT: For students taking an Online Exam	with Remote Supervisio	n (OERS):		
Please "REFRESH" your browser window at your exa after your official booking start time to connect to your exam is about to start.	m start time and the "Writ exam. The Tutorial is NO	e Exam" button will T mandatory. Pleas	appear. You have e do not start the	e up to 15 minutes tutorial if your
@ eTextbook SeMS.pdf	Start 🗄 Secu	rity Management Sy	stem - S	(Write exam »)
	File		L	Exam



•

You will then see the welcome screen of the online exam. Thoroughly read through the General Examination Rules and Guidelines and **Tick** the box to agree to the Rules and Guidelines.

m: Security Management System	- SeMS Competency Test	Logged in as: Security Mar
GENERAL EXAMINATION RULES AN	D GUIDELINES	
<ul> <li>You have two attempts to composed of 50 m</li> <li>This exam is comprised of 50 m</li> <li>The time allowed for this session</li> <li>All questions carry equal marks</li> <li>You may review all exam questic</li> <li>If you choose to exit the session wish to restart the assessment,</li> <li>An IATA Certificate of Completion</li> <li>Should you face any technical di</li> </ul>	plete the exam successfully. However, the second attempt will be only available in <b>ultiple</b> choice questions. is <b>60 minutes (1 hour)</b> . You will be advised <b>10 minutes</b> prior to the end of the s. Each question has <b>only one correct response</b> . ons and change any of your responses, provided it is done within the time allocate without completing your exam, you will NOT be able to resume it, and your answ you can use your second exam attempt. Is awarded to participants obtaining a grade of <b>80%</b> or higher. fficulties while taking the assessment, you may request IATA Training for assistan	n case your first attempt was not successful. e examination. ed for the session. vers will be submitted automatically. Should you nce through <u>Contact Us</u> .
Good luck!		
m: Security Management System	- SeMS Competency Test	
IIII: Security Management System	<mark>- SeMS Competency Test</mark> D GUIDELINES	
m: Security Management System SENERAL EXAMINATION RULES AN • You have two attempts to com; • This exam is comprised of 50 m • The time allowed for this session	- SeMS Competency Test D GUIDELINES plete the exam successfully. However, the second attempt will be only available in ultiple choice questions. h is 60 minutes (1 hour). You will be advised 10 minutes prior to the end of the	case your first attempt was not successful. e examination.
<ul> <li>Security Management System</li> <li>SENERAL EXAMINATION RULES AN</li> <li>You have two attempts to comp</li> <li>This exam is comprised of 50 m</li> <li>The time allowed for this session</li> <li>All questions carry equal marks</li> <li>You may review all exam questio</li> <li>If you choose to exit the session wish to restart the assessment, y</li> <li>An IATA Certificate of Completion</li> </ul>	- SeMS Competency Test D GUIDELINES plete the exam successfully. However, the second attempt will be only available in ultiple choice questions. is 60 minutes (1 hour). You will be advised 10 minutes prior to the end of the s. Each question has only one correct response. is and change any of your responses, provided it is done within the time allocate without completing your exam, you will NOT be able to resume it, and your answ you can use your second exam attempt. is awarded to participants obtaining a grade of 80% or higher.	case your first attempt was not successful. e examination. d for the session. ers will be submitted automatically. Should you
<ul> <li>Security Management System</li> <li>SENERAL EXAMINATION RULES AN</li> <li>You have two attempts to comp</li> <li>This exam is comprised of 50 mm</li> <li>The time allowed for this session</li> <li>All questions carry equal marks</li> <li>You may review all exam questio</li> <li>If you choose to exit the session</li> <li>If you choose to exit the session</li> <li>Mi to restart the assessment,</li> <li>An IATA Certificate of Completion</li> <li>Should you face any technical difference</li> </ul>	- SeMS Competency Test D GUIDELINES plete the exam successfully. However, the second attempt will be only available in ultiple choice questions. is 60 minutes (1 hour). You will be advised 10 minutes prior to the end of the 6. Each question has only one correct response. ons and change any of your responses, provided it is done within the time allocate without completing your exam, you will NOT be able to resume it, and your answ you can use your second exam attempt. In is awarded to participants obtaining a grade of <b>80%</b> or higher. fficulties while taking the assessment, you may request IATA Training for assistance	case your first attempt was not successful. a examination. d for the session. rers will be submitted automatically. Should you ce through <u>Contact Us</u> .
<ul> <li>m: Security Management System</li> <li>SENERAL EXAMINATION RULES AN         <ul> <li>You have two attempts to complexity</li> <li>This exam is comprised of 50 m</li> <li>The time allowed for this session</li> <li>All questions carry equal marks</li> <li>You may review all exam question</li> <li>If you choose to exit the session wish to restart the assessment, y</li> <li>An IATA Certificate of Completior</li> <li>Should you face any technical dil</li> </ul> </li> </ul>	- SeMS Competency Test D GUIDELINES plete the exam successfully. However, the second attempt will be only available in ultiple choice questions. is 60 minutes (1 hour). You will be advised 10 minutes prior to the end of the s. Each question has only one correct response. ons and change any of your responses, provided it is done within the time allocated without completing your exam, you will NOT be able to resume it, and your answe you can use your second exam attempt. n is awarded to participants obtaining a grade of 80% or higher. fficulties while taking the assessment, you may request IATA Training for assistance	case your first attempt was not successful. a examination. d for the session. ers will be submitted automatically. Should you ce through <u>Contact Us</u> .
<ul> <li>Security Management System</li> <li>SENERAL EXAMINATION RULES AN         <ul> <li>You have two attempts to compliant of the seasing comprised of 50 m</li> <li>The time allowed for this session</li> <li>All questions carry equal marks</li> <li>You may review all exam questio</li> <li>If you choose to exit the session wish to restart the assessment, y</li> <li>An IATA Certificate of Complexity of Should you face any technical dificod luck!</li> </ul> </li> <li>If agree to the above statements</li> </ul>	- SeMS Competency Test D GUIDELINES plete the exam successfully. However, the second attempt will be only available in ultiple choice questions. is 60 minutes (1 hour). You will be advised 10 minutes prior to the end of the s. Each question has only one correct response. sns and change any of your responses, provided it is done within the time allocate without completing your exam, you will NOT be able to resume it, and your answ you can use your second exam attempt. n is awarded to participants obtaining a grade of 80% or higher. fficulties while taking the assessment, you may request IATA Training for assistance	case your first attempt was not successful. e examination. d for the session. ers will be submitted automatically. Should you ce through <u>Contact Us</u> .
<ul> <li>Security Management System</li> <li>SENERAL EXAMINATION RULES AN         <ul> <li>You have two attempts to complexity</li> <li>This exam is comprised of 50 m</li> <li>The time allowed for this session</li> <li>All questions carry equal marks</li> <li>You may review all exam questic</li> <li>If you choose to exit the session wish to restart the assessment, y</li> <li>An IATA Certificate of Complexity</li> <li>A Should you face any technical dification</li> <li>Should you face any technical dification</li> </ul> </li> <li>If agree to the above statements</li> </ul>	- SeMS Competency Test D GUIDELINES plete the exam successfully. However, the second attempt will be only available in ultiple choice questions. is 60 minutes (1 hour). You will be advised 10 minutes prior to the end of the s. Each question has only one correct response. ons and change any of your responses, provided it is done within the time allocater without completing your exam, you will NOT be able to resume it, and your answ you can use your second exam attempt. fis awarded to participants obtaining a grade of 80% or higher. fficulties while taking the assessment, you may request IATA Training for assistance You're about to begin the Security Management System - SeM Competency Test. Clicking the button below starts the exam.	case your first attempt was not successful. e examination. d for the session. ers will be submitted automatically. Should you ce through <u>Contact Us</u> .
<ul> <li>Security Management System</li> <li>SENERAL EXAMINATION RULES AN         <ul> <li>You have two attempts to complete the second of 50 m</li> <li>The sexam is comprised of 50 m</li> <li>The time allowed for this session</li> <li>All questions carry equal marks</li> <li>You may review all exam questic</li> <li>If you choose to exit the session wish to restart the assessment, y</li> <li>An IATA Certificate of Completion</li> <li>Should you face any technical dificod luck!</li> </ul> </li> <li>I agree to the above statements</li> </ul>	- SeMS Competency Test D GUIDELINES plete the exam successfully. However, the second attempt will be only available in ultiple choice questions. is 60 minutes (1 hour). You will be advised 10 minutes prior to the end of the s. Each question has only one correct response. ms and change any of your responses, provided it is done within the time allocater without completing your exam, you will NOT be able to resume it, and your answ- you can use your second exam attempt. n is awarded to participants obtaining a grade of 80% or higher. fficulties while taking the assessment, you may request IATA Training for assistance You're about to begin the Security Management System - SeM Competency Test. Clicking the button below starts the exam.	case your first attempt was not successful. a examination. d for the session. rers will be submitted automatically. Should you ce through <u>Contact Us</u> .

- Start exam »
- ٠ You can now begin your online exam. Answer all questions.

Exam:	cam: Security Management System - SeMS Competency Test																							
• Q	uestio	n 1 of	50 😁	1		0			0								Time F	Remainir	g: 00:5	9:47	•	SUBMI	ГЕХАМ	
Show	Show: All Bookmarked Unanswered																							
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	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	l
▲ Hide	questio	on list								50	questic	ons rem	aining									Font S	ze: A	A



• Once you have answered all the questions, click on the **Submit Exam** button.

Question 1 of 50		0			$\odot$						Time	Remainii	ng: <b>00:5</b>	9:47	۲	SUBMIT	ГЕХАМ
Show: All Bookmarked Unanswered																	
1 2 3 4	5	6 7	8	9	10	11 12	13	14	15	16 1	7 18	19	20	21	22	23	24
25 26 27 28	29 3	31	32	33	34	35 36	37	38	39	40 4	42	43	44	45	46	47	48

• You will be asked if you really want to submit the exam. If you have completed your exam, click Submit Exam





### Get your exam result

After you have submitted your exam, you will immediately see your exam result on the Exam review page.

	Product Search	My Bookings	My Profile	Logout
Exam review				
Dear Student, Congratulations! You have successfully completed yo Please find below a summary of your assessment:	our examination.			
Exam: Security Management System - SeMS Com Exam result: Passed To print your Certificate, go to the "My Awards" lin	betency Test nk on your User Profile.			
Sincerely, IATA Training				

### Print your certificate

If you have passed your exam, you have the option to print your certificate. Click on My Profile and then My Awards.

		Product Search	My Bookings	My Profile	Logout
* Visit iata to edit yo	e ur profile.				
User ID:	271696				Review Purchases
Name:	Jane Doe				My Awards
Personal email:	training.gva@iata.org.iata			Bel	ong to a company?
Company email:	.iata				
Address:	Route de l'Aeroport 33 Geneva 1215 Switzerland				
If your company qua confirmation before	lifies for 0% tax by virtue of an exer placing an order. You will receive a	mption, please submit a confirmation email withi	ppropriate evidences n two business days	s to <u>taxes-lms@ia</u> of your request. (	ta.org. Wait for Click for details.
Classroom training is members (ANS prov agents. Discounts a	s available at special member pricin ider), ACI members, IGHC member re also available for members head	ig for IATA strategic part rs, IATA ATCs, GSSA m quartered in <u>Developing</u>	tners, IATA airport ad embers, Accredited t <u>Nations</u> . Please <u>co</u>	tvisors, IATA mem ravel agency/carg <u>ntact us</u> for furthe	iber airlines, ICAO jo ir details.



• Click on **Print** to download your certificate. The certificate will be issued as a PDF which you can then print or save as a softcopy.



### Exception

Some e-learning courses are not accessible through your IATA Training Student Account. Your access credentials will be emailed to you within 5 business days upon payment confirmation by IATA Finance. Please visit our <u>website</u> to find the list of those courses.

### Need help?

Please contact us through the IATA Customer Portal.