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CANDIDATE'S GUIDE TO IRATA ASSESSMENTS



Candidate's Guide to IRATA Assessments

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CANDIDATE'S GUIDE TO IRATA ASSESSMENTS



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CANDIDATE'S GUIDE TO IRATA ASSESSMENTS



1 INTRODUCTION

This document provides IRATA Rope Access Technician candidates with guidance on what to expect at an IRATA Assessment.

Assessments are conducted by an IRATA Assessor in accordance with the criteria described in the IRATA certification scheme, known as the 'Training, Assessment and Certification Scheme' (TACS) [TC-101], and is freely available on the IRATA website (www.irata.org).

An IRATA Assessment consist of two sections, a theory knowledge awareness test (Levels 1 and 2 only) or a theory examination (Level 3 only), and a practical Assessment (Levels 1, 2 and 3).

2 USEFUL TERMS

Assessor	the IRATA appointed person who will carry out your Assessment
Assessment	the method used to assess your knowledge, skill and awareness of applicable 'TACS' syllabus items
Discrepancy	failure to correctly demonstrate competence to a syllabus requirement
PIN	Personal Identification Number
TACS	abbreviation for the IRATA Training, Assessment and Certification Scheme [TC-101]
ICOP	abbreviation for the IRATA 'International Code of Practice' [TC-102]

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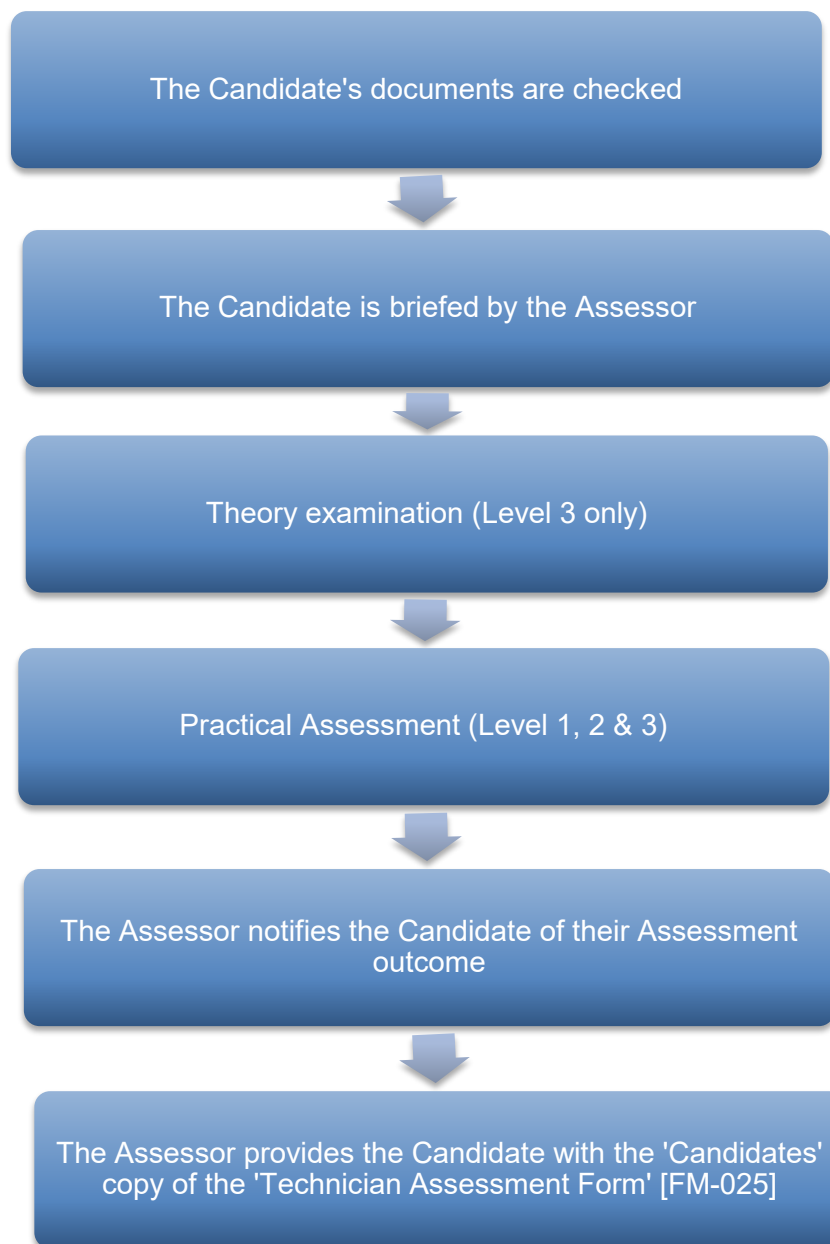


3 ASSESSMENT DAY STRUCTURE

Prior to the Assessment you must have completed a minimum of 4 days of IRATA training, as per the requirements stipulated in the 'TACS'.

Upon commencement of the Assessment day, you will be introduced to the IRATA Assessor who has been assigned to conduct your Assessment. Once your Assessment starts, your training provider can no longer assist you with training or give you instruction, other than for the purpose of language translation.

Your Assessor will lead you through the following Assessment checks and stages:



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4 ITEMS THAT YOU NEED TO BRING ON THE ASSESSMENT DAY

On the day of the Assessment you must bring:

- Government issued photo identification;
- IRATA Logbook (Rope access technicians who are upgrading or revalidating are required to provide their Logbooks to the IRATA Trainer Member Company at the start of the training course);
- if you are being re-assessed (within 60 days of a failed Assessment), a copy of your 'Technician Assessment Form';
- IRATA Conversion Approval Letter (if you are converting from another rope access system).

5 PRE-ASSESSMENT ACTIVITIES

On the morning of the Assessment, the Assessor will check the above documents.

The Assessor will provide you with a copy of the 'Technician Assessment Form' so that you can read the 'Terms and Conditions of the Assessment' on the reverse of the form. If you agree to the terms and conditions, you will be required to sign the 'Candidate Declaration' on the form.

Only candidates that have signed and agreed to the terms and conditions may proceed to Assessment.

The Assessor will conduct a briefing with you to ensure that you have understood the Assessment process and the plan for the day. The briefing will include:

- Introductions;
- a summary of the Assessment steps;
- the expected start and finish times, including any breaks;
- first aid, safety and rescue plans;
- an explanation of pass/fail Assessment criteria;
- the expectations and the rules for candidates;
- an explanation of the conditions that may lead to the early termination of an Assessment;
- how to submit a complaint.

6 THEORY KNOWLEDGE - LEVEL 1 AND 2

Your Assessor will seek that you can demonstrate an awareness of rope access principles and ask you questions that are relevant to your Assessment.

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7 THEORY EXAMINATION - LEVEL 3 (ONLY)

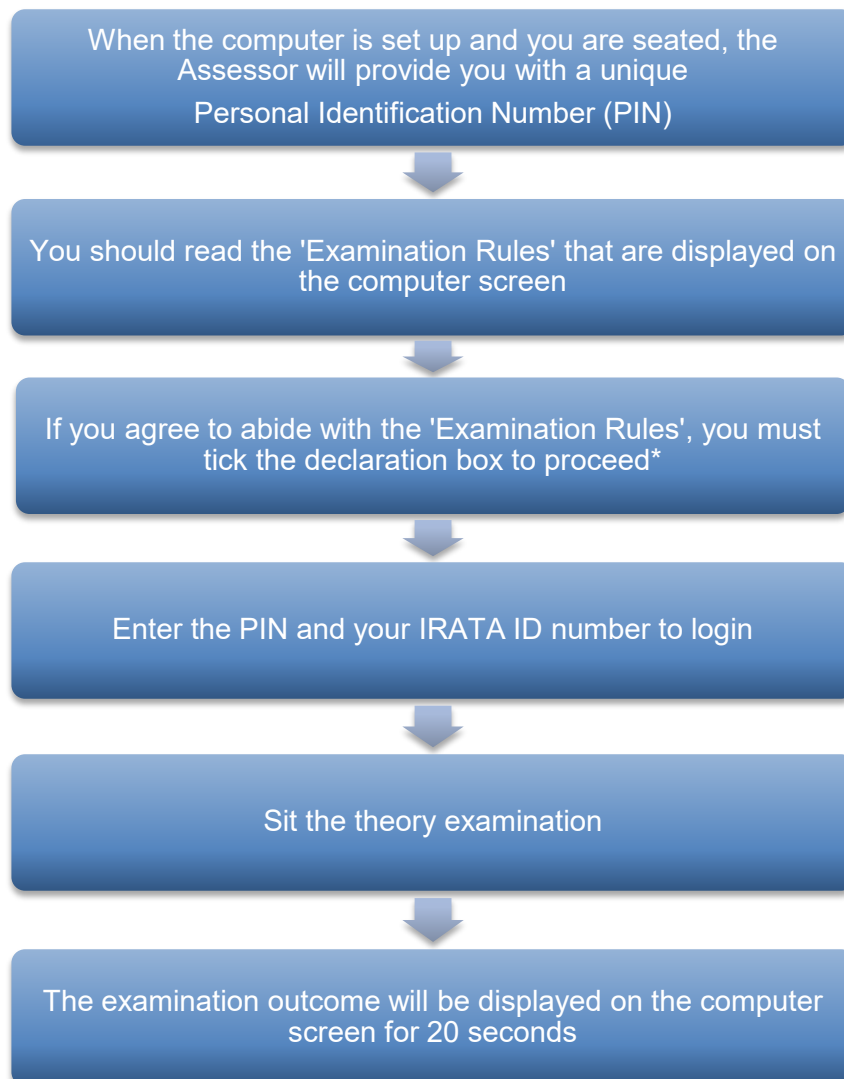
If you are being assessed at IRATA Level 3, you will be required to sit a theory examination invigilated by an IRATA Assessor. The theory examination is delivered on the IRATA online platform. If the examination is not accessible online, the Assessor may use a paper examination.

Your theory examination result will contribute to your overall Assessment outcome.

The theory examination is made up of 10 questions and you have 30 minutes to complete it (+15 minutes where an accommodation has been granted).

The questions will be based on the IRATA 'International Code of Practice' (ICOP), the 'TACS' and IRATA safety publications.

The process below summarises what to expect when sitting the online theory examination:



*If you have not agreed to abide by the 'Examination Rules' you will not be able to proceed to the examination.

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It is important to note that if you log out of the examination, or close the web browser during the examination session, the timer will continue as though you were continuing the examination. Your progress up to the point of logging out or exiting the browser will be saved. You will not be able to re-start the examination. If this has happened unintentionally, alert the Assessor straight away, who will assist you.

7.1 Eligibility for Additional Time for the Theory Examination (Level 3 only)

If you have a learning disability, or have limited English language ability, you are entitled to an adjustment to the Level 3 theory examination. This adjustment (known as an accommodation) will grant you an additional 50% of the time limit (an additional 15 minutes) to demonstrate your knowledge and skills when sitting the theory examination.

To request an accommodation for the Level 3 theory examination notify your Trainer Member Company when applying to attend an IRATA training course and Assessment.

7.2 Demo Theory Examination (Level 3 only)

To experience what it is like to sit the online theory examination, you can access a demo on the IRATA website (<https://discover.irata.org/>). The demo will cover:

- Login to and navigating the online examination;
- the types of questions covered in the theory examination;
- how the questions are presented;
- how the answers should be indicated.

7.3 Theory Examination Question Types

The following question types will appear in the theory examination:

Question type	How to answer the question	Delivery method	
		Online exam	Paper exam
True or False	Read the statement and answer whether the statement is true or false	✓	✓
Multiple Choice with a Single Answer	Select the correct answer to the question from the answers provided	✓	✓
Multiple Choice with Multiple Answers	Select more than one correct answer from the answers provided	✓	✗
Drag and Drop	Drag the appropriate labels onto an image or text	✓	✗
Drop Down	Select the correct answer from a drop down list of options	✓	✗

7.4 Theory Examination Rules

You will be required to adhere to the following examination rules:

You must:

- follow the reasonable instructions of the Assessor;
- only converse with the Assessor or translator regarding the examination.

Note: Assessors and translators must not offer or provide training, nor assist candidates during the theory examination, outside that of providing clarification regarding the examination process or translation activities.

You must not:

- become involved in any misconduct, unfair or dishonest practice relating to the examination (see misconduct, below);
- sit an examination in the name of another candidate;
- have unauthorised material, personal items or aids in the examination room, these include, but are not limited to: mobile phones, ear phones, laptops and hand-held computers, and other electronic devices, pagers, bags, books, revision notes, course materials, dictionaries, notepaper, pens and smart watches;
- have any unauthorised equipment in the examination which might give you an unfair advantage;
- talk to, attempt to communicate with or disturb other candidates once the theory examination has started;
- leave the examination room until dismissed by the Assessor;
- copy or remove any examination content or materials;
- disclose any information about the content of the examination, other than to IRATA or your Assessor.

Misconduct includes (but is not limited to): collusion, working or attempting to work with another candidate, instructor or other party, copying from or communicating with another candidate or taking unauthorised material (in any format) into an examination.

You will be required to tick the box and agree to the following:

“By undertaking the theory examination, you agree not to disclose information about the content of this examination to any party, and agree to comply with the above rules.”

If you breach any of the above examination rules, the examination will be terminated, resulting in a ‘Fail’ Assessment outcome.

You must agree to abide by the rules to proceed to the examination.

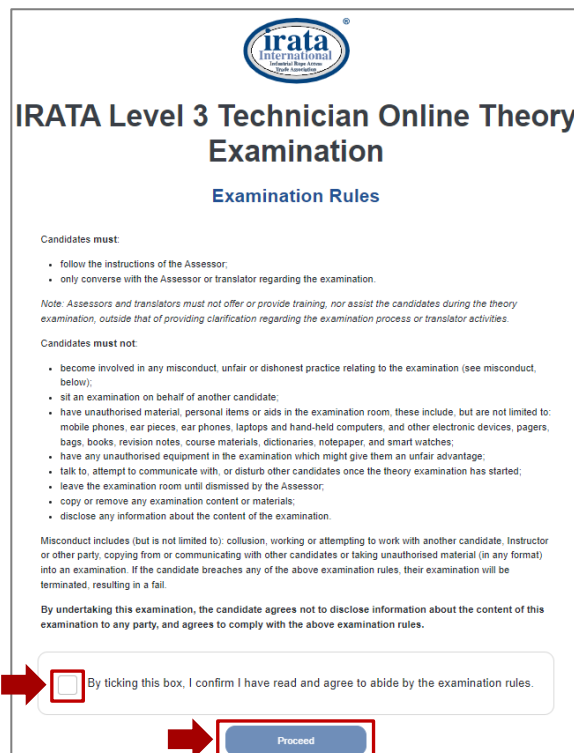
8 NAVIGATING THE IRATA ONLINE PLATFORM

8.1 Accessing the IRATA Online Platform

- On Assessment day, when you enter the theory room at your Assessment venue, the computer monitor should display the following:



- Enter your IRATA number and the PIN that the IRATA Assessor provided you into the applicable fields and select 'Login'.
- Read the 'Examination Rules' (see Section 7.4). You will be required to agree to the 'Examination Rules', to proceed, tick the box as indicated. Select the 'Proceed' button to continue.



IRATA Level 3 Technician Online Theory Examination
Examination Rules

Candidates must:

- follow the instructions of the Assessor;
- only converse with the Assessor or translator regarding the examination.

Note: Assessors and translators must not offer or provide training, nor assist the candidates during the theory examination, outside that of providing clarification regarding the examination process or translator activities.

Candidates must not:

- become involved in any misconduct, unfair or dishonest practice relating to the examination (see misconduct, below);
- sit an examination on behalf of another candidate;
- have unauthorised material, personal items or aids in the examination room, these include, but are not limited to: mobile phones, ear pieces, ear phones, laptops and hand-held computers, and other electronic devices, papers, bags, books, revision notes, course materials, dictionaries, notepaper, and smart watches;
- have any unauthorised equipment in the examination which might give them an unfair advantage;
- talk to, attempt to communicate with, or disturb other candidates once the theory examination has started;
- leave the examination room until dismissed by the Assessor;
- copy or remove any examination content or materials;
- disclose any information about the content of the examination.

Misconduct includes (but is not limited to): collusion, working or attempting to work with another candidate, instructor or other party, copying from or communicating with other candidates or taking unauthorised material (in any format) into an examination. If the candidate breaches any of the above examination rules, their examination will be terminated, resulting in a fail.

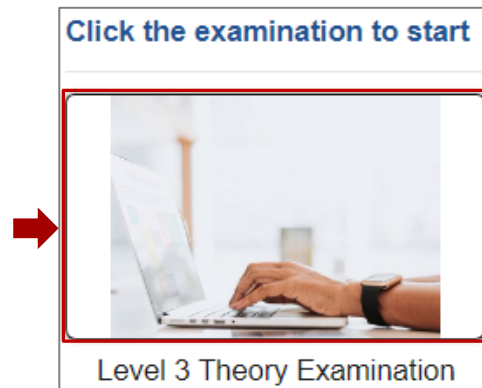
By undertaking this examination, the candidate agrees not to disclose information about the content of this examination to any party, and agrees to comply with the above examination rules.

By ticking this box, I confirm I have read and agree to abide by the examination rules.

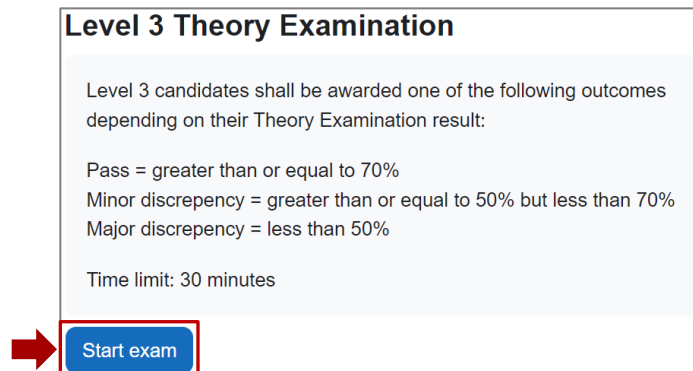
Proceed

8.2 Starting the Theory Examination

- Once logged in to the IRATA examination platform select the 'Level 3 Theory Examination' icon.

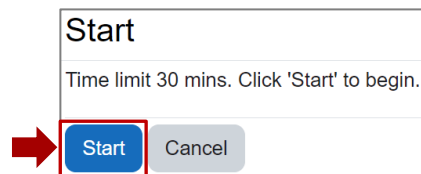


- When you are ready to start, select the 'Start exam' button.



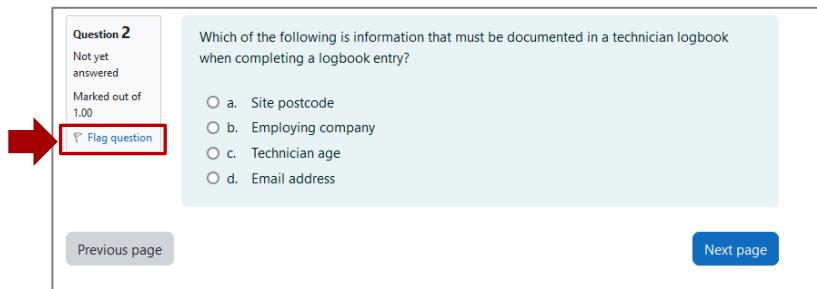
Note: The Time limit will be 45 minutes where an accommodation has been granted (see Section 7.1).

- A new box will appear, select 'Start' and the exam will begin.

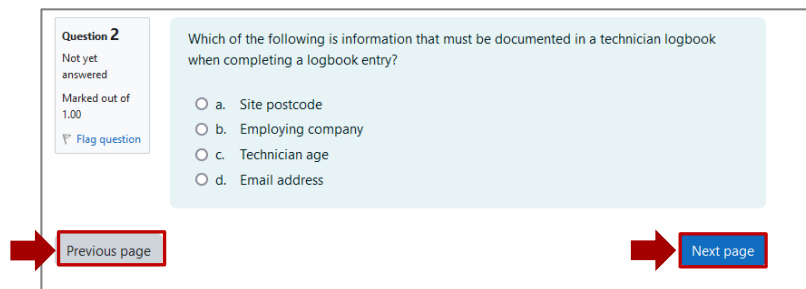


8.3 Navigating the IRATA Online Theory Examination

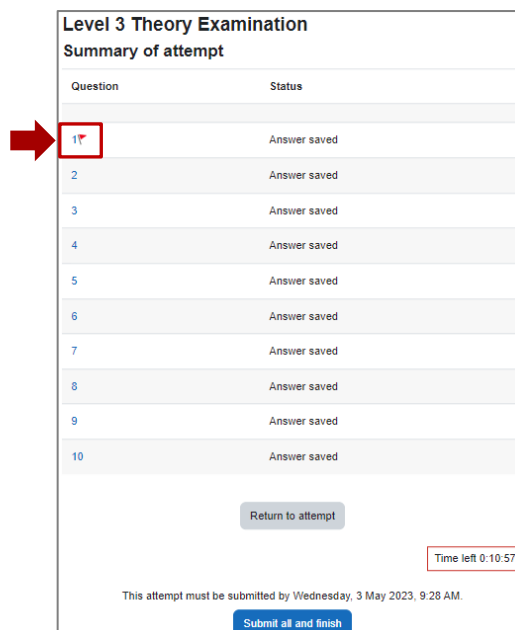
- If you wish to 'flag' questions for your attention later on in the examination, select the 'Flag question' button.



- To navigate between questions select the 'Previous page' or 'Next page' buttons located at the bottom of the questions.




- Once all question have been viewed a summary page will appear that highlights 'flagged' questions and lists questions that have, or have not, been answered.
- To go back to a 'flagged' question or to return to a specified question, select and click on the question number.



- To return to the theory examination questions select the 'Return to attempt' option.

Level 3 Theory Examination
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved


Return to attempt

Time left 0:10:57

This attempt must be submitted by Wednesday, 3 May 2023, 9:28 AM.

Submit all and finish

8.4 Submitting the Examination

- To submit the examination, select the 'Submit all and finish' button at the bottom of the summary page.


Level 3 Theory Examination
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

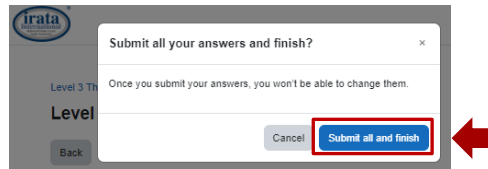
Return to attempt

Time left 0:04:57

This attempt must be submitted by Wednesday, 3 May 2023, 9:28 AM.


Submit all and finish


- A pop up box will appear and once you select 'Submit all and finish,' you will not be able to return to the examination.



If the theory examination attempt has not been submitted manually, it will be automatically submitted once the allocated examination duration has expired.

- Once the theory examination has been submitted, it is automatically marked and the examination outcome will appear on the screen for 20 seconds. A record of your examination is automatically transferred to your IRATA records. You do not need to a keep a copy, your Assessor will have access to your examination outcome.

Example:



IRATA Level 3 Technician Online Theory Examination

Result

Name	Grade	Result
Gainer(T)	10 (100%)	PASS

Thank you for completing the examination.
You will be automatically redirected in 7 seconds.

9 CONTINGENCY PAPER-BASED THEORY EXAMINATION

The IRATA Assessor may require that a paper examination is used if the online examination is not accessible.

The process below describes what to expect when sitting the paper theory examination:

- The IRATA Assessor will provide you with a set of theory examination papers;
- read the 'Examination Rules'. If you agree to abide by the rules complete the 'Examination Rules' declaration*;
- open the 'Question Sheet' when instructed by the IRATA Assessor, start the examination and record your answers;
- when your Assessor notifies you that the examination has come to an end, stop writing and put down your pen;
- stay in the examination room until instructed by the Assessor and do not disturb other candidates;
- the Assessor will mark the examination and notify you of the outcome.

*You must agree to abide by the examination rules to proceed to the examination.

9.1 How to Complete the Examination Paper

You will be provided with a theory examination 'answer paper' and 'question papers'.

Read each question, select your answer and mark this on the answer paper by circling your selected answer:

Example questions					
Example 1	a	b	c	<input checked="" type="radio"/> d	
Example 2	a	<input checked="" type="radio"/> b	c	<input checked="" type="radio"/> c	
Example 3	a	<input checked="" type="radio"/> b	c	<input checked="" type="radio"/> c	d

Example 1 - For each question, circle your chosen answer.

Example 2 - If you make a mistake, cross it out and circle the correct answer.

Example 3 - If you need to change your answer back to a previously crossed out answer, cross out your current answer and write your chosen answer in the box provided at the end of the row.

Each correct answer is equal to 1 point. There are 10 questions and 10 points available in total.

9.2 Theory Examination Outcomes

The Assessor will notify you regarding your theory examination outcome. You shall be awarded one of the following:

- **Pass** = Greater than or equal to 70%
- **Minor Discrepancy** = Greater than or equal to 50% but less than 70%
- **Major Discrepancy** = Less than 50%

10 THE PRACTICAL ASSESSMENT

You will be required to demonstrate your practical competency of the required syllabus items that are defined within the 'TACS'. The Assessor will assign tasks and rope access manoeuvres for you to perform, in accordance with the requirements of the certification scheme.

10.1 Candidate Assessment Rules

The IRATA Assessor will issue you clear instructions and you will be required to adhere to the following rules throughout the practical Assessment.

You **must**:

- follow the reasonable instructions of the Assessor.

You **must not**:

- become involved in any misconduct, unfair or dishonest practice before, during or after the Assessment (see misconduct, below);
- perform the Assessment in the name of another candidate;
- unduly communicate with or disturb other candidates during the Assessment.

Misconduct includes, **but is not limited to**: working or attempting to work with a trainer or instructor, or other unauthorised party, or disturbing another candidate.

On commencement of the practical Assessment you will be required to:

- Prepare and inspect your equipment;
- complete a buddy check;
- complete a series of practical manoeuvres to demonstrate your competency of required syllabus items;
- answer questions that are relevant to your Assessment.

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11 ASSESSMENT OUTCOME

The outcome of your Assessment is dependent on your performance during the theory knowledge test (Level 1 and 2) or theory examination (Level 3 only) and the practical Assessment (Level 1, 2 and 3). Pass and fail criteria are described in the 'TACS', Section 9.3.6. It is highly recommended that candidates refer to the pass/fail criteria and the causes of Minor Discrepancies (see Section 9.7.5) and Major Discrepancies (see Section 9.7.4) detailed in the 'TACS'.

11.1 Notifying You About Your Assessment Outcome

When you have completed the Assessment, the Assessor will conduct a debrief with you regarding your performance and your Assessment outcome. This may be carried out collectively as a group exercise or on an individual basis.

The debrief will include (where applicable):

- Your pass/fail outcome;
- if failed, an explanation of the reason(s);
- requirements and timeframe for Assessment at a lower level (e.g. downgrade);
- Re-Assessment requirements and timeframes;
- a response to technical queries you may have specifically regarding your Assessment.

You will be provided with a yellow copy of the completed 'Technician Assessment Form'. The 'Technician Assessment Form' is valid for 60 days from the date of Assessment. IRATA certification is subject to verification of prerequisite and certification requirements by IRATA, who will formally register your Assessment outcome and issue certification documents to successful candidates.

12 ASSESSMENT TERMINATION

The Assessor will bring your Assessment to a close upon completion of the syllabus items or if you perform a Major Discrepancy or three Minor Discrepancies.

The Assessor may also bring your Assessment to a close if you:

- become abusive or threatening;
- are obstructive or refuse to comply with reasonable requests;
- breach the candidate examination or Assessment rules;
- act to endanger your safety or the safety others;
- become physically unable to continue.

You cannot commence Assessment if you do not agree to the Terms and Conditions and the Examination Rules.

You are entitled to terminate your Assessment at any time and do not have to provide a reason.

13 COMPLAINTS

If you have a complaint about your Assessment:

- Refer to the complaint instructions that can be found on the IRATA website at irata.org/contact-us and follow the 'Make a Complaint' link;
- complete and submit a complaint form, clearly stating what your complaint is regarding;
- where possible provide evidence to support your case e.g. a copy of your Assessment form.