

Self registration assessment guide



Go to www.validateskills.com

Click the blue Login tab then the “Candidate Login” button




On the next page click the blue “Self Registration” button

<div data-bbox="274 1527 579 1588" data-label="Text"><p>Self Registration</p></div>	<div data-bbox="922 1491 1339 1532" data-label="Section-Header"><p>Existing candidates and Client registered candidates</p></div> <div data-bbox="922 1541 1198 1599" data-label="Text"><p>Email Address: <input type="text"/></p></div> <div data-bbox="922 1603 1198 1662" data-label="Text"><p>Password: <input type="password"/></p></div> <div data-bbox="927 1668 1019 1700" data-label="Text"><p><input type="button" value="Log In"/></p></div> <div data-bbox="922 1709 1246 1733" data-label="Text"><p>Forgotten or Change Password?</p></div> <div data-bbox="922 1740 1343 1805" data-label="Text"><p>If you are a client you can also change your passwords in your account dashboard page.</p></div>
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Title:	<input type="text" value="-"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Email Address:	<input type="text"/>	*
Confirm Email Address:	<input type="text"/>	*
Password:	<input type="text"/>	*
Confirm Password:	<input type="text"/>	*
Telephone Number:	<input type="text"/>	
Mobile Number:	<input type="text"/>	
Date Of Birth	<input type="text" value="-"/> <input type="text" value="-"/> <input type="text" value="-"/>	


Address 1:	<input type="text"/>	*
Address 2:	<input type="text"/>	
Address 3:	<input type="text"/>	
Town:	<input type="text"/>	*
County:	<input type="text"/>	*
Postcode:	<input type="text"/>	*

Please enter the characters exactly as displayed in the image below, bearing in mind it is case sensitive. If you cannot read the text, click on 'Generate New Image' to create a new image.



If you are have problems reading the image above, click [Generate New Image](#)

Enter the characters as displayed above:



[Submit](#)

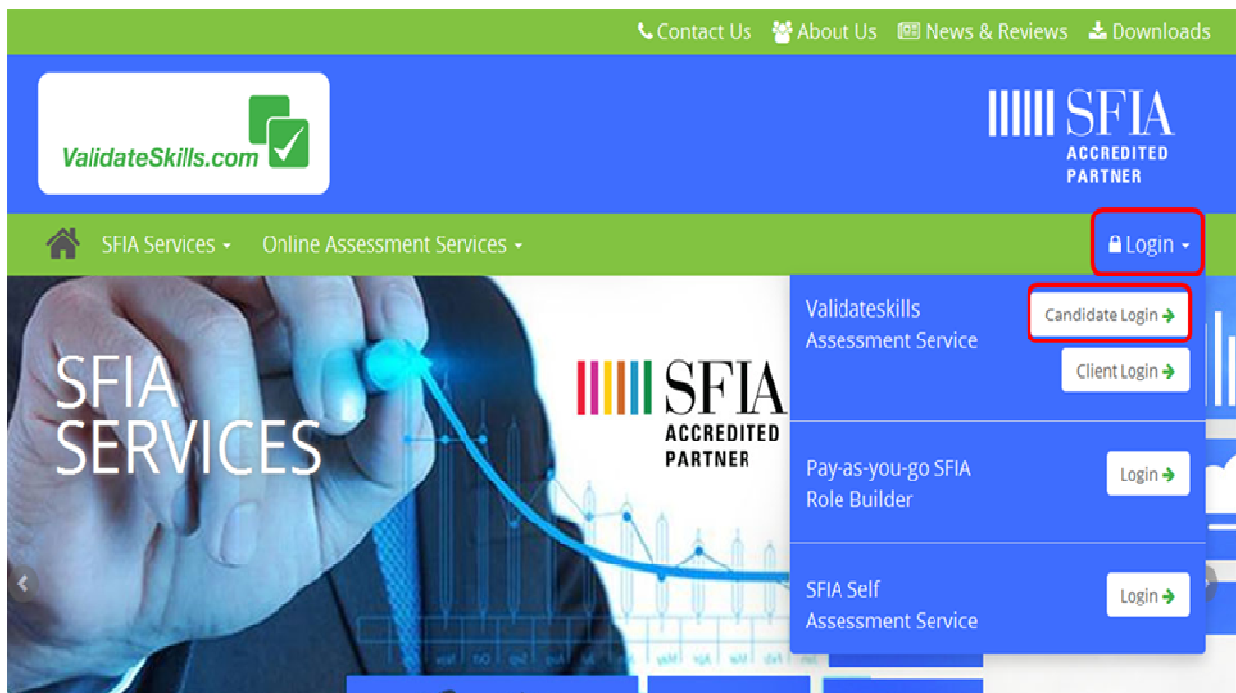
You now need to activate your assessment account, an activation e-mail has been sent to your e-mail account. Go to your e-mails, check in your spam box if you have not received.

Once you have clicked "CLICK HERE TO ACTIVATE YOUR ACCOUNT" you will then receive another email with your user name (e-mail) and password.

Clicking "Continue" will take you back to the www.validateskills.com web site ready to sign in.

A new page where you can now sign in using your e-mail address as the user name and the password you entered on registration.

You will receive an email with your user name (email) and password – do not pass this onto anyone.



Click the “Login” tab and then “Candidate Login” button

Enter your user name and password you registered with and received via email.

Existing candidates and Client registered candidates

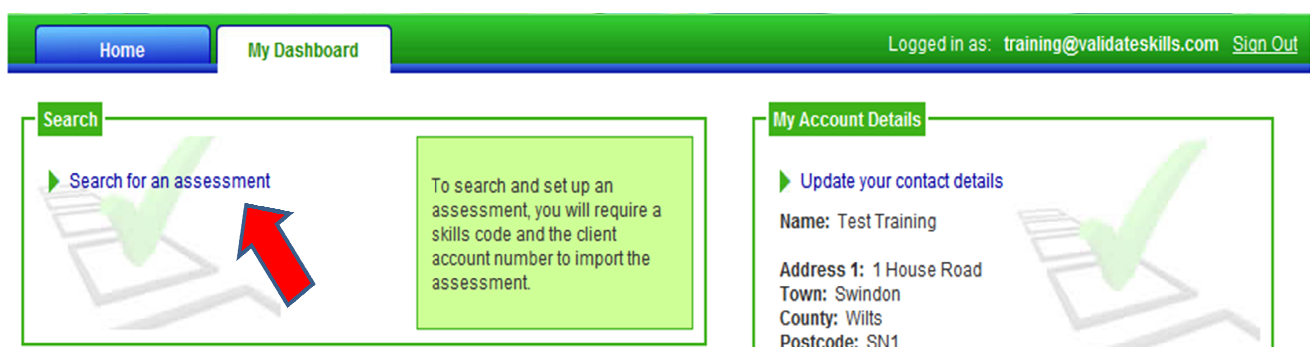
Email Address:

Password:

[Forgotten or Change Password?](#)

If you are a client you can also change your passwords in your account dashboard page.

Once in, you will be presented with your dashboard click “Search for an assessment”

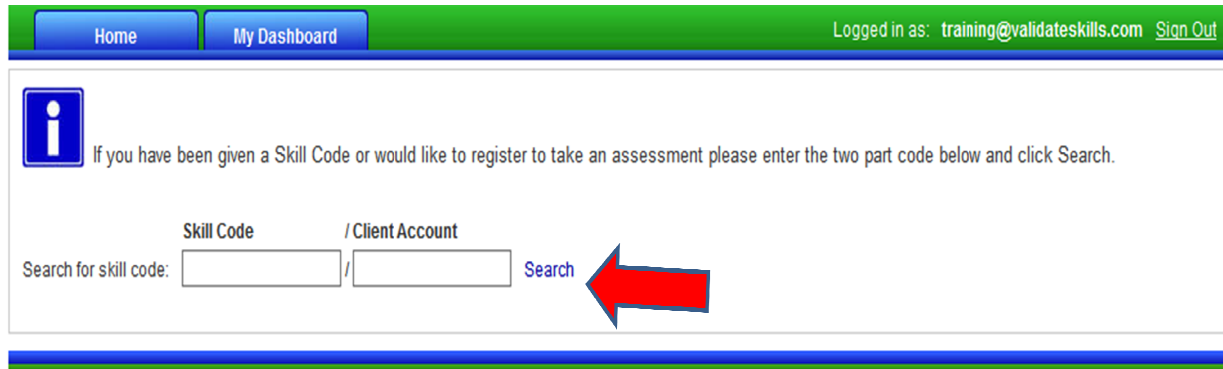


You will be asked to enter two codes in the next page which are:

Your Skills code number given to you by our client a 12 digit code: XXXXXXXXXXXXX

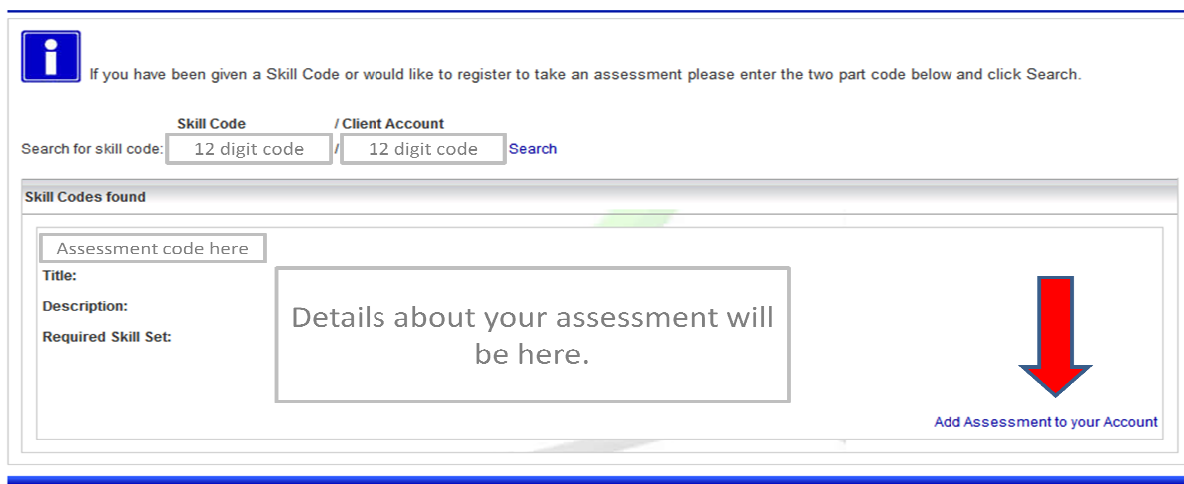
Your Client Account code which is also a 12 digit code: XXXXXXXXXXXXX

Enter these codes in the boxes provided and click "Search"



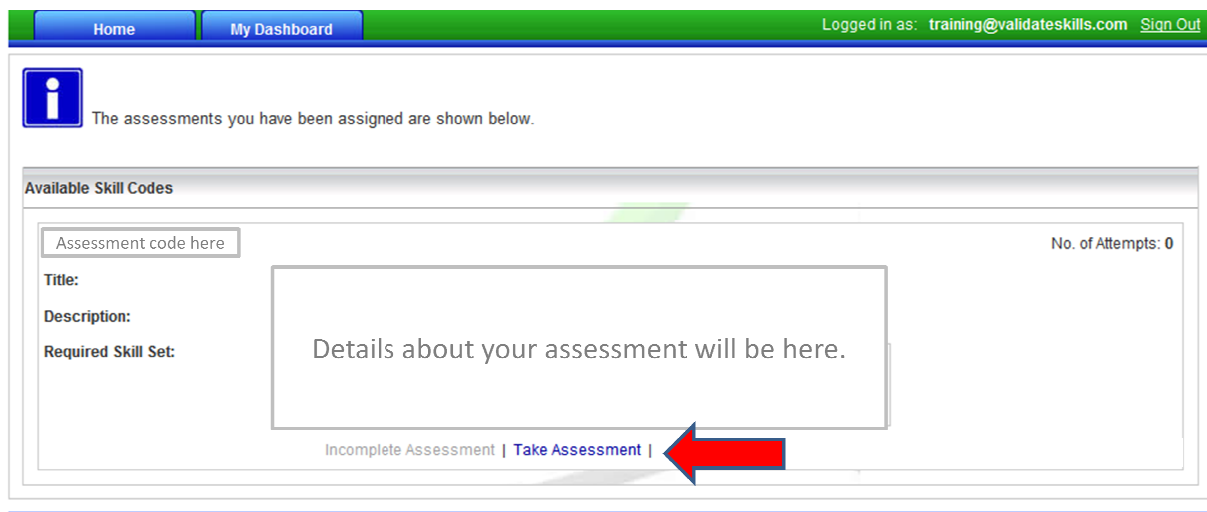
The screenshot shows a web interface with a green header bar containing 'Home' and 'My Dashboard' buttons, and a user login status 'Logged in as: training@validateskills.com Sign Out'. Below the header, there is an information icon and a message: 'If you have been given a Skill Code or would like to register to take an assessment please enter the two part code below and click Search.' The form has two input fields labeled 'Skill Code' and '/ Client Account', both with placeholder text '12 digit code'. A 'Search' button is to the right of the second field. A large red arrow points to the 'Search' button.

You can now add the assessment to your account by clicking "Add Assessment to your Account" indicated by the red arrow below.



The screenshot shows the 'Skill Codes found' section. It includes a search bar with '12 digit code' and a 'Search' button. Below the search bar, there is a table with columns for 'Assessment code here', 'Title:', 'Description:', and 'Required Skill Set:'. The table contains one row with the text 'Details about your assessment will be here.' A large red arrow points to the 'Add Assessment to your Account' button at the bottom right of the table.

You are now ready to take your assessment click "Take Assessment" indicated by the red arrow below



The screenshot shows the 'Available Skill Codes' section. It includes a search bar with 'Assessment code here' and a 'No. of Attempts: 0' label. Below the search bar, there is a table with columns for 'Title:', 'Description:', and 'Required Skill Set:'. The table contains one row with the text 'Details about your assessment will be here.' At the bottom of the table, there is a link 'Take Assessment' with a red arrow pointing to it.

You will then be presented with the assessment instructions once you are comfortable and ready to start your assessment

Number of Questions: 35
Time Allowed: 30 minutes
Pass Rate (%): 70

You are about to undertake the assessment. Before starting you should prepare yourself and your surroundings.

Please ensure:

- You have sufficient time to complete the test
- The area around you is suitable i.e. quiet and without distraction
- The PC you are using has suitable on-line connectivity to allow the assessment to be taken in full

Navigation Assistance:

- When an image is presented you can hover over the image to make it larger and move off to reduce
- When you have answered a question you must click the "submit my answer" button
- You may skip a question using the "skip" button and come back to it later time permitting
- You can go back and change your answer after you have submitted it using the "back" button
- Any skipped questions, the number in the question box will appear in orange bold
- To cancel the test before completion click the "exit" button on the lower right, no score will be registered
- You can return to any skipped questions, time permitting. Clicking the orange question number will take you straight to the skipped question sequence.
- At the end of your questions click "finish" to complete your assessment
- Hotspot questions, the first click will be taken as your answer

Important:

Your assessment is running on-line therefore if the internet connection is poor this may have an affect.

Some questions may require popup's in the window... Therefore it is important that you disable any Popup Blockers you may have before starting any assessment.

By continuing onto the test you agree to the terms and conditions. [View Terms & Conditions here](#)

Good Luck!

Your assessment starts when you click "Start Assessment" below

[Start Assessment](#) [Cancel](#)

The first page of your assessment will appear and your assessment has started once you click “Start Assessment”

You can close your assessment upon completion, thank you for completing this assessment.

Good luck