



Diploma Digital Assignment Technical Learner Guide

This document provides comprehensive guidance on accessing and submitting your digital assignment using NEBOSH's online assessment platform.

v2 (September 2023)

Diploma Digital Assignment Technical Learner Guide

Contents

Introduction	02
Your assignment journey	03
Registering to submit your digital assignment	04
Email one: assessment registration confirmation	04
Email two: login details	04
Email three: Submission period open announcement	04
Email four: Submission period closing announcement	04
Access problems	04
Still need help?	04
Before the submission deadline	05
Technology requirements	05
Internet connection	05
Access to device capable of downloading and viewing a PDF document	05
Using the online assessment platform	06
How to log in	06
Resetting your password	06
Privacy Statement	06
Accessing the tour guide	07
How to change the font and background colour	07
How to use the online examination platform in another language	07
Submitting your digital assignment	08
Accepted formats	08
Naming your documents	08
Submitting your digital assignment	09
Anti-plagiarism software	09
Statement of own work	09
Confirmation your submission has been received	11
Editing/ deleting submission	11
Difficulties in uploading your submission?	11
After the submission deadline	11
Results	11

Diploma Digital Assignment Technical Learner Guide

Introduction

We have created guidance documents to help learners prepare for submitting their digital assignment.

NEBOSH DNI/NDEM2/IDEM2 Learner Guidance NEBOSH Diploma Digital Assignment Technical Learner Guide

This document – the Technical Learner Guide – focuses on accessing and submitting your digital assignment using NEBOSH's online assessment platform.

We recommend that you download and read all relevant documents as part of your digital assignment preparations.

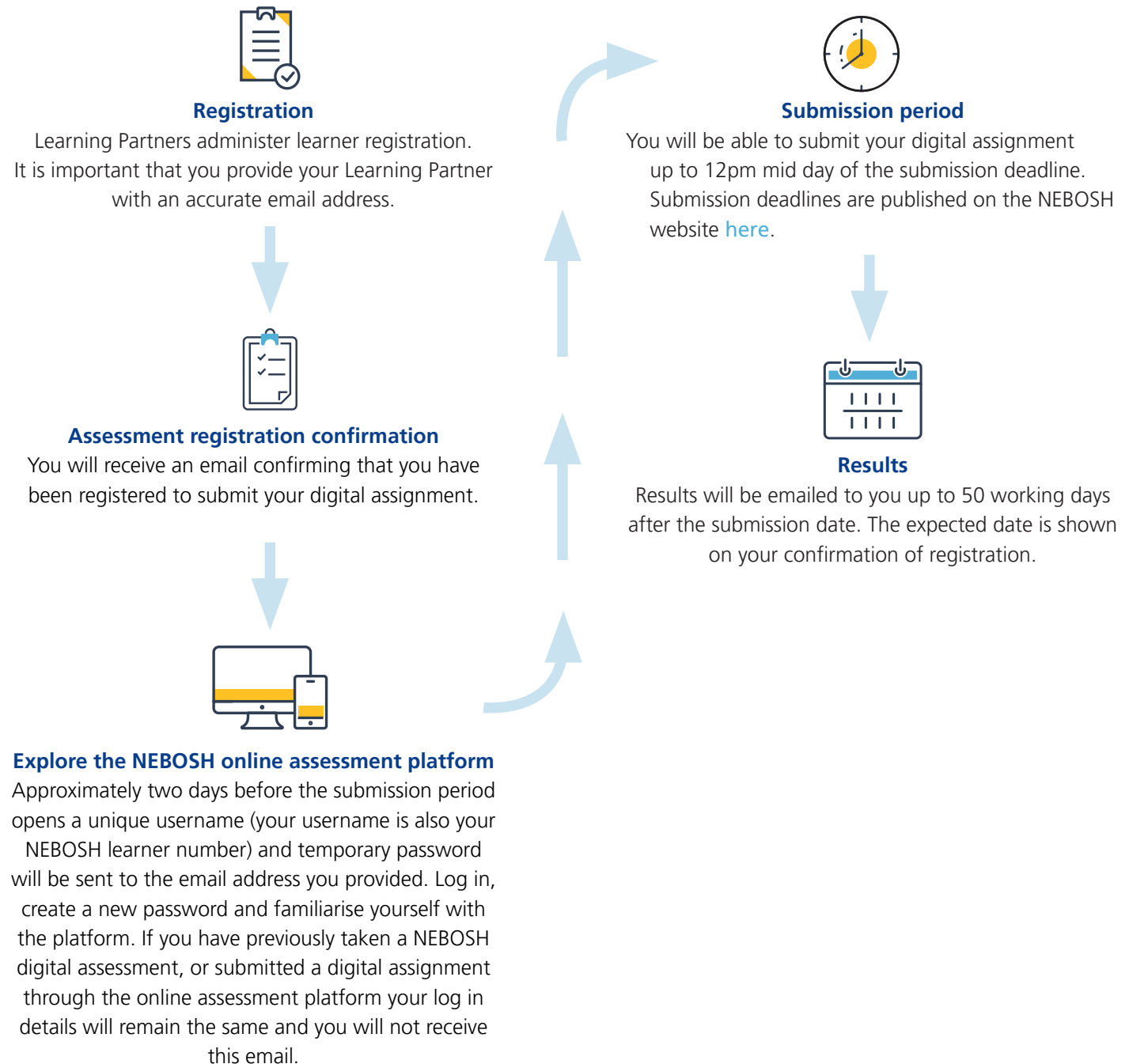
Please note: The NEBOSH online assessment platform should only be used for submitting your digital assignment. If you are also registered to complete another unit(s), please contact your Learning Partner for further details.

What is a Learning Partner?

A Learning Partner is the organisation that provides your training course and registers you for your assessments.

Diploma Digital Assignment Technical Learner Guide

Your assignment journey



Diploma Digital Assignment Technical Learner Guide

Registering to submit your digital assignment

To submit your digital assignment, you must register with your Learning Partner for a specific submission date.

At the time of your registration, you must confirm your personal email address. Please make sure you use a personal email address and not a work/company email, as company firewalls can block messages which will result in you not receiving important information. NEBOSH uses the email address registered to your learner record for all communications including to send you your login for the online assessment platform and your registration details.

Email one: assessment registration confirmation

Prior to the submission period opening you will receive an email confirming your registration to submit your digital assignment.

Email two: login details

After you have registered with your Learning Partner, you will receive a login email no later than two days before the submission period opens – this will provide you with the login details you need to access the online assessment platform. Please check your email inbox for this email. The email will contain your username (also your learner number) and a temporary password.

When you first log in you will be prompted to change the temporary password. Please keep your username and password details safe, ready for when you need to submit your assignment.

You will be able to access the NEBOSH online assessment platform, familiarise yourself with the layout and undertake the user tour.

If you have not received this initial login email by the time the submission period opens, please contact the NEBOSH Customer Enquiry Team using the query form in this [link](#).

Please note: if you have previously taken a NEBOSH digital assessment, or submitted a digital assignment before then you will use your existing login details and will not receive this email. If you have forgotten your details, please see 'Resetting your password' on the next page.

Email three – Submission period open announcement

On the day the submission period opens you will receive an announcement to notify you that you can log in to the NEBOSH online assessment platform in order to submit your digital assignment. This will also confirm the deadline for submission.

Email four - Submission Window closing announcement

On the final day of submission, you will receive a reminder to submit your digital assignment so that our Examiners can start the marking process.

Access problems

If you have difficulty accessing the NEBOSH online assessment platform, please perform the following checks before contacting our Customer Enquiry Team:

- Check your Internet connection
- Check you are using the correct login (this is case sensitive)
- Try using another browser from the list of compatible browsers in the table supplied on the previous page.

Still need help?

If you are unable to access the platform, please contact your Learning Partner in the first instance.

You can also contact our team by using the details below and we will be happy to help you.

- [Contact us](#)
- 'Live chat' via our website www.nebosh.org.uk

Please Note: during submission periods, you may not get an immediate response, so we recommend that you do try your Learning Partner first.

Tip

We recommend that you log in, change your password, and familiarise yourself with the platform before the submission window opens.

Diploma Digital Assignment Technical Learner Guide

Before the submission deadline

Technology requirements

The submission of a digital assignment will need to happen in the NEBOSH online assessment platform within a specified time period. You can submit your assignment at home so long as you have:

Internet connection

The NEBOSH online assessment platform is compatible with the following browsers:

Desktop	Mobile
Chrome Firefox Safari Edge Internet Explorer	Mobile Safari Google Chrome

For the best experience and optimum security, we recommend that you keep your browser up-to-date.

[Access to a device capable of downloading and viewing a PDF document](#)

This can be a computer, smartphone or tablet. If you plan to use a smartphone or tablet, the online assessment platform is fully optimised and responsive for mobile use.

Diploma Digital Assignment Technical Learner Guide

Using the online assessment platform

Once you have completed the registration process and changed your password, you will be able to access the NEBOSH online assessment platform at any point during the submission period.

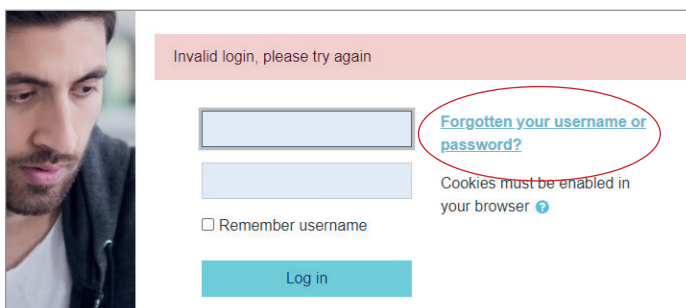


How to log in

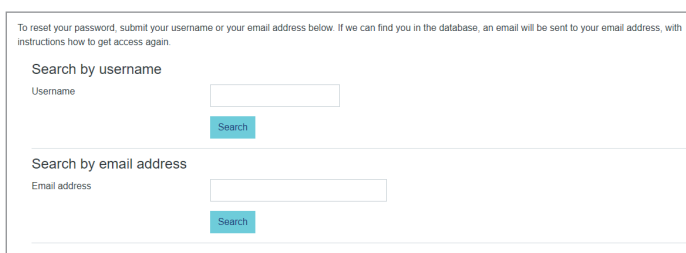
Use your username or registered email and the new password you created to log into the NEBOSH online assessment platform at <https://learning.nebosh.org.uk>.

Resetting your password

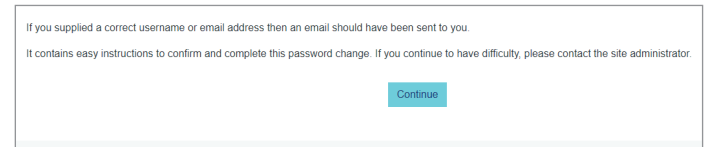
If you are unable to log in or are having issues with your password, click on the “Forgotten your username or password?” link.



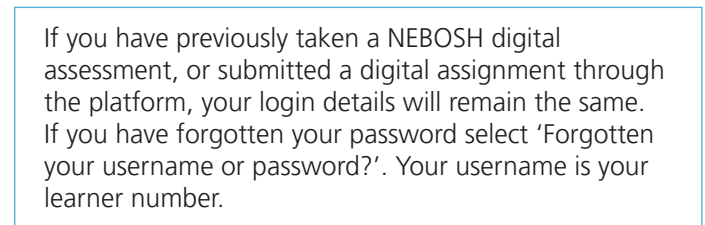
You can either search by your username or email address registered. **Remember:** your username can be found in the login details email that was sent to you and is the same as your learner number.



This will then send a password reset link to your registered email address.

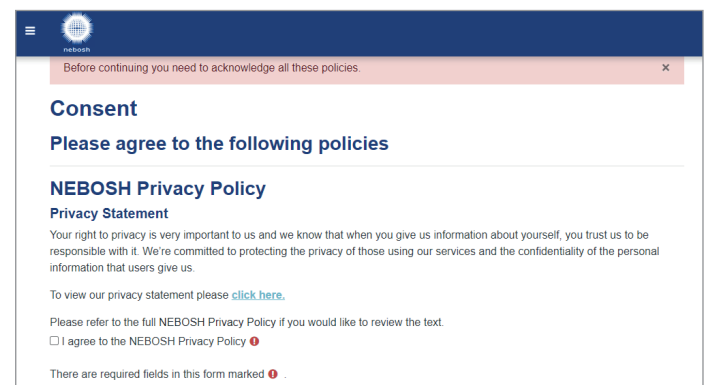
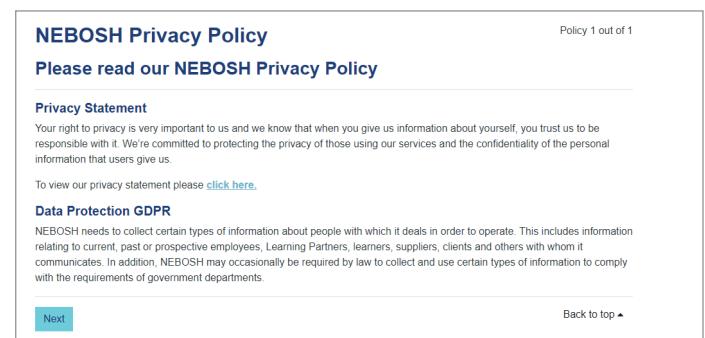


If you have not received your reset password email, please check your junk folder and allow at least ten minutes for the email to come through. If you still have not received it please [contact NEBOSH](#).



Privacy Statement

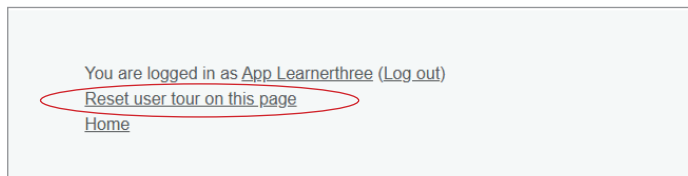
The first time you log into the NEBOSH online assessment platform an automated privacy statement will appear on the screen. Please read this carefully. By ticking the boxes and clicking 'next' you are agreeing to the terms.



Diploma Digital Assignment Technical Learner Guide

Accessing the tour guide

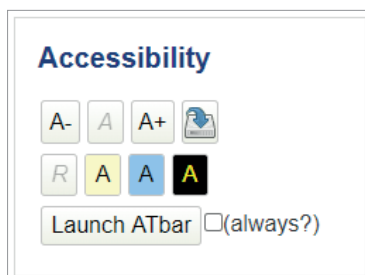
When you access the platform for the first time, a tour is available to highlight its key features. To revisit this tour at any time, scroll down to the bottom of any of the pages and select the Reset user tour on this page link.



How to change the font and background colour

It is possible to change the font size and background colour you see in the NEBOSH online assessment platform.

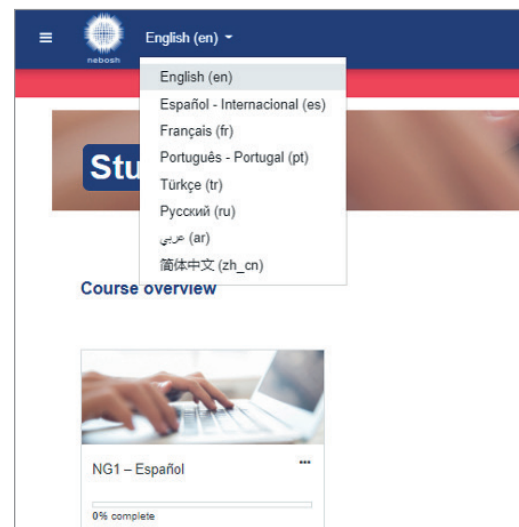
Click on the Accessibility box on the right-hand side of the homepage to select from the available options.



How to use the online assessment platform in another language

Click on the button and arrow next to the NEBOSH logo in the top left hand corner of your screen. You will be presented with a list of language options - select your chosen language.

Please note: All digital submissions for Diploma level qualifications MUST be written in English.



Diploma Digital Assignment Technical Learner Guide

Submitting your digital assignment

The NEBOSH DNI/NDEM2/IDEM2: Learner Guide provides you with useful pointers to help you prepare for and submit your digital assignment.

Read

Unit DNI Guidance and Information
NDEM2 Guidance and Information
IDEM2 Guidance and Information

This document can be found [here](#).

Please remember the submission deadline will be UK local time so if you are submitting your assignment outside of the UK you will need to make sure you consider any time zone differences. Please find a world clock [here](#).

When you log into the NEBOSH online assessment platform you will see the unit you have been registered for.

Course overview



May - 2021 - DNI
Assignment - Application of

...

100% complete

During the submission period, once you click onto the required unit, you will find the relevant Learner Guidance and Technical Learner Guide, which will assist you with your submission.

Guidance

-  Technical Learner Guide
-  Unit DNI Learner Guidance

Assignment Submission

-  Assignment submission

Accepted formats

Your digital assignment should be submitted electronically. You can submit them via the NEBOSH online assessment platform in the following listed file formats:

- PDF

We will not be able to accept handwritten assignments. This includes images that have been converted to a PDF.

Please note: the file size limit is 100MB in total. The system cannot accept anything that exceeds this. As per the guidance, you should only upload one digital assignment.

Naming your documents

It is important that you name your digital assignment correctly to allow NEBOSH to identify your document. Please name your submission using the following information:

First submission:

- Assignment
- learner number - your learner number can be found on the initial log in details email and is also your username.
- Initials
- Submission Month
- Submission Year

Example: **Assignment 00123456 DA May 2021**

If you have previously submitted your digital assignment and are resubmitting following a refer result, please name your document as shown below.

Resubmission:

- Resubmission
- learner number
- initials
- Submission Month
- Submission Year

Example: **Resubmission 00123456 DA May 2021**

Important

Do not delete the file extension when renaming your documents. For example, you must keep .pdf, after the name of your document(s).

Diploma Digital Assignment Technical Learner Guide

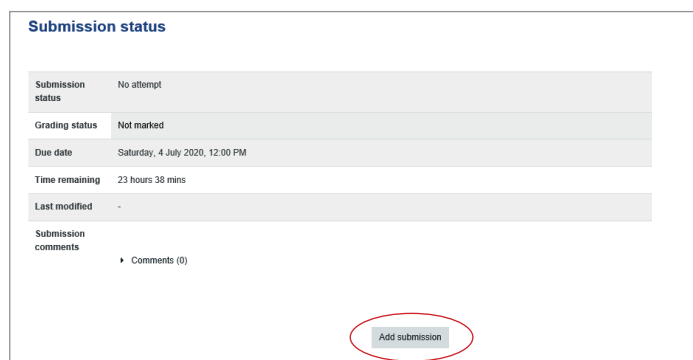
Submitting your digital assignment

It is strongly recommended that you do not leave it until the deadline to upload your assignment as delays may be experienced due to the high volume of learners accessing the platform.

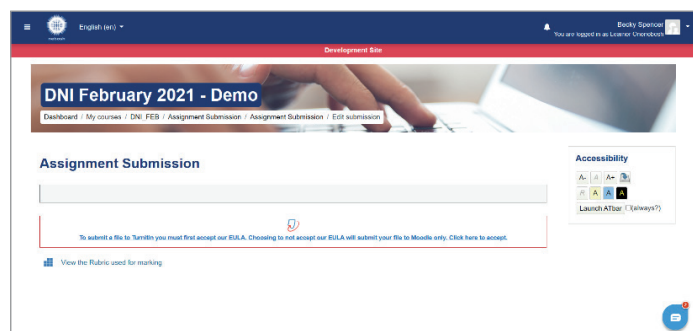
Before submitting ensure that the name/number of your Learning Partner is not shown anywhere in the assignment.

Include your NEBOSH learner number on each page of your assignment.

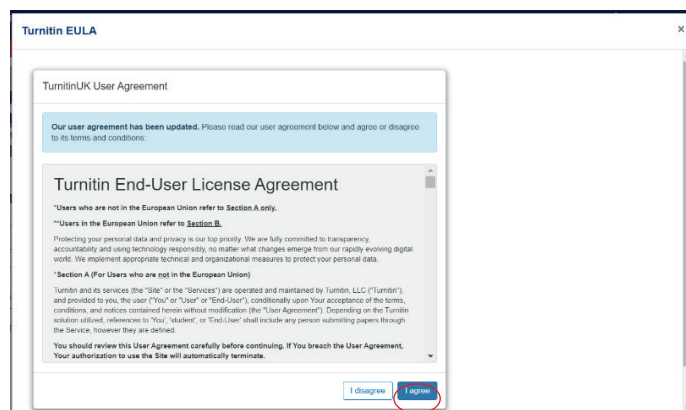
Click on the 'Add submission' button at the bottom of the page.



You will be asked to agree to the Turnitin End Users Licence Agreement, by clicking the link the agreement will be launched.



You will need to agree to the this before submitting your work by clicking 'I agree'



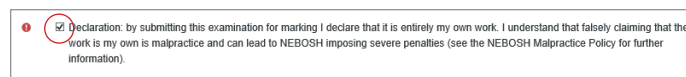
Anti-plagiarism software

Assignments must be the learner's original work. Assignments will be submitted by NEBOSH to the Turnitin UK text-matching service and added to the Turnitin database. Cases of plagiarism or collusion will be dealt with severely and are liable to result in the assignment being disqualified and the learner being banned from future registrations. Any learner who provides an opportunity for another learner to use his/her assignment inappropriately shall be liable to the same sanction.

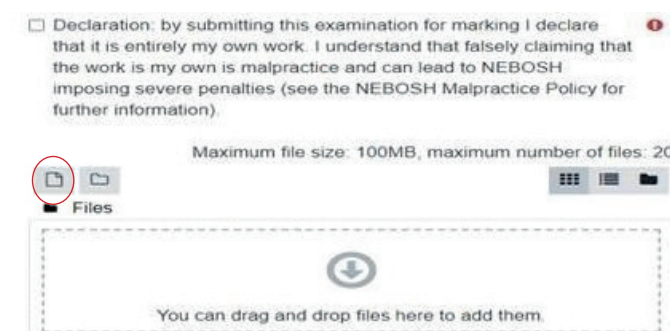
Statement of own work

When you submit your assignment, you will be asked to confirm that the work is your own. Further information on our malpractice policy can be found on our website by clicking [here](#).

Please note: You cannot submit your assignment unless you have ticked these boxes.

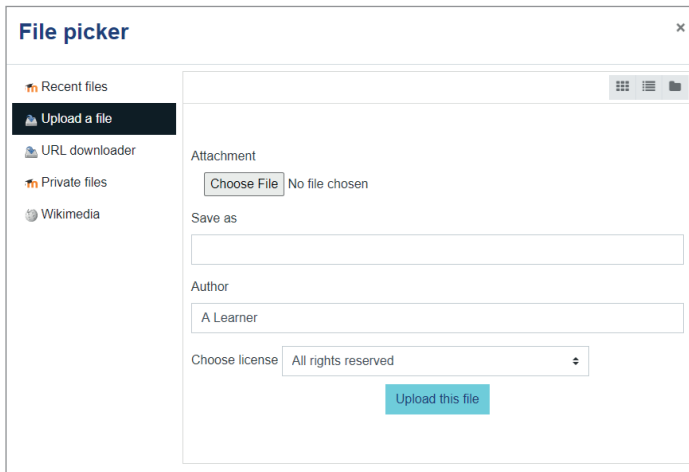


Once this has been selected, you can then choose the file to upload by clicking the below "file" icon.



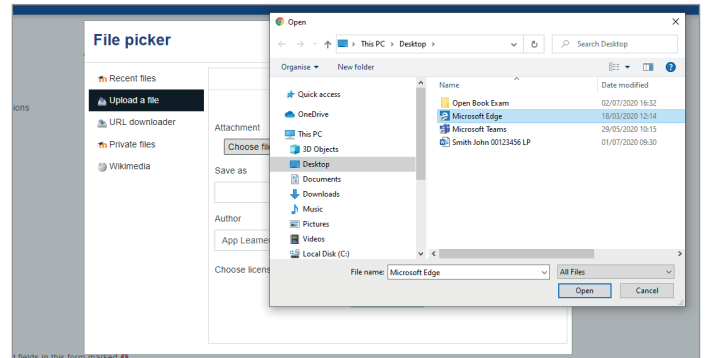
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Once you have clicked on the file icon the below box will appear for you to browse your computer and select your file.

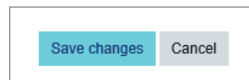


The 'File picker' window shows a sidebar with options: 'Recent files', 'Upload a file' (selected), 'URL downloader', 'Private files', and 'Wikimedia'. The main area has fields for 'Attachment' (with a 'Choose File' button), 'Save as' (text input), 'Author' (text input with 'A Learner' entered), and 'Choose license' (dropdown menu set to 'All rights reserved'). A blue 'Upload this file' button is at the bottom right.

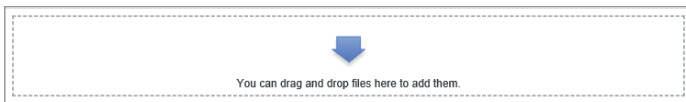
Once you have selected your files you can upload them.



Finally, click the 'save changes' button at the bottom of the page, to confirm upload.



Alternatively, you can use the drag and drop option into the blue arrow section below.



Diploma Digital Assignment Technical Learner Guide

Confirmation your submission has been received

Once you have submitted your assignment, the NEBOSH online assessment platform screen will display a confirmation in green, as shown in the screenshot below.

Submission status	
Submission status	You have successfully submitted your examination paper.
Grading status	Not marked
Due date	Saturday, 4 July 2020, 12:00 PM
Time remaining	23 hours 31 mins
Last modified	Friday, 3 July 2020, 12:28 PM
File submissions	OBE Submission- Learner Number - Learner Name - PDF.pdf 3 July 2020, 12:28 PM

If removing your submission to add an updated version, a confirmation box will appear to confirm you wish to delete the document.

Are you sure you want to delete this file?

OK Cancel

Once this has been removed, follow the steps above to submit your updated assessment document.

Editing/deleting submission

You can edit or delete and replace a submission at any time during the assessment period.

Click on your uploaded assessment file.

☐ Declaration: by submitting this examination for marking I declare that it is entirely my own work. I understand that falsely claiming that the work is my own is malpractice and can lead to NEBOSH imposing severe penalties (see the NEBOSH Malpractice Policy for further information).

Maximum file size: 100MB, maximum number of files: 20

Files

OBE Submi...

Accepted file types:
PDF document .pdf

Save changes Cancel

An option box will appear, you can either select 'delete' at the top or 'update' in blue.

Edit Surname Forename
00123456 NEBOSH Learning
Partner....

Download Delete

Name Surname Forename 00123

Author A Learner

Choose license All rights reserved

Path /

Update Cancel

Last modified 6 October 2020, 3:58 PM
Created 6 October 2020, 3:58 PM
Size 26.7KB

Please note: If you delete a file after submitting, the green confirmation of submission message will remain displayed on the screen.

Difficulties uploading your submission?

If you experience any difficulties uploading your digital assignment please contact your Learning Partner in the first instance.

- Contact us
- 'Live chat' via our website www.nebosh.org.uk

Please note: Failure to report any issues to a Learning Partner could result in your submission not being accepted.

After the submission deadline

Results

Results will be issued up to 50 working days from the submission date and sent to the email address registered to your learner record.

It is recommended that you keep a copy of your original submission until your results are declared in case there are any technical difficulties in the download of your submission.

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NEBOSH, the National Examination Board in Occupational Safety and Health,
is a world leading provider of health, safety, environmental and wellbeing qualifications.

Registered in England and Wales | Company number: 2698100 | Registered charity number: 1010444

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