



# IATA Training Unsupervised Online Examination Student User Guide

V4.0



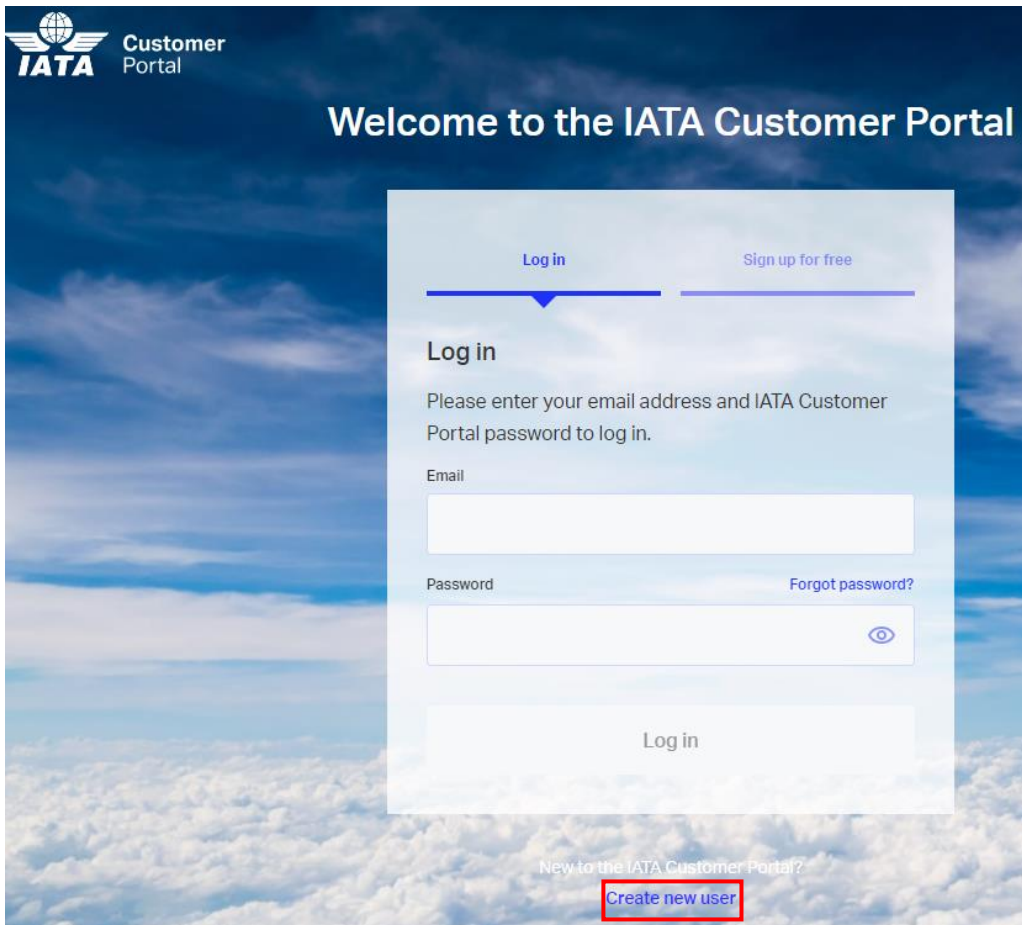
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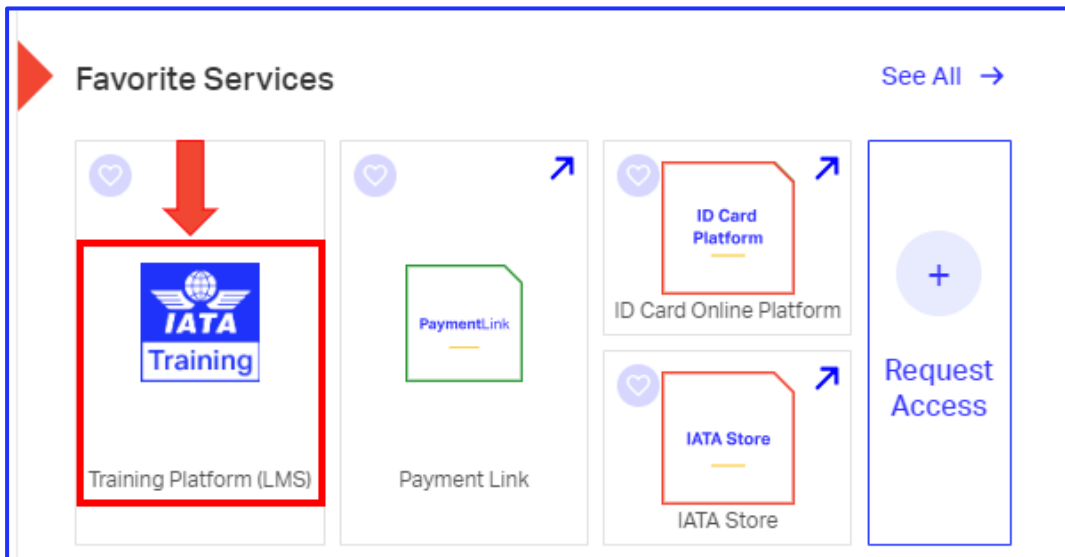
## Create or log into your IATA Training account

- Create or log into your IATA Training Student Account at [IATA Customer Portal](#).

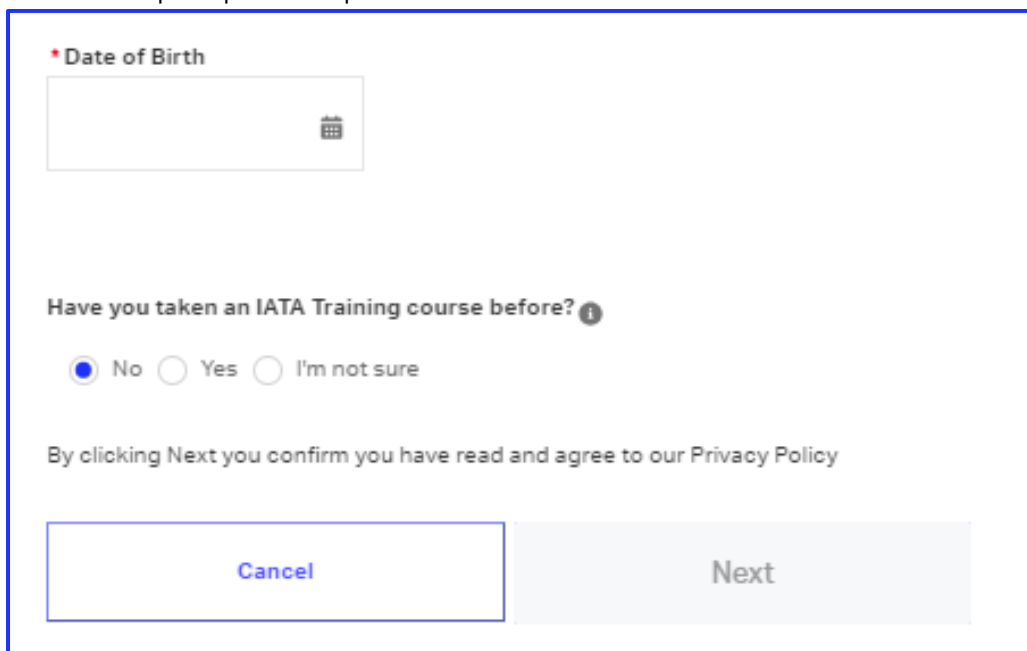


**Note:** if you need any assistance in creating your IATA Customer Account, please contact IATA Customer Service at **+1 (514) 390 6777**

- 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.



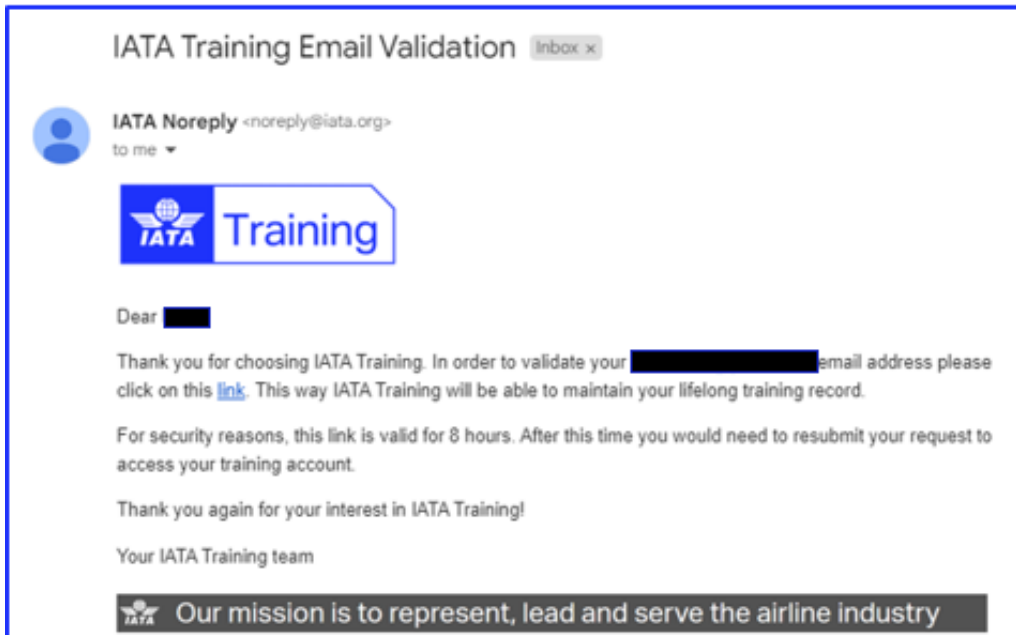
The screenshot shows a registration form with the following elements:

- Date of Birth**: A text input field with a calendar icon, highlighted with a red box.
- Have you taken an IATA Training course before?**: A question with three radio button options:  No,  Yes, and  I'm not sure.
- Next**: A button highlighted with a red box.

By clicking Next you confirm you have read and agree to our Privacy Policy

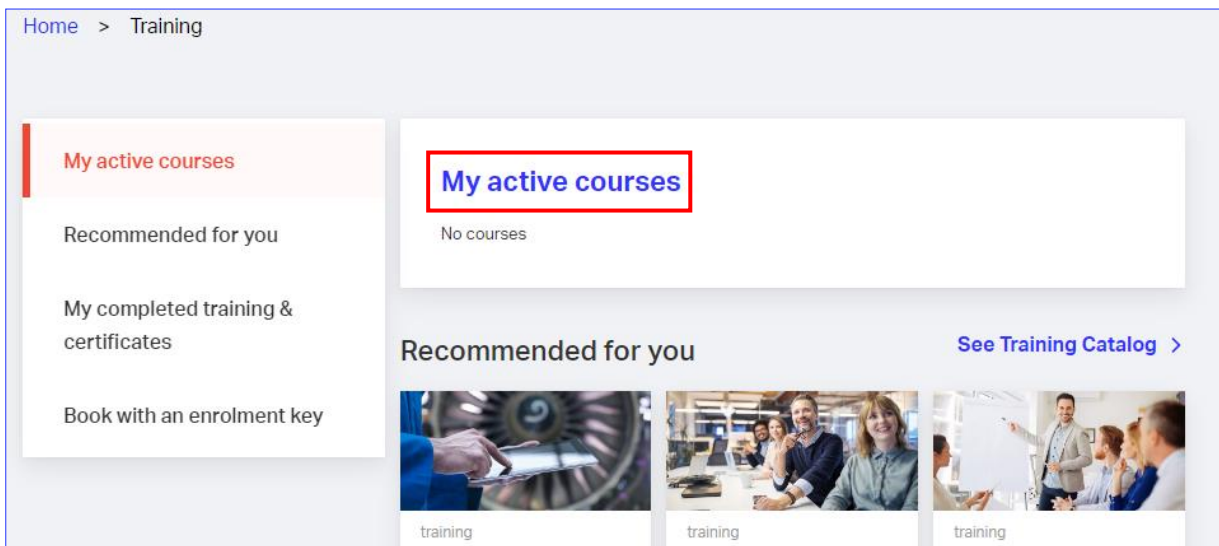


- Verify your email address to complete your IATA Training profile.



## Find your course and exam

- Access **IATA Training Platform** through [IATA Customer Portal](#)
- Click on **“My active courses”** to access your courses, exams, or awards (for *unsupervised* exams only).





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

**My Profile**

\* Visit [iata](#) to edit your profile.

**User ID:** 271696 [Review Purchases](#)

**Name:** Jane Doe [My Awards](#)

**Personal email:** training.gva@iata.org.iata [Belong to a company?](#)

**Company email:** .iata

**Address:** Route de l'Aeroport 33  
Geneva 1215 Switzerland

If your company qualifies for 0% tax by virtue of an exemption, please submit appropriate evidences to [taxes-lms@iata.org](mailto:taxes-lms@iata.org). Wait for confirmation before placing an order. You will receive a confirmation email within two business days of your request. [Click for details.](#)

Classroom training is available at special member pricing for IATA strategic partners, IATA airport advisors, IATA member airlines, ICAO members (ANS provider), ACI members, IGHC members, IATAATCs, GSSA members, Accredited travel agency/cargo agents. Discounts are also available for members headquartered in [Developing Nations](#). Please [contact us](#) for further details.

**My Bookings**

[Awards](#) [History](#)

**Paused Exams and Courses**

- Air Transport Fundamentals for the Leadership & Management Training Progra [Open course >](#)  
Started: January 22, 2020 at 11:00:02
- Dangerous Goods Regulations (DGR) Initial Category 3 - Printed - English [Open course >](#)  
Started: February 27, 2020 at 14:15:03
- Foundation in Travel and Tourism with Amadeus - Ebook - English [Open course >](#)  
Started: February 26, 2020 at 17:25:16

**Available Exams and Courses**

- Cargo Introductory Course - Ebook - English [Open course >](#)  
April 14, 2020 to April 14, 2021
- Tutorial # [Write exam >](#)  
Unlimited uses Anytime

The **Tutorial** is not an exam. Its sole purpose is to familiarize yourself with the online exam environment. To begin your exam, please [first open your course](#), and look for the **"Write Exam"** button on your course's screen.

**Book with an Enrolment Key**

An Enrolment Key is a 12-digit code provided by IATA for pre-paid courses and exams. If you have an Enrolment Key, please enter it here to start the registration process.

[Submit](#)



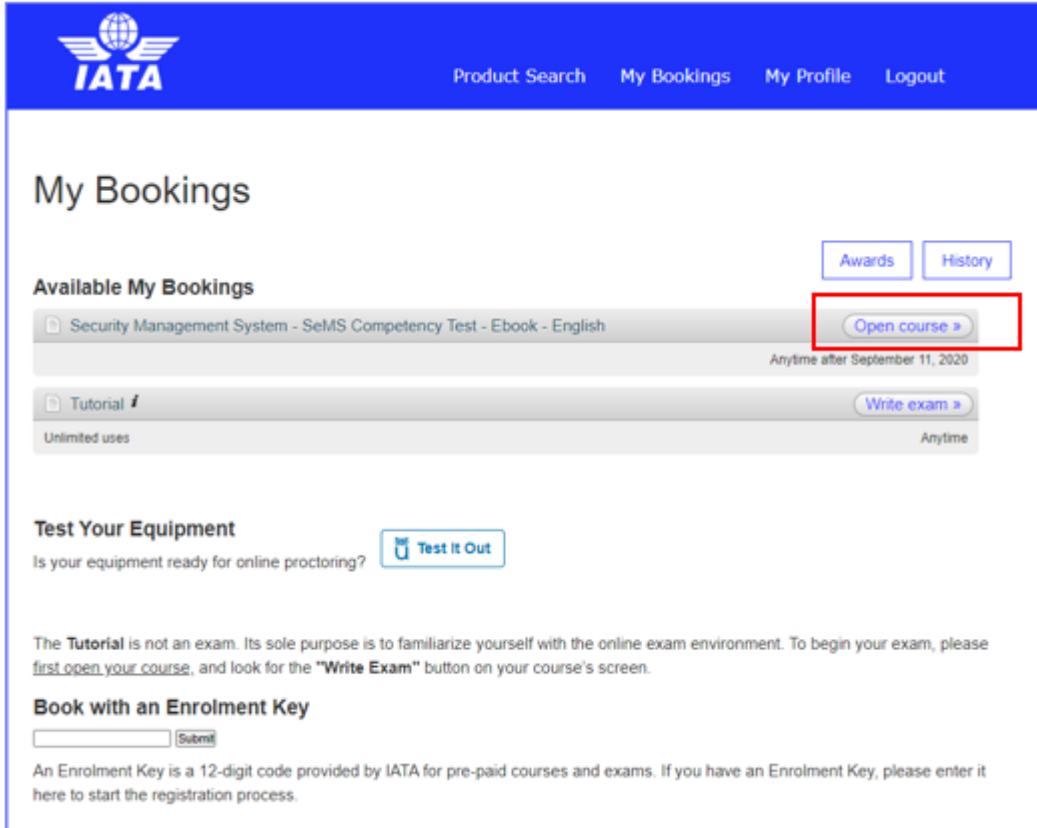
## Conduct the exam tutorial

- 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.

The screenshot shows the IATA website's 'My Bookings' page. At the top, there is a blue navigation bar with the IATA logo and links for 'Product Search', 'My Bookings', 'My Profile', and 'Logout'. Below the navigation bar, the page title 'My Bookings' is displayed. To the right of the title are two buttons: 'Awards' and 'History'. Under the heading 'Available My Bookings', there is a list of courses. The first course is 'Security Management System - SeMS Competency Test - Ebook - English' with an 'Open course »' button and a note 'Anytime after September 11, 2020'. The second course is 'Tutorial' with an 'Unlimited uses' label and an 'Anytime' label. The 'Write exam »' button for the 'Tutorial' course is highlighted with a red rectangle. Below the course list, there is a section titled 'Test Your Equipment' with a 'Test It Out' button and the text 'Is your equipment ready for online proctoring?'. A paragraph explains that the 'Tutorial' is not an exam and is for familiarization. At the bottom, there is a section titled 'Book with an Enrolment Key' with a text input field and a 'Submit' button, followed by a paragraph explaining the Enrolment Key.

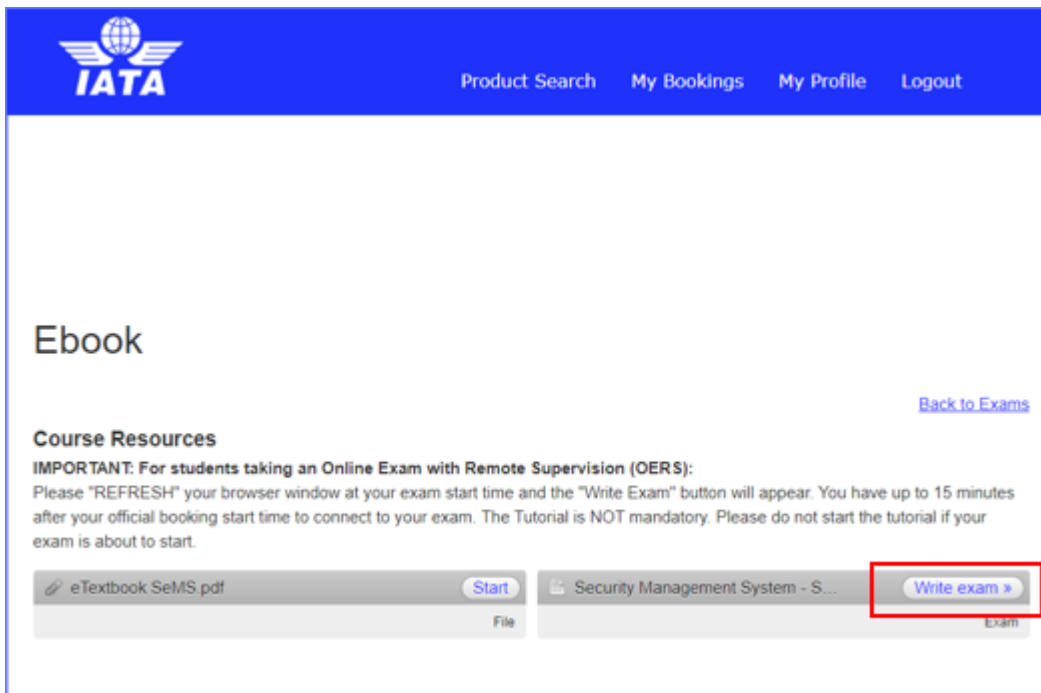
## Write your exam

- 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.



The screenshot shows the IATA website's 'My Bookings' page. At the top, there is a blue navigation bar with the IATA logo and links for 'Product Search', 'My Bookings', 'My Profile', and 'Logout'. Below the navigation bar, the page title 'My Bookings' is displayed. To the right of the title are two buttons: 'Awards' and 'History'. Under the heading 'Available My Bookings', there is a list of courses. The first course is 'Security Management System - SeMS Competency Test - Ebook - English', which has an 'Open course >' button highlighted with a red box. Below it is a 'Tutorial' course with a 'Write exam >' button. Further down, there is a 'Test Your Equipment' section with a 'Test It Out' button. At the bottom, there is a 'Book with an Enrolment Key' section with a text input field and a 'Submit' button.

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



The screenshot shows the IATA website's 'Ebook' page. At the top, there is a blue navigation bar with the IATA logo and links for 'Product Search', 'My Bookings', 'My Profile', and 'Logout'. Below the navigation bar, the page title 'Ebook' is displayed. To the right of the title is a link 'Back to Exams'. Under the heading 'Course Resources', there is an 'IMPORTANT: For students taking an Online Exam with Remote Supervision (OERS):' section with a paragraph of text. Below the text, there is a list of resources. The first resource is 'eTextbook SeMS pdf' with a 'Start' button. The second resource is 'Security Management System - S...' with a 'Write exam >' button highlighted with a red box.





- 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.

Exam: **Security Management System - SeMS Competency Test** Logged in as: **Security Manager**

**GENERAL EXAMINATION RULES AND GUIDELINES**

- You have **two attempts** to complete the exam successfully. However, the second attempt will be only available in case your first attempt was not successful.
- This exam is comprised of **50 multiple** choice questions.
- The time allowed for this session is **60 minutes (1 hour)**. You will be advised **10 minutes** prior to the end of the examination.
- All questions carry **equal marks**. Each question has **only one correct response**.
- You may review all exam questions and change any of your responses, provided it is done within the time allocated for the session.
- If you choose to exit the session without completing your exam, you will **NOT** be able to resume it, and your answers will be submitted automatically. Should you wish to restart the assessment, you can use your second exam attempt.
- An IATA Certificate of Completion is awarded to participants obtaining a grade of **80%** or higher.
- Should you face any technical difficulties while taking the assessment, you may request IATA Training for assistance through [Contact Us](#).

Good luck!

I agree to the above statements

- When you're ready to start your exam, click on the **Start exam** button.

Exam: **Security Management System - SeMS Competency Test**


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- Should you face any technical difficulties while taking the assessment, you may request IATA Training for assistance through [Contact Us](#).

Good luck!

I agree to the above statements

You're about to begin the **Security Management System - SeMS Competency Test**. Clicking the button below starts the exam.

 **Exam Time limit: 1 hour**  
The timer begins as soon as you click the button below. Your exam will automatically be submitted when the timer expires.

**Start exam »**

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

Exam: **Security Management System - SeMS Competency Test**

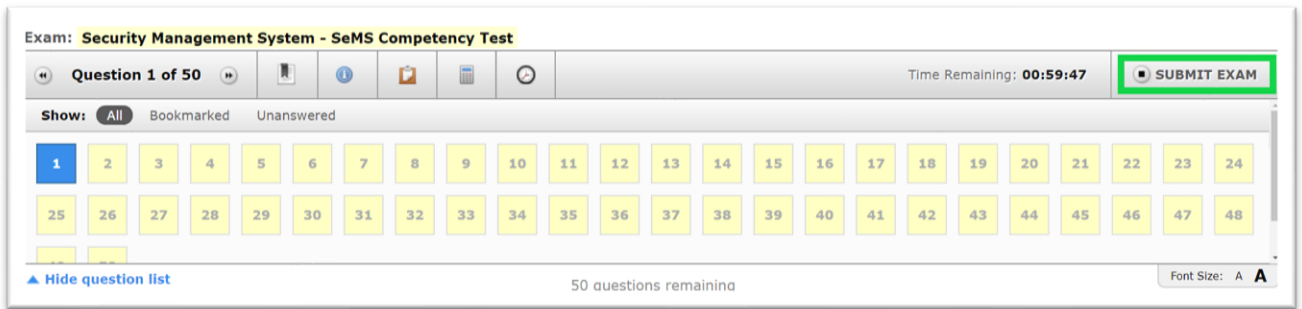
Question 1 of 50 Time Remaining: **00:59:47** **SUBMIT EXAM**

Show: **All** Bookmarked Unanswered

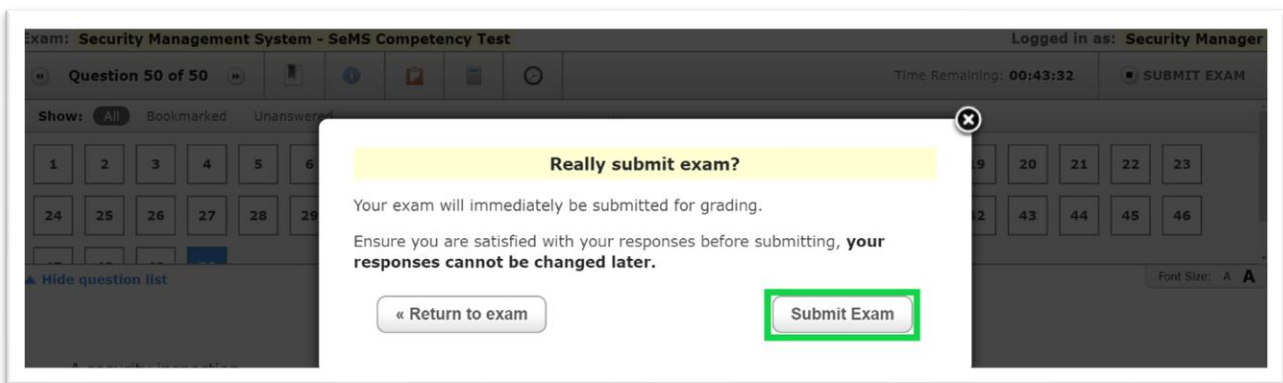
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48

[▲ Hide question list](#) 50 questions remaining Font Size: A A

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



- 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.

**Exam review**

Dear Student,

Congratulations! You have successfully completed your examination.

Please find below a summary of your assessment:

Exam: **Security Management System - SeMS Competency Test**  
Exam result: **Passed**

To print your Certificate, go to the “My Awards” link 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**.

**My Profile**

\* Visit [iata](#) to edit your profile.

**User ID:** 271896 [Review Purchases](#)

**Name:** Jane Doe [My Awards](#)

**Personal email:** [training.gva@iata.org.iata](mailto:training.gva@iata.org.iata) [Belong to a company?](#)

**Company email:** .iata

**Address:** Route de l'Aeroport 33  
Geneva 1215 Switzerland

If your company qualifies for 0% tax by virtue of an exemption, please submit appropriate evidences to [taxes-lms@iata.org](mailto:taxes-lms@iata.org). Wait for confirmation before placing an order. You will receive a confirmation email within two business days of your request. [Click for details.](#)

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- 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.

Current Exams and Courses

Awarded for Completion of	Awarded At
Security Management System - SeMS Competency Test	September 11, 2020 at 14:08:16

Print

## 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 [website](#) to find the list of those courses.

## Need help?

Please contact us through the [IATA Customer Portal](#).