



IATA Training Unsupervised Online Examination Student User Guide

V4.0



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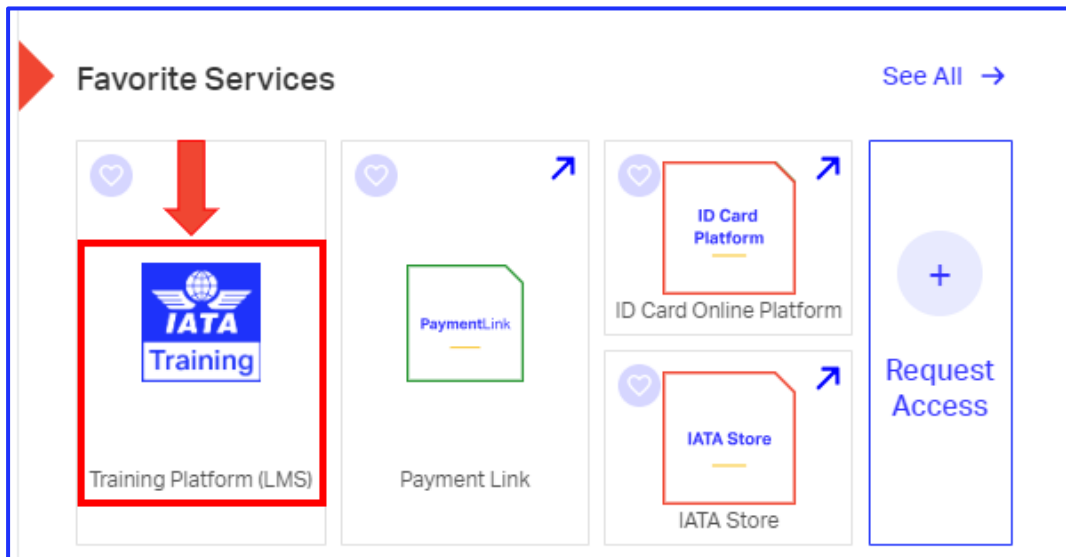
Create or log into your IATA Training account

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

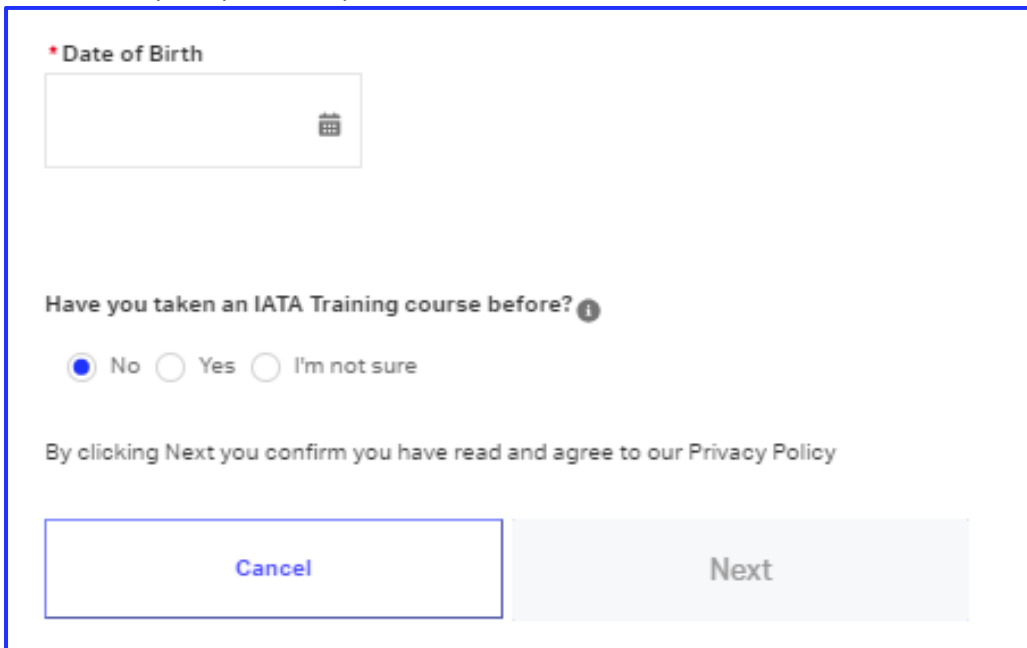
A screenshot of the IATA Customer Portal login page. The background is a blue sky with white clouds. In the top left corner is the IATA logo and the text "Customer Portal". The main heading is "Welcome to the IATA Customer Portal". Below this is a white login box. At the top of the box are two tabs: "Log in" (selected) and "Sign up for free". Under the "Log in" tab, the text says "Log in" and "Please enter your email address and IATA Customer Portal password to log in." There are two input fields: "Email" and "Password". The "Password" field has a "Forgot password?" link to its right and a toggle icon (an eye) to its right. Below the input fields is a "Log in" button. At the bottom of the page, below the login box, is the text "New to the IATA Customer Portal?" and a button labeled "Create new user" which is highlighted with a red rectangle.

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.

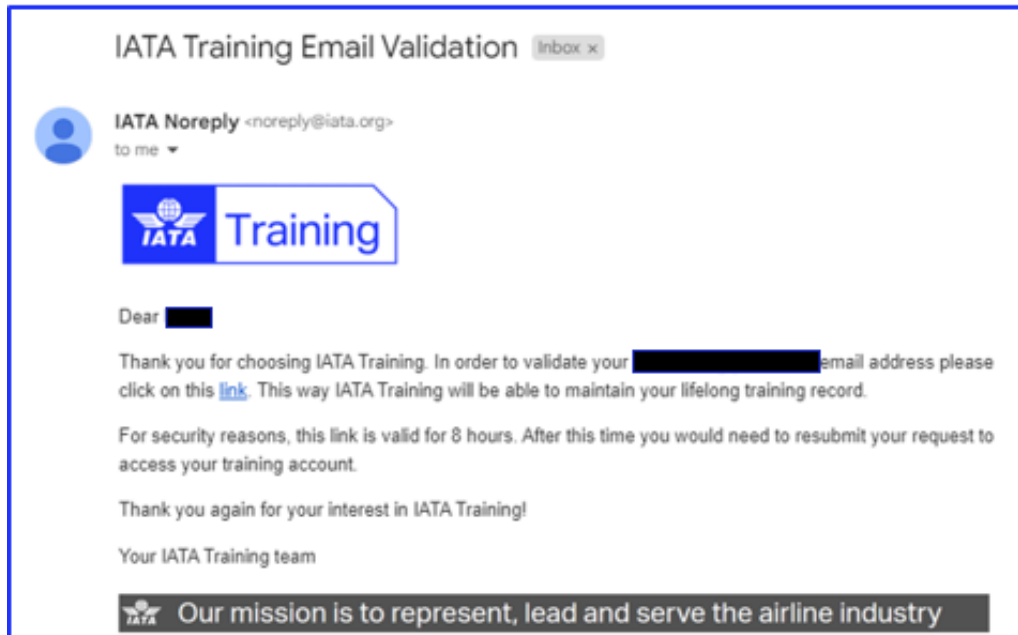


The screenshot shows a registration form with the following elements:

- Date of Birth**: A field with a calendar icon.
- Have you taken an IATA Training course before?**: A question with three radio button options: ☒ No, ☐ Yes, and ☐ I'm not sure.
- By clicking Next you confirm you have read and agree to our Privacy Policy**: A statement.
- Buttons**: 'Cancel' and 'Next' buttons.

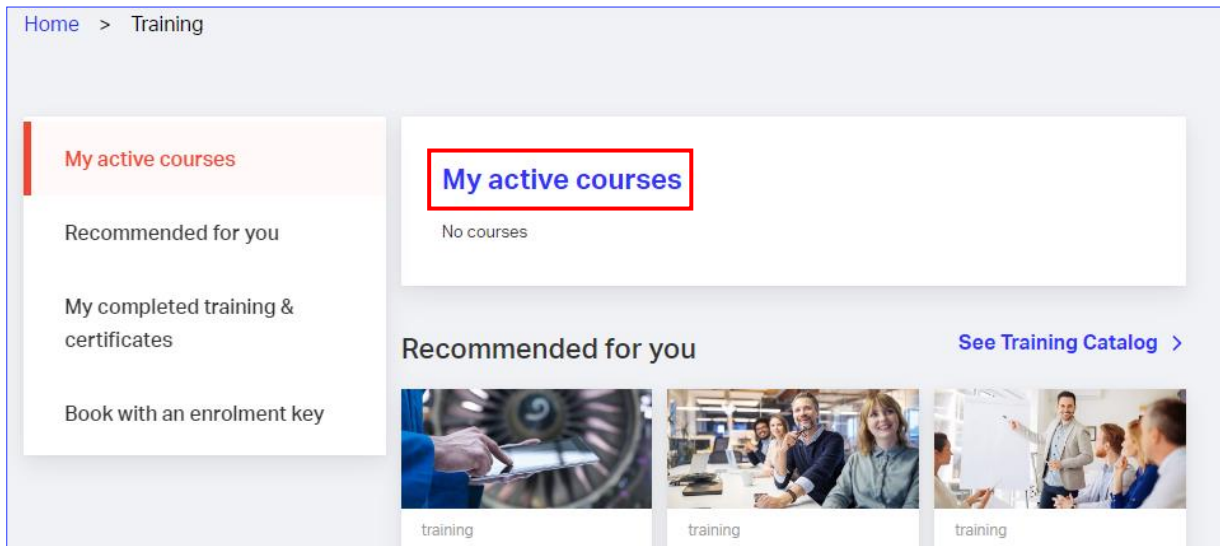


- Verify your email address to complete your IATA Training profile.




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.



Product SearchMy BookingsMy ProfileLogout

My Profile

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

User ID: 271696

Name: Jane Doe

Personal email: training.gva@iata.org.iata

Company email: .iata

Address: Route de l'Aéroport 33
Geneva 1215 Switzerland


[Review Purchases](#)

[My Awards](#)

[Belong to a company?](#)

If your company qualifies for 0% tax by virtue of an exemption, please submit appropriate evidences to 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, IATA ATCs, GSSA members, Accredited travel agency/cargo agents. Discounts are also available for members headquartered in [Developing Nations](#). Please [contact us](#) for further details.



Product SearchMy BookingsMy ProfileLogout

My Bookings

Paused Exams and Courses

Air Transport Fundamentals for the Leadership & Management Training Progra...

Started: January 22, 2020 at 11:30:02

Open course »

Dangerous Goods Regulations (DGR) Initial Category 3 - Printed - English

Started: February 27, 2020 at 14:15:03

Open course »

Foundation in Travel and Tourism with Amadeus - Ebook - English

Started: February 26, 2020 at 17:25:16

Open course »

Available Exams and Courses

Cargo Introductory Course - Ebook - English

April 14, 2020 to April 14, 2021

Open course »

Tutorial #

Unlimited uses

Anytime

Write exam »

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.


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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 SearchMy BookingsMy ProfileLogout

My Bookings

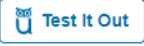
AwardsHistory

Available My Bookings

 Security Management System - SeMS Competency Test - Ebook - English	Open course »
Anytime after September 11, 2020	
 Tutorial 	Write exam »
Unlimited uses	Anytime

Test Your Equipment

Is your equipment ready for online proctoring?



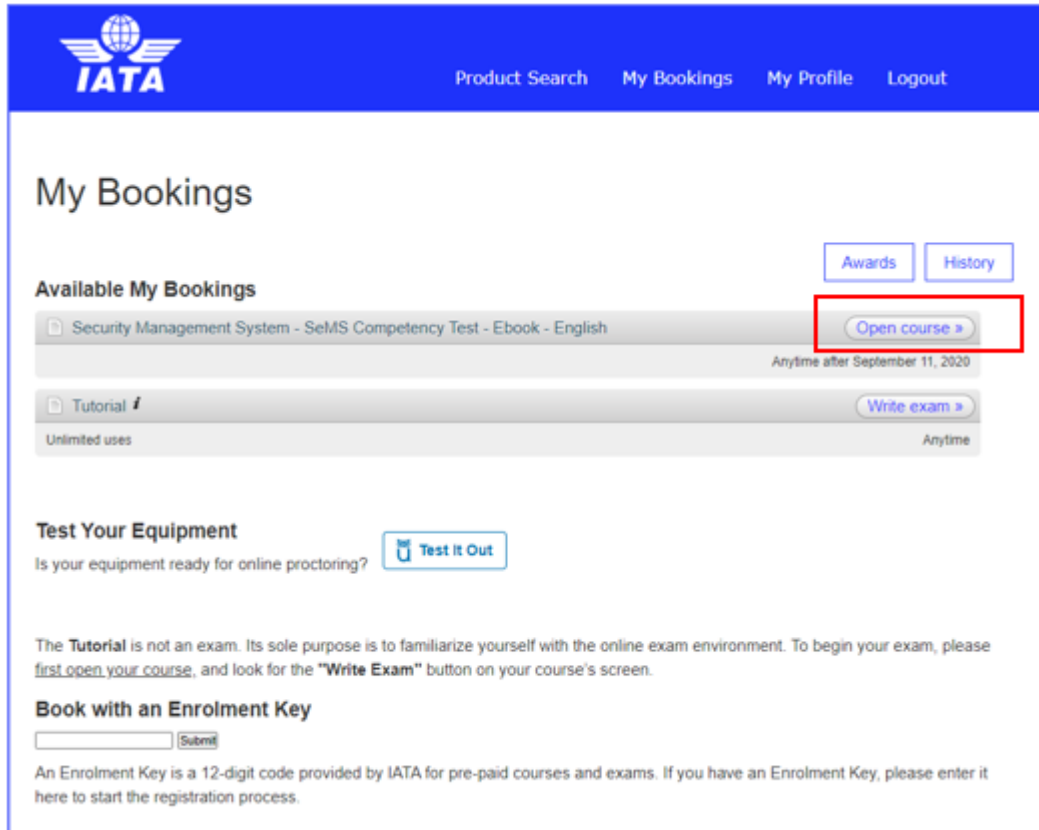
The **Tutorial** is not an exam. Its sole purpose is to familiarize yourself with the online exam environment. To begin your exam, please [first open your course](#), and look for the **"Write Exam"** button on your course's screen.

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.

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.



My Bookings

Product Search My Bookings My Profile Logout

Awards History

Available My Bookings

Security Management System - SeMS Competency Test - Ebook - English **Open course »**
Anytime after September 11, 2020

Tutorial **Write exam »**
Unlimited uses Anytime

Test Your Equipment **Test it Out**

Is your equipment ready for online proctoring?

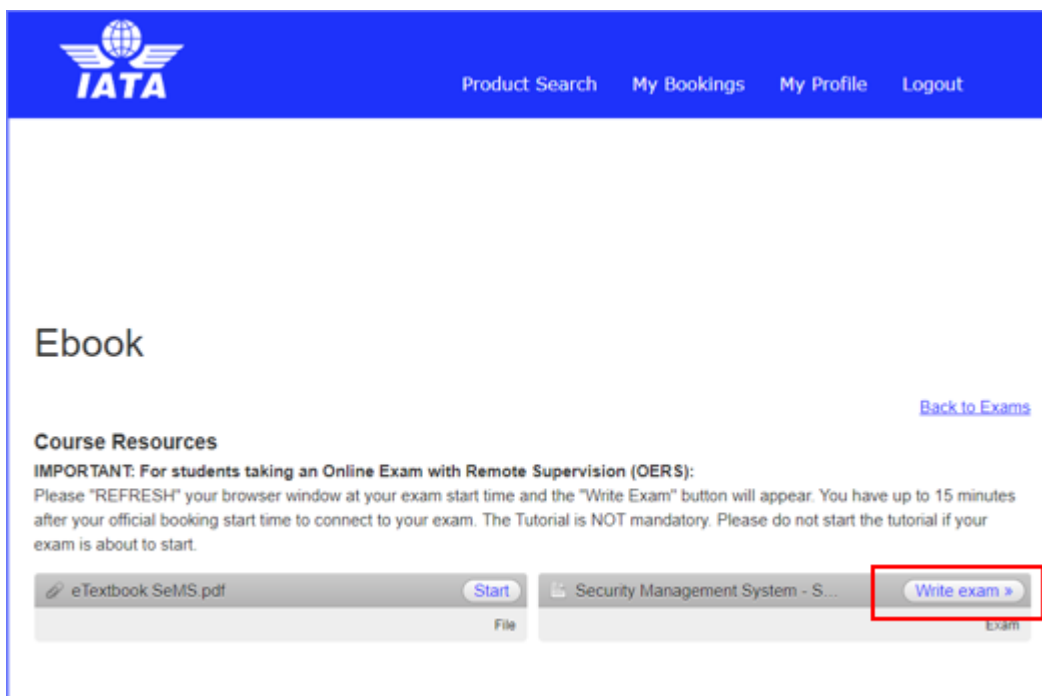
The **Tutorial** is not an exam. Its sole purpose is to familiarize yourself with the online exam environment. To begin your exam, please [first open your course](#), and look for the **"Write Exam"** button on your course's screen.

Book with an Enrolment Key

Submit

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.

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



Ebook

Product Search My Bookings My Profile Logout

[Back to Exams](#)

Course Resources

IMPORTANT: For students taking an Online Exam with Remote Supervision (OERS):
Please "REFRESH" your browser window at your exam start time and the "Write Exam" button will appear. You have up to 15 minutes after your official booking start time to connect to your exam. The Tutorial is NOT mandatory. Please do not start the tutorial if your exam is about to start.

eTextbook SeMS.pdf **Start** Security Management System - S... **Write exam »**
File 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.

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**


GENERAL EXAMINATION RULES AND GUIDELINES

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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

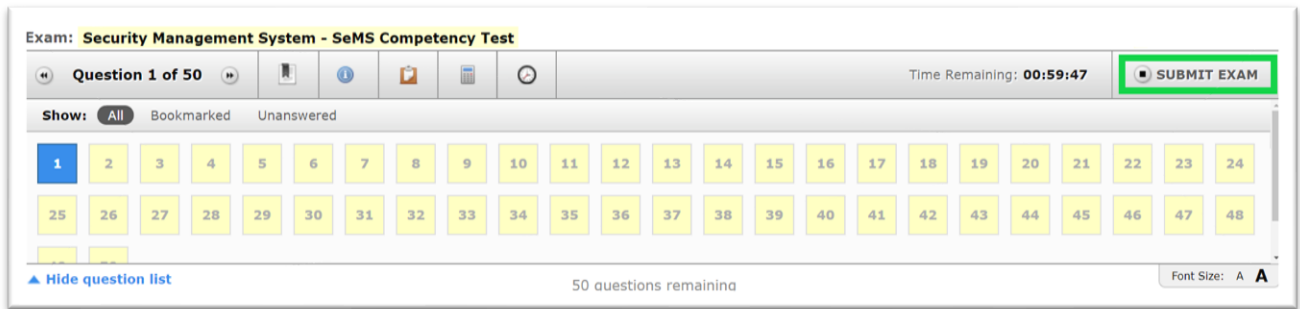
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48

▲ Hide question list

50 questions remaining

Font Size: A A

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



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

Question 1 of 50

Time Remaining: 00:59:47

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

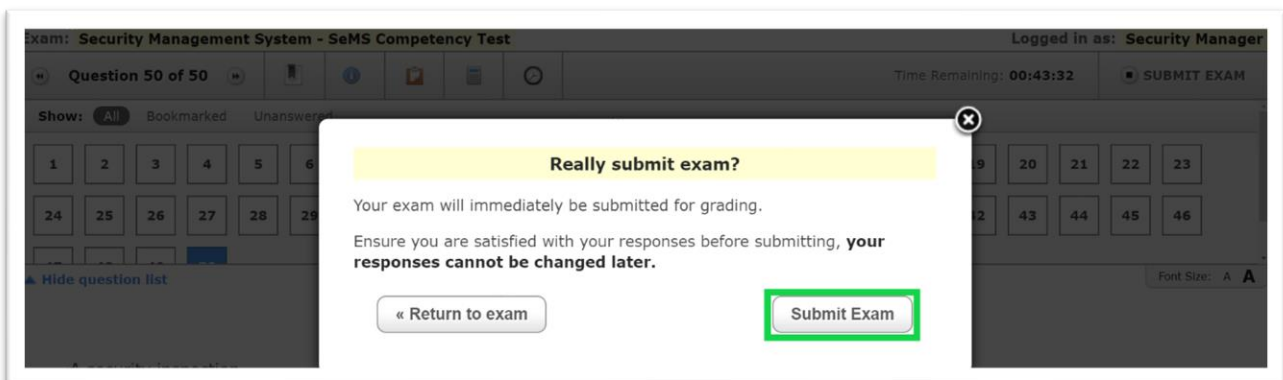
▲ Hide question list

50 questions remaining

Font Size: A A

SUBMIT EXAM

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



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

Logged in as: Security Manager

Question 50 of 50

Time Remaining: 00:43:32

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

▲ Hide question list

Font Size: A A

Really submit exam?

Your exam will immediately be submitted for grading.

Ensure you are satisfied with your responses before submitting, **your responses cannot be changed later.**


« Return to exam

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 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**.

[Product Search](#) [My Bookings](#) [My Profile](#) [Logout](#)

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'Aéroport 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. 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, IATA ATCs, GSSA members, Accredited travel agency/cargo agents. Discounts are also available for members headquartered in [Developing Nations](#). Please [contact us](#) for further 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.



Product SearchMy BookingsMy ProfileLogout

My Awards

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](#).