

Contents

How does the weighted scoring work? If I score badly in the CMA can I still pass the Unit? 3
What is the deadline for completing the CMA; I find the Timetable confusing? 3
The introduction to the course states final exam 1st September and instructs the student to leave that week free. Does this imply it could be any day that week? 4
I have been reading through my LEIA package and have seen that the first assignment is due to be completed when I am away on holiday. Is there anything I can do to move the completion date of the CMA1 so I don't get 0% at the first hurdle? 4
I missed the deadline for completing one CMA. Why do I still have to complete it if I could score zero and still pass at the end? 4
The result I have got for the CMA has really upset me and will bring my average down. If possible, could I retake the CMA? 4
I can't login to ExamBuilder; the website won't let me in. I get a message: 'Invalid Username or Password. Please try again...Error! Bookmark not defined. It's only two weeks until the first Computer Marked Assignment. The timetable says it should be accessible now. Why haven't I received my login and password?Error! Bookmark not defined.
When I try logging on it comes up saying 'Could not find the provided email and password'. 5
I received a notification for the CMA1 before the Completion Date, so I thought it had to be done on that day; answered questions before reading any learning materials. 5
I've not received the e-mail reminder for the CMA so I haven't been able to access the website to complete my answers. 5
Is the CMA an actual online test or are we completing the multiple choice tests at the end of each LP and uploading those? 5
If I can do the CMA at home, can do the End test there as well?..... 5
A friend of mine on the same course told me that he received an e-mail saying that the End Test date has been published. I have not received this e-mail. Is this my End Test date as well? 5
How come on a multiple-select question you choose two out of three options correctly but don't receive any marks (not even 2/3 or 1/2 mark)?..... 5
Under the old system, we were given past exam papers to practice on before the End Test. Can we have these? Could we get some sample papers so we can practice doing the End Test on a computer? 6



LEIA New Distance Learning Course

Important Information

Can you tell me what questions I got wrong in the End Test so I can revise those subjects for my resit? 6

What will be the format of the End Test?..... 6

What’s my cohort’?..... 6

I’m having trouble with the course reference books and I can’t open the link to view them. Am I possibly missing the course reference books? 6

When can I expect the results and certificate (assuming I’ve passed) for the Distance Learning course please? 7

I recently enrolled on two Distance Learning courses. It really does seem that I’ve bitten off more than I can chew, so I would like to request that the second course be put on hold until the next seminar begins. Is this possible? 7

Regarding formula based questions, will we receive a formula sheet or are we required to remember every formula covered in the unit?..... 7

I upgraded my operating system to Windows10, but now, the links in the LP, CRB and CMA’s won’t work. 7

In the Advanced Unit do I need to study the mathematics LP1 - LP8 for the whole course or just for the end test as it doesn't state anything regarding when I should be studying these on the time table?..... 7



LEIA New Distance Learning Course

Important Information

How does the weighted scoring work? If I score badly in the CMA can I still pass the Unit?

To take an example, in a full Unit, the six CMA are worth a maximum of 20% of the final score and the End Test 80%. Pass is an aggregate of both assessments and must be at least 70%.

Consider a Candidate achieving a total of 38 questions correct from 60 in the CMA (Full Unit) and 25 questions correct from 30 in the End Test.

The Candidate has scored 38/60 or 63% of the possible score from the CMA and has scored 25/30 or 83% of the possible score from the End Test.

The CMA is worth 20% of the Final Score = $63\% \times 0.2 = 12.67\%$

The End Test is worth 80% of the Final Score = $83\% \times 0.8 = 66.67\%$

The Final Score is $12.67 + 66.67 = 79.34\%$, Pass

You will also see that each CMA is worth a maximum 3.33 ($20\% \div 6$) of the final score. A candidate scoring, say 70% in the CMA1 will have achieved 70% of 3.33 = 2.33% of the final score.

In theory, it is possible to have a zero score in all the CMA and still pass; if a candidate scores 88 in the End Test they will achieve 70% overall (ie 80% of 88 = 70) they have scraped a pass without needing to resort to the scores in the CMA. It would be unlikely that a candidate will score so low in the CMA and yet be able to achieve such a high score in the End Test; we do expect that most candidates will need to combine their CMA and End Test scores to achieve a pass.

What is the deadline for completing the CMA; I find the Timetable confusing?

From your timetable, you will see that the dates given are for the end of the week. The CMA therefore, is due by midnight at the end of the Friday on the date shown. (Darker shading).

CMA Accessible means just that, you will be allocated to the CMA within the week ending shown (lighter shading), so you could be allocated up to three weeks before the submission date. You can access the test any time after you are allocated.

The grace period indicates the times during which you can still submit your CMA, but your score will be reduced as you have missed the due date. (Grey text). Max 50% if you submit up to 1 week late, max 40% if you submit up to two weeks late.

NOTE IOSH Managing Safely for LEIA (MSH4) uses a different form of scoring as required by IOSH; the CMA must still be completed by the deadline to ensure you are engaging with the course, but will not be used in the final scoring.



Study Timetable - Full Units May 2019

Study Week	Week Ending Friday	Learning Packages to be Studied	Other Activity
1	03/05/2019		
2	10/05/2019		
3	17/05/2019	LP1 - LP7	
4	24/05/2019		
5	31/05/2019		
6	07/06/2019		CMA1 accessible
7	14/06/2019		Complete Assignment CMA1
8	21/06/2019	LP8 - LP14	CMA1 grace period max 50%
9	28/06/2019		CMA1 grace period max 40%
10	05/07/2019		CMA2 accessible
11	12/07/2019		Complete Assignment CMA2
	19/07/2019	LP15 - LP21	CMA2 grace period max 50%
	26/07/2019		CMA2 grace period max 40%
			CMA3 accessible



LEIA New Distance Learning Course

Important Information

The introduction to the course states final exam 1st September and instructs the student to leave that week free. Does this imply it could be any day that week?

LEIA try to impart the importance of ensuring that learners treat the course with the gravity it warrants. To this end, we ask that they do not book leave during the period of the End Tests. The End Test Day itself is now administered over a 2 week period around the start finish months of Jan / May / Sept respectively, but as holiday leave tends to be taken in these weeks, it is recommended that any issues are highlighted in advance so there is not a calendar clash with completing your course.

I have been reading through my LEIA package and have seen that the first assignment is due to be completed when I am away on holiday. Is there anything I can do to move the completion date of the CMA1 so I don't get 0% at the first hurdle?

You should complete a Mitigating Circumstances proforma and return it to LEIA. The LEIA Mitigating Circumstances Policy allows an extension of up to two weeks in appropriate circumstances.

The proforma is in the LEIA Mitigating Circumstances Procedure, along with all the other LEIA Policies, are on the LEIA website:

<https://www.leia.co.uk/education-and-training/leia-distance-learning-course/distance-learning-2/>

I missed the deadline for completing one CMA. Why do I still have to complete it if I could score zero and still pass at the end?

As part of our assessment regulations and Quality submissions, we have to demonstrate that the testing covers all the learning outcomes, hence CMAs covering all of the Learning Packages. If a candidate were to miss all of the CMAs, LEIA would have no indication whether that candidate was ready to take the End Test.

Once the Solutions and Feedback is issued, there is obviously no point in allowing a score to be accepted towards the final result, but LEIA does need to see if the candidate can apply themselves to the task of doing the CMAs; it's as much about the learning experience as about coming up with the right answers at the end!

The result I have got for the CMA has really upset me and will bring my average down. If possible, could I retake the CMA?

If you apply to LEIA (enquiries@leia.co.uk) before the Solutions and Feedback are issued (usually about two weeks after the deadline), we should be able to reset your assignment. Two things to watch out for:

- 1. You will only be scored on your latest attempt; if you score lower marks than the first attempt, the earlier attempt will be disregarded.*
- 2. If you submit late, ie after the 'Midnight at the end of Friday' deadline, your score will still be reduced in line with the LEIA rules.*

After the Solutions and Feedback is issued you will not be allowed to retake the Assignment.

LEIA New Distance Learning Course

Important Information

When I try logging on it comes up saying 'Could not find the provided email and password'.

Have a look at your Timetable. If it is more than two weeks before the first Computer Marked Assignment then your login won't be operational until just before then. Even if you could log in, you will not be able to complete the CMA until it is made accessible.

I received a notification for the CMA1 before the Completion Date, so I thought it had to be done on that day; answered questions before reading any learning materials.

We communicate that the initial profile setup on exambuilder also includes allocation of the first assignment, in the event that this CMA1 is completed way before the CMA1 deadline, this can be reset to allow for learning to take place and a true attempt taken for the assignment.

I've not received the e-mail reminder for the CMA so I haven't been able to access the website to complete my answers.

You don't need the reminder to access the ExamBuilder website. Your login ID and password are all you need. Once you are logged in, you'll find the CMA in your list of tests to be taken. You can log in at <https://testing.exambuilder.com>

Several candidates have reported that the reminder e-mails are going to their spam folder, so it may be worth checking that.

Is the CMA an actual online test or are we completing the multiple choice tests at the end of each LP and uploading those?

The questions you have in the learning materials are the ones you will answer online. There is no uploading at all in the LEIA New Distance Learning Course.

If I can do the CMA at home, can do the End test there as well?

The CMA are effectively coursework; although you sit what appears to be a multiple choice test online, you have the questions beforehand and you can then research the answers so that the online CMA is just a formality, to submit your answers and have them assessed.

We have changed our process during Covid – a trial was held for allowing test takers to undertake the end test remotely in similar fashion to the CMA assignments, this has proven effective by allowing a 2 week window for activating the exam at the candidates convenience. The test remains time bound and must be completed within 120minutes.

A friend of mine on the same course told me that he received an e-mail saying that the End Test date has been published. I have not received this e-mail. Is this my End Test date as well?

You need to check your spam folder; all e-mails are sent using distribution lists so if you have been receiving e-mail notifications before, it has probably been sent to spam. If you still can't find a notification and you are sure that your spam settings are OK, contact LEIA on enquiries@leia.co.uk or 020 7935 3013.

How come on a multiple-select question you choose two out of three options correctly but don't receive any marks (not even $\frac{2}{3}$ or $\frac{1}{2}$ mark)?

The scoring of the End Test is as it is because of the nature of the testing system using online testing. The multiple-select questions you are concerned about give the opportunity to really test a candidate's knowledge and ability to apply themselves.

LEIA New Distance Learning Course

Important Information

Note that we have a system in place for considering part correct answers in the End Test should you not quite achieve a pass. This will be applied after the raw results are received from the End Test and CMA combined and allows candidates within a few percent of the 70% overall pass to gain extra percentage points and possibly achieve a pass.

Under the old system, we were given past exam papers to practice on before the End Test. Can we have these? Could we get some sample papers so we can practice doing the End Test on a computer?

Under the paper-based End Test system at the University of Northampton, past exam papers were not distributed. There used to be Phase Tests that were similar to the End Test papers that were completed in exam-type conditions.

There are Sample Questions (about 14 per Unit) on ExamBuilder and these will be made available in the final semester, (about 15 weeks before the End Test date) so that you can get a feel for the format of the questions, but it won't cover all of the material in the End Test; you still need to study!

Can you tell me what questions I got wrong in the End Test so I can revise those subjects for my resit?

I'm sorry, but as a matter of policy LEIA will not provide feedback on the End Test. We have a limited number of questions and to do so would mean we would not be able to use those questions again.

The End Test is a test of how much you know or can research, not a means of providing information or opportunity for revision; that is for the Learning Packages, Course Reference Book and CMA.

This is the same for any academic institution.

What will be the format of the End Test?

It will be multiple choice, multiple select (2 or 3 from 5), and true/false type questions, similar to the CMA, but 30 questions and no reference material.

What's my cohort'?

In order to record what each Candidate is studying and when they need to be tested LEIA have placed everyone in a cohort. The full name of each cohort will include the starting semester (2405 for May 2024, 2409 for September etc.) and the Unit e.g. 2405GT1F3 for those studying Introduction to Lift Technology starting in May 2024.

I'm having trouble with the course reference books and I can't open the link to view them. Am I possibly missing the course reference books?

Some tablet versions of Acrobat Reader will not open the links we have created. The files are all within the download link, but you can't access them through the links in the ReadMe file, the LP, the SAQ or the CRB itself. This makes things slower as you have to search the folders for the files you want. You may be able to download a non-Adobe generic pdf reader that does work. If you have to search for your files, you would be advised to copy them to your hard drive as the online link to the materials will expire for security of our servers.

LEIA New Distance Learning Course

Important Information

The links within the PDF files do not work in web browser based PDF readers. Please use a dedicated non-browser application.

When can I expect the results and certificate (assuming I've passed) for the Distance Learning course please?

Under the [LEIA Registration and Certification policy](#), LEIA are committed to issuing provisional results within 20 working days following the final day of the of the End Test 2 week window. This allows us time to have the End Tests and the MSH4 projects reviewed by an independent examiner and to call a Moderation Board to accept those reviews. Final results and certificate will be issued after ratification by the trustees of the LEIA Educational Trust at their next meeting which is usually five weeks after the End Test.

I recently enrolled on two Distance Learning courses. It really does seem that I've bitten off more than I can chew, so I would like to request that the second course be put on hold until the next seminar begins. Is this possible?

Under the [LEIA Registration and Certification Policy](#) you are permitted to defer a unit for up to two Semesters, provided you claim before the first CMA submission date and you have not completed the CMA online. The other option you may wish to consider is Deregistration, if you have another at your company who wishes to undertake the Unit. We need to know about this before the first CMA submission date as well.

If you want to defer, you need to inform your Company Contact, and return the materials, before the first submission date, stating to which semester you wish to defer.

Regarding formula based questions, will we receive a formula sheet or are we required to remember every formula covered in the unit?

In the End Test, formulae will be given, except for those which are so fundamental to the technology, you would be expected to know them e.g. the traction equation.

I upgraded my operating system to Windows10, but now, the links in the LP, CRB and CMA's won't work.

An automatic upgrade from Microsoft will download their new web browser, Microsoft Edge which then becomes the default pdf reader, rather than Acrobat Reader. Unfortunately, Microsoft Edge won't allow you to follow any of the links between documents which we inserted so carefully into all the learning materials.

In order to overcome this, when you open a file, you must right-click and use the 'Open With' option and select Acrobat Reader. After that, the links will work and files opened from the links come up in Reader.

In the Advanced Unit do I need to study the mathematics LP1 - LP8 for the whole course or just for the end test as it doesn't state anything regarding when I should be studying these on the time table?

The Maths modules are explained in the Study Guide;

'There is also a short set of Learning Packages which will give you a 'foundation' in the maths you may need for the unit.'

The significant word is 'may'. You may not need this for the Advanced Unit, but if it is a long time since school study you may need a refresher. There is no test of these modules.