

NETconsent Examiner

Test, monitor, and report employees' understanding of policies

NETconsent Examiner enables organisations to measure comprehension of corporate policies, identifying those documents which may need reviewing or where further employee training is required.

With new legislation constantly being introduced for regulated industries, the need for organisations to ensure that staff understand revised operational practices and responsibilities is demanding ever increasing attention.

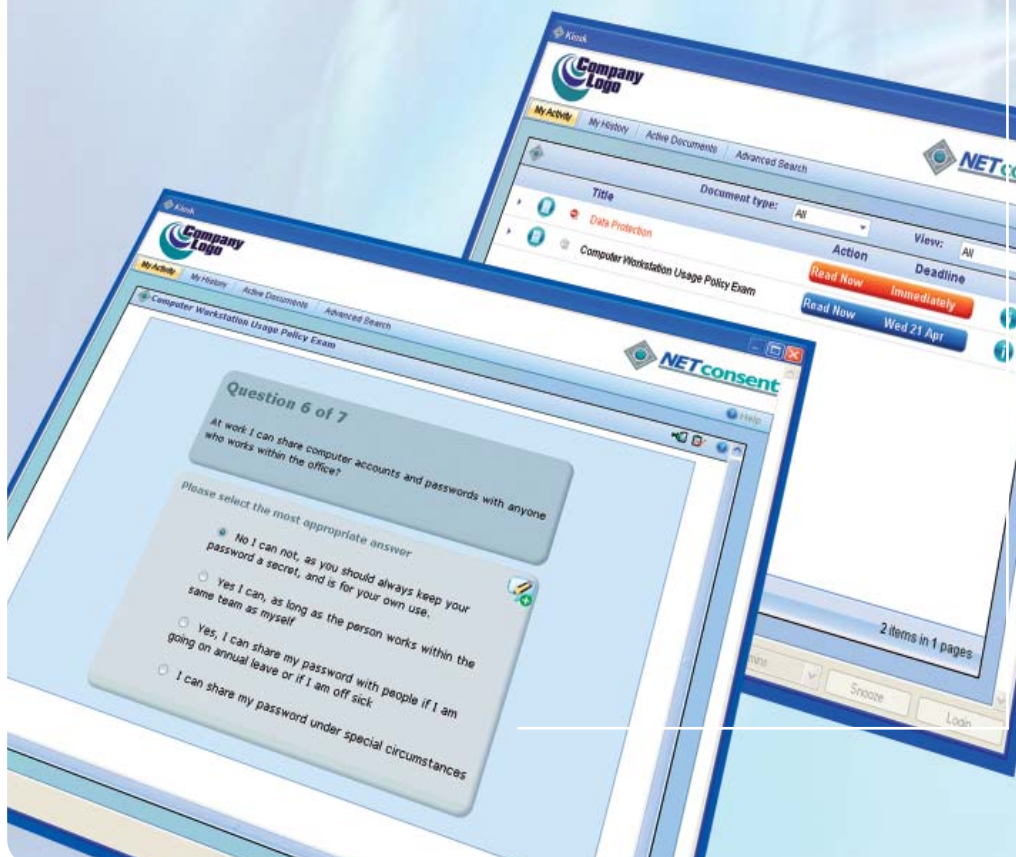
NETconsent Examiner is included as a standard module within the NETconsent policy management suite and incorporates a full set of supporting management summary and detailed evidential reports.

Benefits

- ◆ Increase operational efficiency
- ◆ Reduce risk of policies being breached
- ◆ Provide management with a clear analysis of how well policies are understood
- ◆ Enable organisations to improve policy wording
- ◆ Identify training needs against knowledge and competency framework measures

Features

- ◆ Easy question creation
- ◆ Multiple question formats
- ◆ Test all or a subset of users
- ◆ Questionnaire approval process
- ◆ Immediate or time delayed tests
- ◆ Random question presentation
- ◆ Competency framework integration
- ◆ Summary and detailed reporting
- ◆ Copy and amend previous questionnaires
- ◆ Test completion certificate
- ◆ Multi-lingual support
- ◆ Integrate with eLearning modules



NETconsent Examiner Overview

Create

Authorised users can simply build a questionnaire containing a series of questions relating to a specific policy. The question 'pool' is created with associated right and wrong answers. A selected number of these are used when a test is taken and the pass mark is defined.

The author may choose which groups of staff should take the test and a time-scale for the questionnaire to be presented after acceptance of a policy. Amendments can be introduced when a policy is revised by copying the questionnaire from a previous version, thus saving time if only a few changes are required.

Distribute

Questionnaires are presented to users who have agreed to the related policy. The target audience may either be all users or a random subset, based on a pre-determined percentage or specified number of users.

Pilot

Prior to activating a questionnaire, the author can initiate 'pilot' mode. Pilot mode uses a pre-defined authorisation group to review and approve the suitability and fairness of questions before general release. This feedback loop ensures questionnaires are relevant, effective and make sense.

Every time a policy is revised, the author has the opportunity to revise, or restart a questionnaire.

Competencies

Although questions are linked directly to policies, questions can also be aligned to a competency framework. This enables management to generate reports across specified or all tests to provide skills gap analysis, thereby identifying potential training needs.

Test

Questions can be randomly selected from the question 'pool', in line with the pre-selected criteria, so that candidates do not all sit the same test. To generate further variety, wrong answers may also be randomly selected from a pool where the multiple choice answer option is used.

Answer formats include:

- ◆ Yes/No
- ◆ True/False
- ◆ Multiple choice
- ◆ Optionally, a link may be added to the questionnaire to display the currently active related policy wording for review during the test.

To further facilitate effective policies and understanding, feedback may be added against each question or the overall questionnaire, where permitted by the author.

Report

Comprehensive reports deliver a clear insight into employee knowledge and skills, satisfying compliance reporting and auditing requirements and provide management with invaluable information on the strengths and weaknesses of the workforce.

The screenshot displays the 'Examiner' web application interface. The top navigation bar includes 'Home', 'Settings', 'Informer', 'Policy Manager', 'Examiner', 'Assessor', 'User Manager', 'Reporter', and 'Reporter Pro'. The main content area is titled 'Question Pool' and shows 'Question: 103 - Properties' and 'Question: 103 - Pilot Status'. The 'Policy Version: 0001.10.c' is selected. The 'Question/Response Details' section is active, showing 'Answer Type' set to 'Multiple Choice'. The 'Competency' is 'Inform', 'Status' is 'Review', and 'Languages' is 'DEFA'. The 'Question' text is 'At wo passw office'. The 'Allow Feedback?' checkbox is checked. The 'Creation Details' section is visible at the bottom. A modal window titled 'Question/Response Details' is open, showing the 'Correct Answer' as 'No I can not, as you should always keep your password a secret, and is for your own use.' and three 'Incorrect Answer' options: 'Yes I can, as long as the person works within the same team as myself', 'Yes, I can share my password with people if I am going on annual leave or if I am off sick', and 'I can share my password under special circumstances'. The modal window has 'Previous', 'Add Another/Incorrect Answer', 'Save', 'Cancel', and 'Previous' buttons at the bottom.



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