



EWRB Candidate Site Guide 368002

Please note: Hyperlinks in this document have been disabled.

Date published: 31 July 2020

INTERNAL

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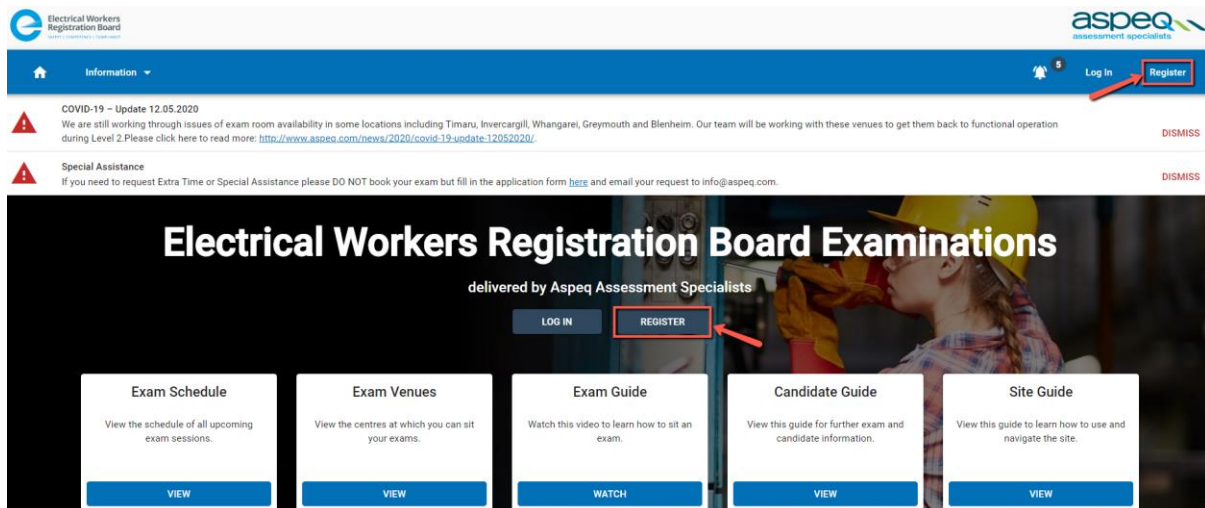
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INTERNAL

EWRB Candidate Site Guide

1 Setting up a New Account:

To make exam bookings with Aspeq, you will first need to establish an account and have it validated. You are able to set up a new account by clicking "Register" at the top right-hand or the middle of the home page.



Here you will be asked to provide your personal information. Continue clicking  to move on to the next page. Once you have finished entering your details, click  to complete the process.

Registration Complete

Your registration is almost done! We will validate your registration details and then email you when your account has been activated (please check your junk email folder). You will be unable to login until your account has been activated.

Note: It is highly recommended that you provide an accurate email address as Aspeq will send you a notification to the stated email address for the validation of your account once the registration is submitted.

Registration submitted
Your registration is almost done!



Hi Jonathan,

Thank you for registering to create an online account with us at Aspeq Ltd NZ. We will validate your registration details and then e-mail you when your account has been activated. This may take up to one working day. You will be unable to login until your account has been activated.

Customer Number 123456
Name Mr Jonathan Archer
Username jonathan@aspeq.com

If you have any questions in relation to this message or any of the services we offer, please feel free to get in touch with us using the contact details below. Note that contact by phone is only available within office hours.

Aspeq New Zealand | info@aspeq.com | (04) 913 9812 | (04) 913 9814

This email was sent to jonathan@aspeq.com, the recorded contact address of the user "jonathan@aspeq.com". If you no longer wish to receive these notifications, please remove the relevant contact channels from your profile via the [online website](#).

INTERNAL

Once your account has been validated you will be able to login to make exam bookings.

Account Approved

Your account has been approved, you can now login.



Hi Jonathan,

Thank you for registering to create an online account with us at Aspeq Ltd NZ. Your account has been approved by our staff and you can now login to the [Aspeq online booking site](#).

EW Number 123456
Name Mr Jonathan Archer
Username jonathan@aspeq.com

[My profile](#)

If you have any questions relating to this message or any of the services we offer, please feel free to get in touch with us using the contact details below. Note that contact by phone is only available within office hours.

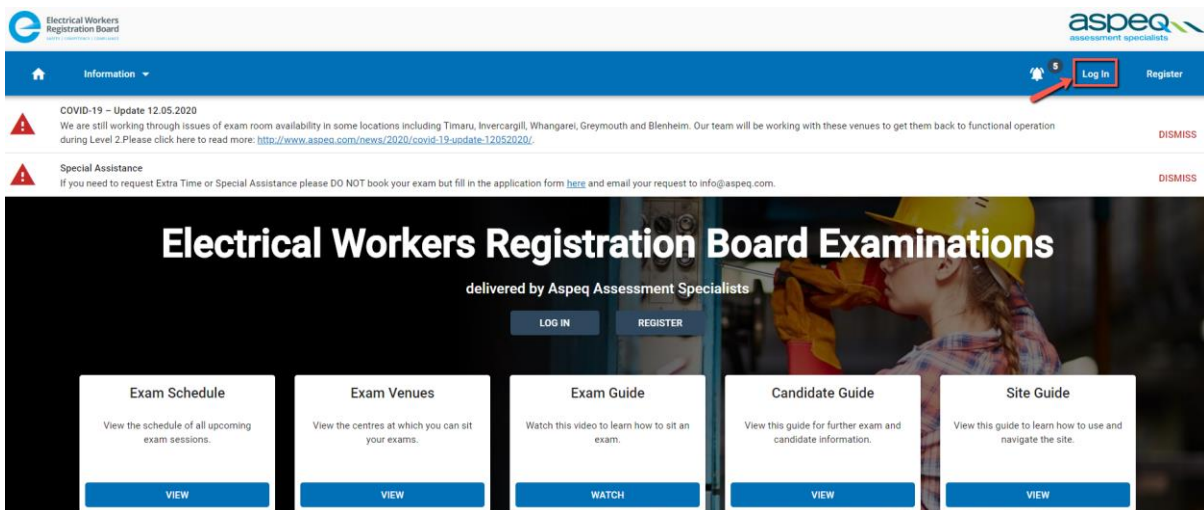
Aspeq New Zealand

info@aspeq.com | (04) 913 9812 | (04) 913 9814

This email was sent to jonathan@aspeq.co.nz, the recorded contact address of the user "jonathan@aspeq.co.nz". If you no longer wish to receive these notifications, please remove the relevant contact channels from your profile via the [Aspeq online booking site](#).



2 Accessing Your Account:

You will be able to access your account by clicking "Log In" on the home page.



This will lead you to the login page where you will be asked to provide your username and password.

INTERNAL

Log in to EWRB Examinations

Show password

Remember my login details

[Forgot your password?](#)

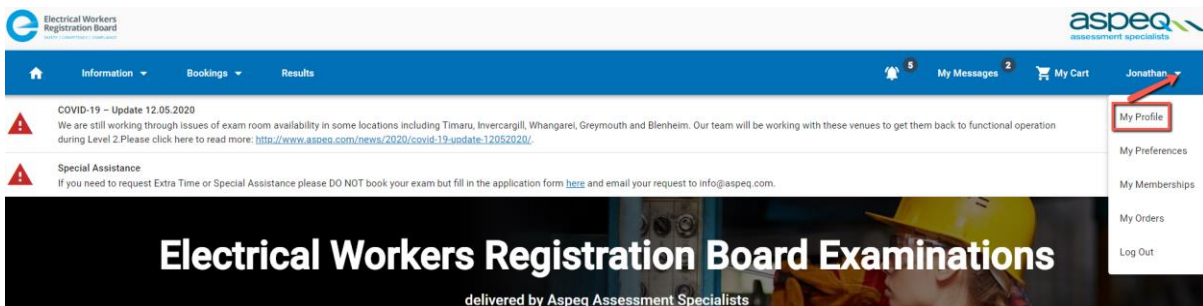
[Back to EWRB Examinations](#)

You can then click "Log In" at the bottom of the page. Once logged in, you will be able to access a variety of pages using the menus at the top of the page.

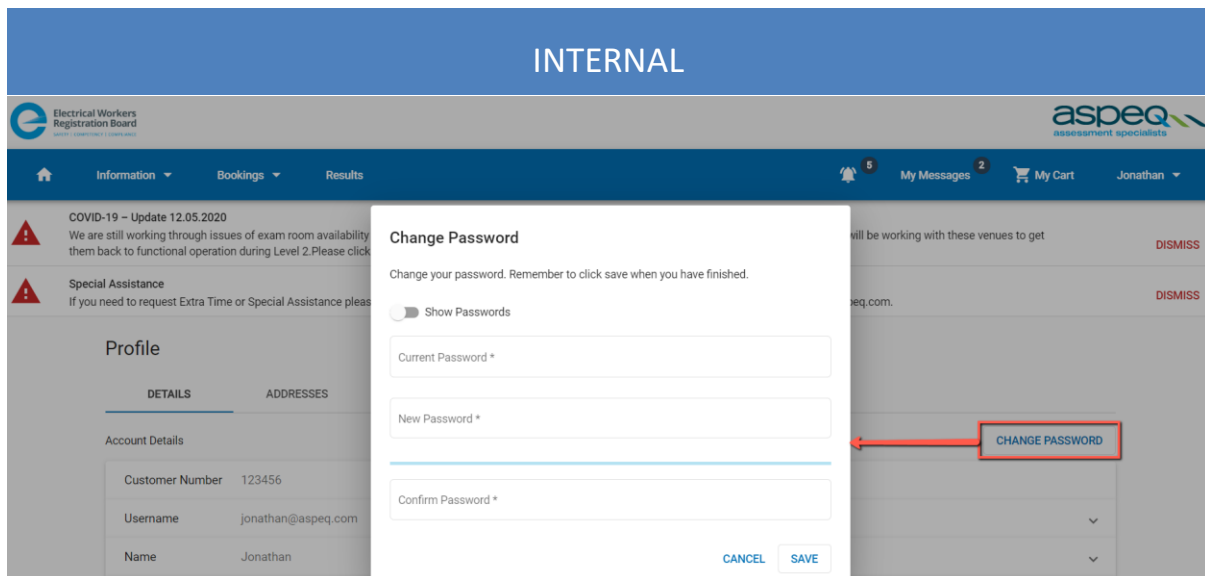


3 Changing or Resetting Password:

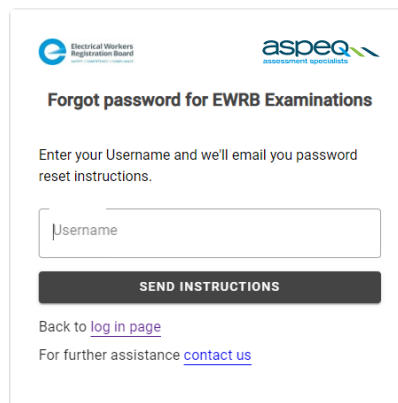
You are able to change your password by clicking your name at the top of the page when logged in, and then clicking "My Profile".



In the Profile page, click on "Change Password". You will be asked to enter your new password. Once you have confirmed your new password, click "Save".

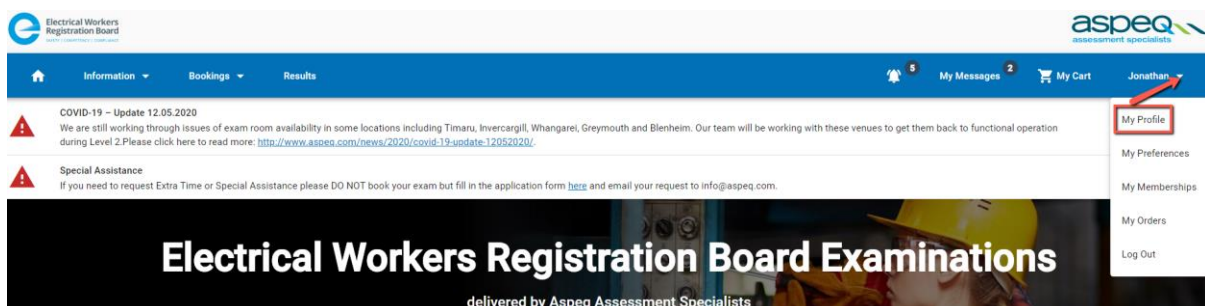


If you have forgotten your password, you can have it reset by clicking "Forgot your password" on the login page. You will then need to enter your username and click "Send Instructions". If you cannot recall your username, you can call Aspeq to have your password reset.



4 Changing Account Details:

You are able to change your account details by clicking your name at the top of the page when logged in, and then clicking "My Profile".



From this page you can edit your personal details, address and contact information by clicking on the applicable tabs as shown below.

INTERNAL

Profile

DETAILS
ADDRESSES
CONTACTS

Account Details

Use the 'expand arrow' to open or close a section that you wish to view or edit.

Profile

DETAILS
ADDRESSES
CONTACTS

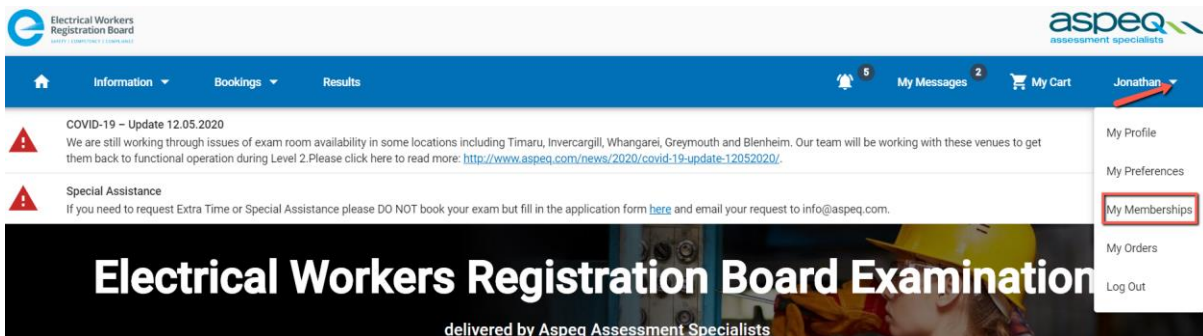
CHANGE PASSWORD

Customer Number	123456	<div style="border: 2px solid red; padding: 2px;"> v v v </div>
Username	jonathan@aspeq.com	
Name	Jonathan	
Date of Birth	31 March 1990	
Account Balance	\$0.00	

You are requested to keep these details current as this will assist Aspeq in contacting you should the need arise. It is highly recommended that you provide an accurate email address as this will be our primary means of contact.

5 Managing Memberships:

You can manage your memberships between you and your training provider by clicking your name at the top of the page when logged in, and then clicking "My Memberships".



The screenshot shows the Aspeq user interface. At the top right, the user's name 'Jonathan' is displayed with a dropdown arrow. The dropdown menu is open, showing options: 'My Profile', 'My Preferences', 'My Memberships' (highlighted with a red box), 'My Orders', and 'Log Out'. The main content area includes a navigation bar with 'Information', 'Bookings', and 'Results' tabs, and a banner for 'Electrical Workers Registration Board Examination'.

5.1 New Membership:

New memberships must be requested during account registration. Your training organisation will then need to approve the new membership. All new membership will need to be approved by the training Workers provider before it will come into effect.

INTERNAL

Memberships

Memberships represent your relationship between you and your training organisation. Becoming a member of an organisation brings added benefits such as being able to book into the organisations private examination sessions.

[REQUEST MEMBERSHIP](#)

Start ↓	End	Name	State	Actions
21/07/2020	-	Wellington Uni Tech	Requested (requires organisation's approval)	⋮

Note: You can only have one membership with a training provider at any one time.

The 'State' will change to approved when validated by the training provider.

Memberships

Memberships represent your relationship between you and your training organisation. Becoming a member of an organisation brings added benefits such as being able to book into the organisations private examination sessions.

[REQUEST MEMBERSHIP](#)

Start ↓	End	Name	State	Actions
21/07/2020	-	Wellington Uni Tech	Approved	⋮

5.2 Cancel Existing Membership:

You can cancel your membership with the current training provider by clicking on the three dots on the applicable row. Then click on "Cancel Membership".

Memberships

Memberships represent your relationship between you and your training organisation. Becoming a member of an organisation brings added benefits such as being able to book into the organisations private examination sessions.

[REQUEST MEMBERSHIP](#)

Start ↓	End	Name	State	Actions
21/07/2020	-	Wellington Uni Tech	Approved	⋮

View Details

Cancel Membership

[Terms & Conditions](#) [Privacy Policy](#) [Contact Us](#)
 All prices are shown in NZD and include GST unless otherwise stated. Copyright © 2018 - 2020 Aspeq Limited. All rights reserved.

5.3 Apply for New Membership:

Once you have cancelled your membership with a training provider, you can then apply to be a member of another training organisation.

Click on "Request Membership".

INTERNAL

Memberships

Memberships represent your relationship between you and your training organisation. Becoming a member of an organisation brings added benefits such as being able to book into the organisations private examination sessions.

REQUEST MEMBERSHIP

Start ↓	End	Name	State	Actions
21/07/2020	21/07/2020	Wellington Uni Tech	Cancelled	⋮

Select the applicable training organisation from the dropdown list and click “Request Membership”.

Request New Membership

Find and select the organisation you wish to request a membership from. By selecting your training organisation you acknowledge that you give the training organisation selected permission to view your contact details, to view your examination results (both current and historic), and to book examinations on your behalf.

Organisation

Wellington Uni Tech

Request Note

0 / 300

[← BACK](#)

REQUEST MEMBERSHIP

6 Notifications/Alerts:

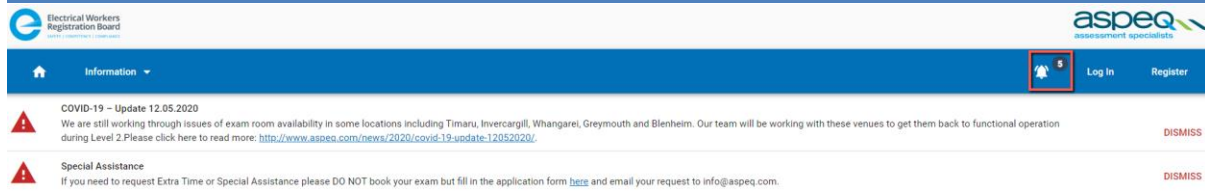
From time to time, Aspeq will broadcast a message or alert that may be relevant to you. You do not have to be logged in to view the notifications or alerts.

Any critical or important notifications or alerts will show on screen and you can dismiss the notifications or alerts once you have read it.

The screenshot shows the Electrical Workers Registration Board website. At the top, there are logos for the Electrical Workers Registration Board and aspeq assessment specialists. A navigation bar includes 'Information', 'Log In', and 'Register'. Below the navigation bar, there are two notification boxes with red warning icons. The first notification is about COVID-19 updates regarding exam room availability, with a 'DISMISS' button. The second notification is about special assistance, also with a 'DISMISS' button. Below the notifications is a large banner for 'Electrical Workers Registration Board Examinations' delivered by Aspeq Assessment Specialists. The banner includes 'LOG IN' and 'REGISTER' buttons. Underneath the banner are five cards: 'Exam Schedule', 'Exam Venues', 'Exam Guide', 'Candidate Guide', and 'Site Guide', each with a 'VIEW' or 'WATCH' button.

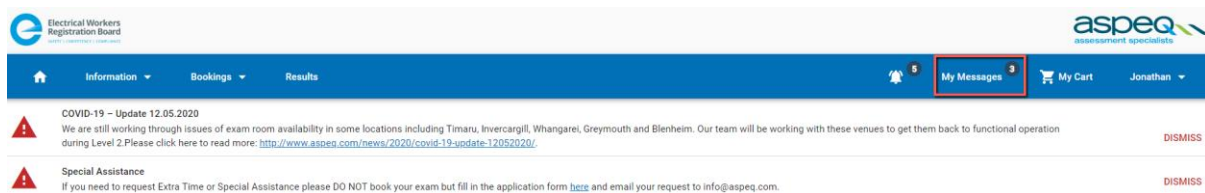
Other notifications or alerts can be viewed by clicking the bell icon at the top of the screen.

INTERNAL

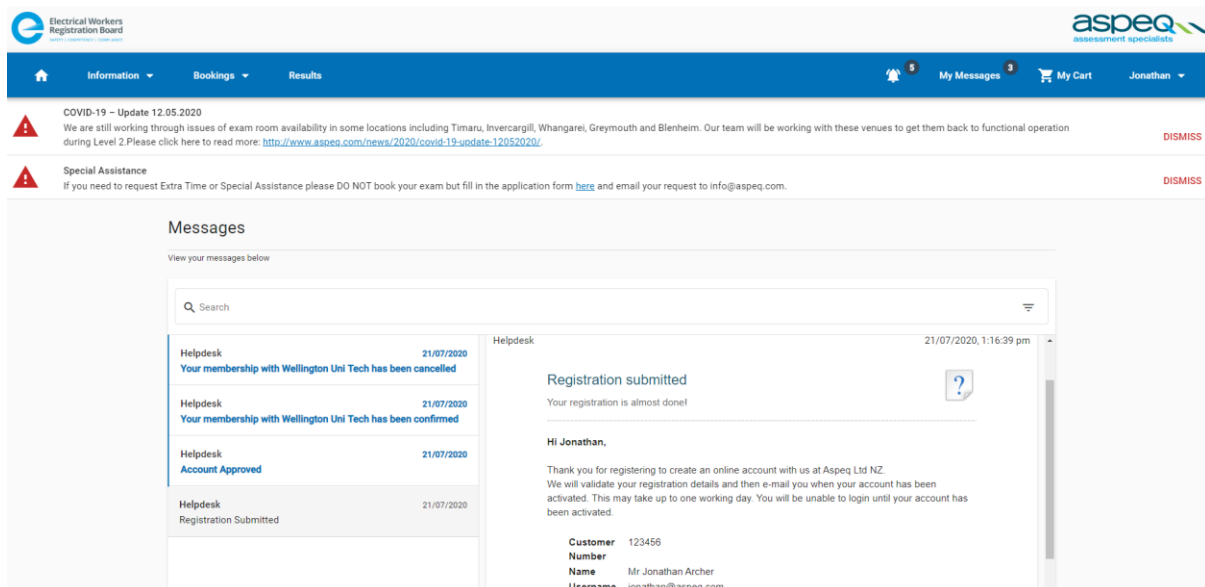


7 Checking Messages:

Messages are automatically sent to notify you of any significant activity regarding your account and bookings. Periodically messages will also be sent by Aspeq Customer Services staff to inform you of any necessary changes to bookings or scheduling. You are able to check your messages by logging in and clicking "My Messages" at the top of the page when logged in.



The page below will then appear. Note that the number in brackets indicates the number of unread messages.



Unread messages will appear in **bold**. Messages can be read by clicking on the applicable message.

8 Booking and Exam:

You are able to make an examination booking by clicking "Bookings" at the top of the page when logged in.

INTERNAL

Information
Bookings
Results
5
My Messages 3
My Cart
Jonathan

- ⚠ COVID-19 – Update 12.05.2020
 We are still working through issues of exam room availability in some locations including Timaru, Invercargill, Whangarei, Greymouth and Blenheim. Our team will be working with these venues to get them back to functional operation during Level 2. Please click here to read more: <http://www.aspeq.com/news/2020/covid-19-update-12052020/> DISMISS
- ⚠ Special Assistance
 If you need to request Extra Time or Special Assistance please DO NOT book your exam but fill in the application form [here](#) and email your request to info@aspeq.com. DISMISS

Click "Book Exam" from the dropdown box.

Information
Bookings
Results
5
My Messages 3
My Cart
Jonathan

View Bookings
Book Exam

Click on each box to expand and view the dropdown selection and select the applicable examination.

Information
Bookings
Results
5
My Messages 3
My Cart
Jonathan

COVID-19 – Update 12.05.2020
DISMISS

Special Assistance
DISMISS

Book Exam

1 Select Exam
2 Select Venue
3 Select Session
4 Confirm Booking

Select the examination you wish to sit (you must select an examination).

Specialisation

EWRB

EWRB

Exam *

NEXT

Click "Next" to continue.

Book Exam

1 Select Exam
2 Select Venue
3 Select Session
4 Confirm Booking

Select the examination you wish to sit (you must select an examination).

Specialisation
 EWRB

Licence
 EWRB

Exam *
 Electrician Theory

Exam Code	ET
Exam Name	Electrician Theory
Duration	180 minute(s)
Price Estimate (excl GST)	\$135.00

NEXT

INTERNAL

Select the venue for your examination sitting by clicking on each box to expand and view the dropdown selection. Click "Next" to continue.

Book Exam

1 Select Exam 2 Select Venue 3 Select Session 4 Confirm Booking

Select the venue for sitting your examination. Available venues within 100 kilometers of this venue can be selected in the next step.

Country *
New Zealand

Region *
Wellington

Venue
Lower Hutt

Location
Level 2
61 - 65 Dudley Street
5011 Lower Hutt
Wellington
New Zealand

Open Hours
8:00 am - 7:00 pm (UTC+12:00) Auckland, Wellington
Monday, Tuesday, Wednesday, Thursday, Friday

Additional Details
Please Note: The exam venue is now located at Level 2, 61-65 Dudley Street, Lower Hutt. Carparking is available at the Riverbank Carpark. Please allow extra time for parking. Please report to the examination centre 30 minutes before the exam start time.

BACK **NEXT**

A calendar will then appear showing the available sessions for the selected exam and venue.

Book Exam

1 Select Exam 2 Select Venue 3 Select Session 4 Confirm Booking

From Date
23/07/2020

Show fully booked sessions Show nearby venues

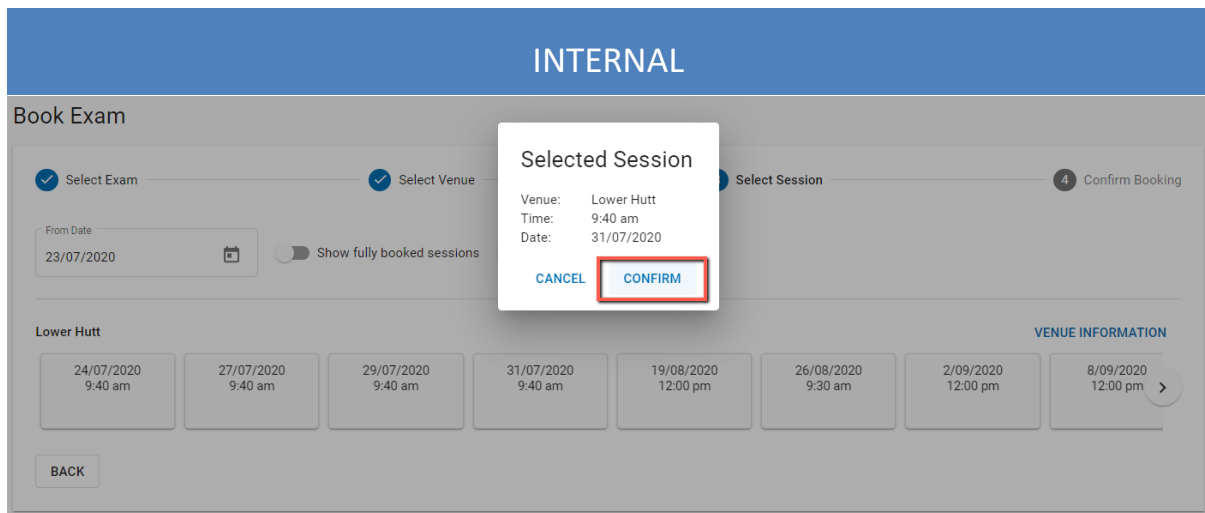
Lower Hutt

24/07/2020 9:40 am	27/07/2020 9:40 am	29/07/2020 9:40 am	31/07/2020 9:40 am	19/08/2020 12:00 pm	26/08/2020 9:30 am	2/09/2020 12:00 pm	8/09/2020 12:00 pm >
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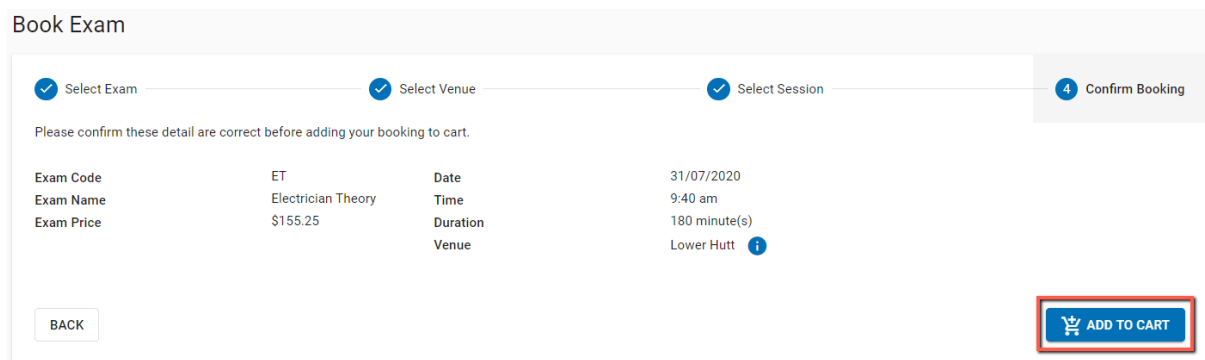
VENUE INFORMATION

BACK

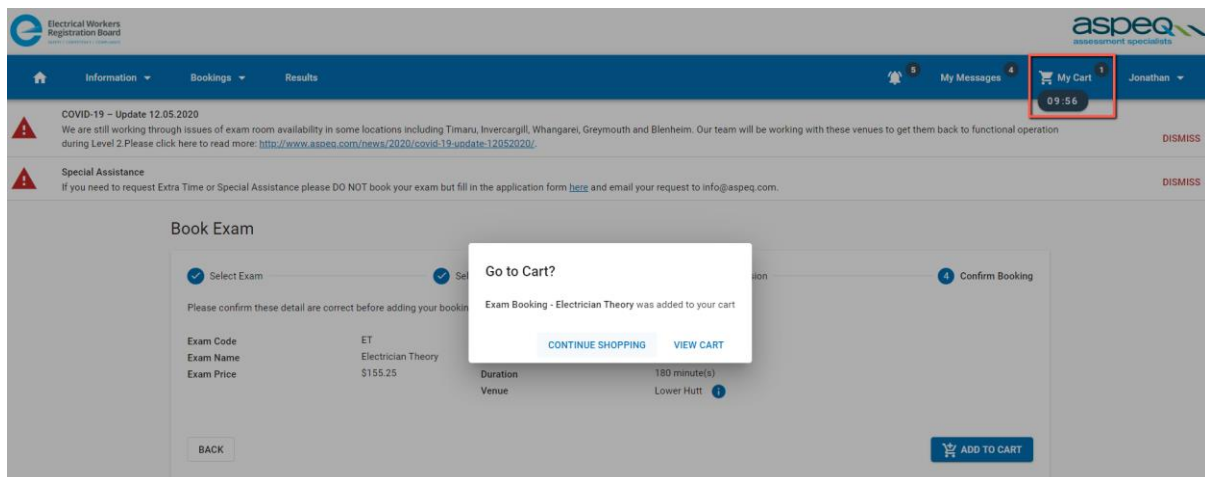
You can book a session by clicking one of the times shown and then clicking "Confirm", which will appear once a session has been selected.



To proceed with payment, click "Add to Cart".




You will then have 10 minutes to complete your order, during which time other products and services can be added to the shopping cart. To add other products and services, click on "Continue Shopping". At any time, you can view the contents of your shopping cart and finalise the order by clicking on "View Cart".



To manually clear the shopping cart, click "View Cart" and then click "Remove" on the item you wish to remove.

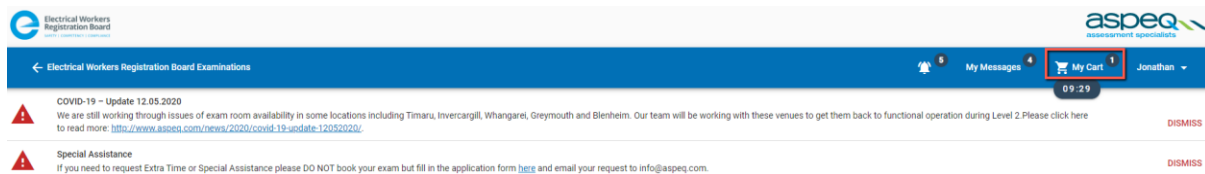
INTERNAL

Cart Summary

 ET - Electrician Theory Lower Hutt on 31 July 2020, 09:40 AM - 12:40 PM	<input style="border: 2px solid red;" type="button" value="REMOVE"/>	Quantity <input style="width: 40px;" type="text" value="1"/>	\$155.25
---	--	---	-----------------


Total: **\$155.25**
(includes GST of \$20.25)

You can also click on "My Cart" at the top of the page to finalise or edit your purchases.



You can extend the time limit if you wish to do so. This will restart the timer for another 10 minutes.

Cart Summary

 ET - Electrician Theory Lower Hutt on 31 July 2020, 09:40 AM - 12:40 PM	<input type="button" value="REMOVE"/>	Quantity <input style="width: 40px;" type="text" value="1"/>	\$155.25
--	---------------------------------------	---	-----------------

Your cart will expire in: 113

Selecting any action will extend your cart session

Total: **\$155.25**
(includes GST of \$20.25)

Abandoned orders (such as where you exit before completing your purchase) will be cleared after the time limit. If your time limit is exceeded, the system will clear the cart and allow you to start again.

Cart Summary

Cart Expired

Your cart has been cleared

9 Printing Booking Confirmation:

You will be prompted to print the booking confirmation upon completion of payment during the booking process.

INTERNAL

Your Order was Completed Successfully

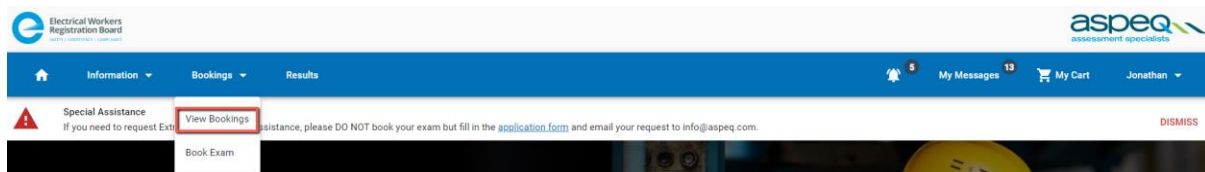
A confirmation email has been sent to your mailbox (if you have an email address configured). A copy of this message is also available to view in your user messages.

Identity document will be checked at the time of your exam and must be valid.

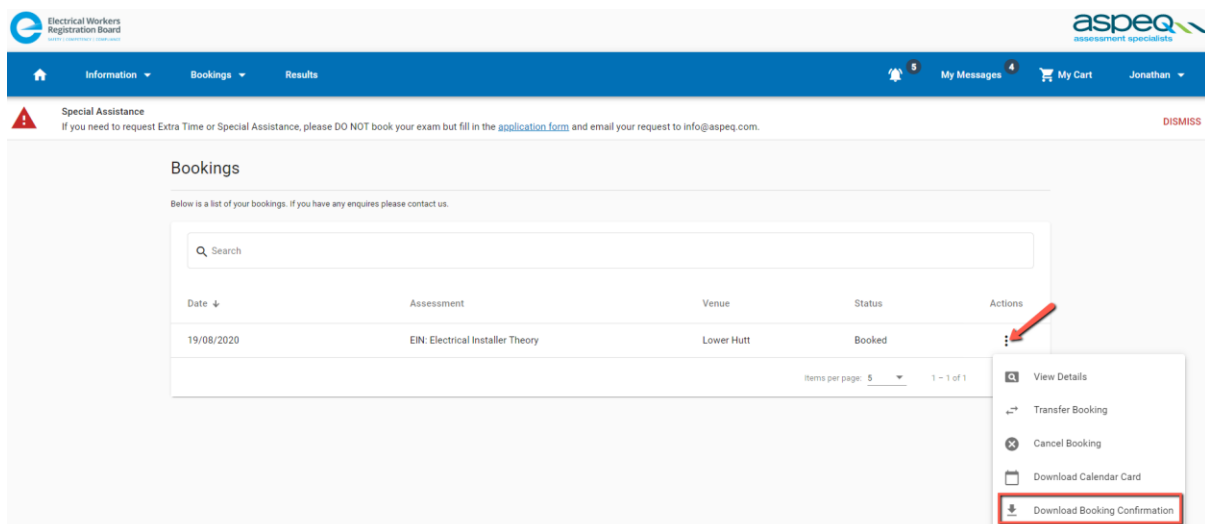
[↓ DOWNLOAD ORDER SUMMARY](#)
 [↓ DOWNLOAD BOOKING CONFIRMATIONS](#)
 [↓ DOWNLOAD INVOICE\(S\)](#)

[▶ VIEW ORDER](#)

You can also download and print the booking confirmation at a later date. To do this, click on "Bookings" and then "View Bookings". You need to be logged into Aspeq online booking site to do this.



Click on the three dots next to the applicable booking and click on "Download Booking Confirmation".



If viewed via your email you provided during registration, you can print the booking confirmation which is attached to your booking confirmation message.

INTERNAL

Booking Notification
You're now ready to sit your examination



Hi Jonathan,

Your booking information for **EIN: Electrical Installer Theory** is shown below.

You will need to arrive 30 minutes before the examination starts, to register your attendance and settle in. Punctuality is important as lateness will cause you to miss important instructions and will inconvenience other people sitting examinations. Lateness will result in you being excluded from the session.

You should take some time to read and be familiar with both the standard examination sitting Terms and Conditions, and any specific instructions on your Booking Confirmation.

Booking #1445202

Exam EIN: Electrical Installer Theory

Venue Lower Hutt
Level 2
61 - 65 Dudley Street
Lower Hutt, 5011
New Zealand

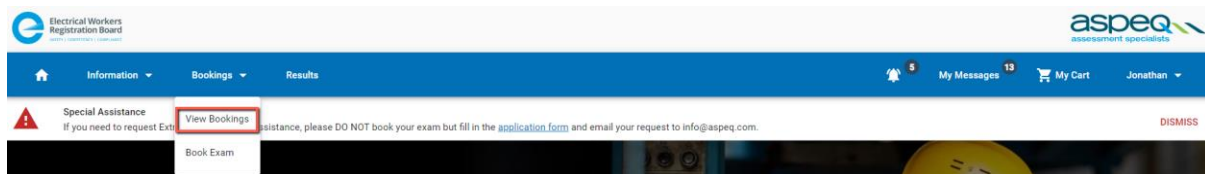
Time Wednesday, 19 August 2020 @ 12:00:00 PM

Please print your booking confirmation, a copy has been attached to this e-mail for your convenience.

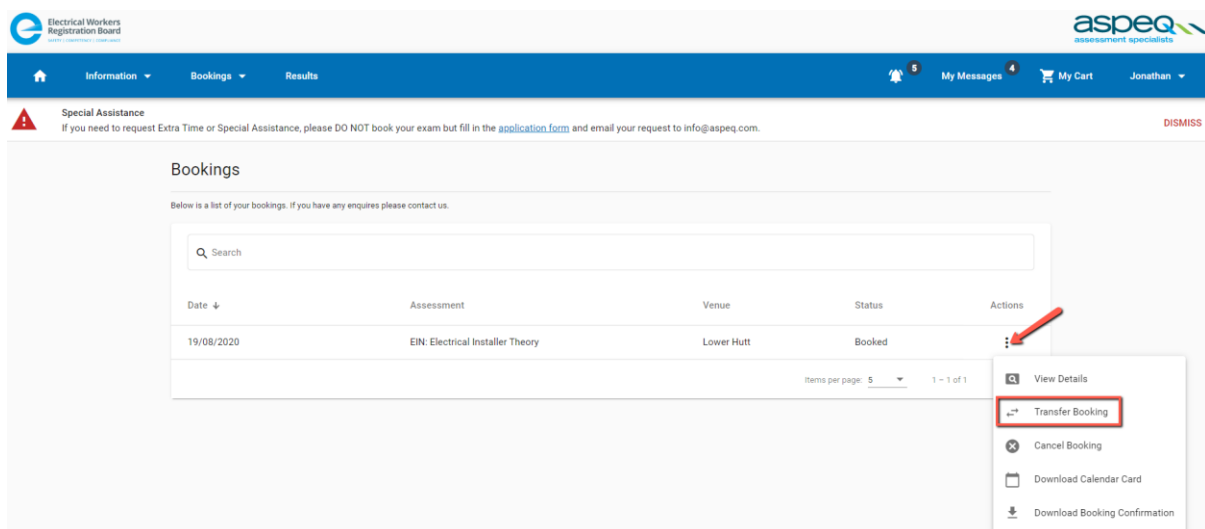
If you have any questions in relation to this message or any of the services we offer, please feel free to get in touch with us using the contact details below. Note that contact by phone is only available within office hours.

10 Transferring or Cancelling Your Exam:

You are able to transfer or cancel an existing booking by clicking "Bookings" at the top of the page when logged in, and then clicking "View Bookings".



To transfer your booking (changing the date, time or venue of your exam), click on the three dots next to the applicable booking, and click "Transfer Booking". If transferring your booking, you will be led through the booking and order confirmation process as when booking an exam.

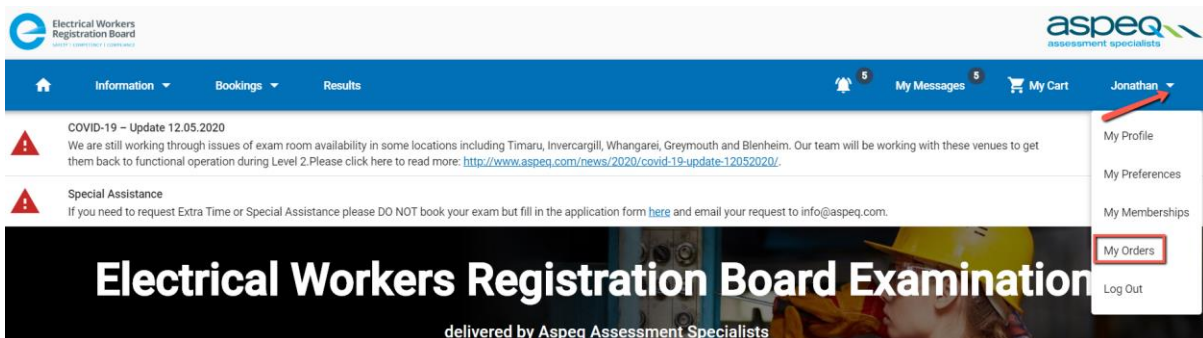


INTERNAL

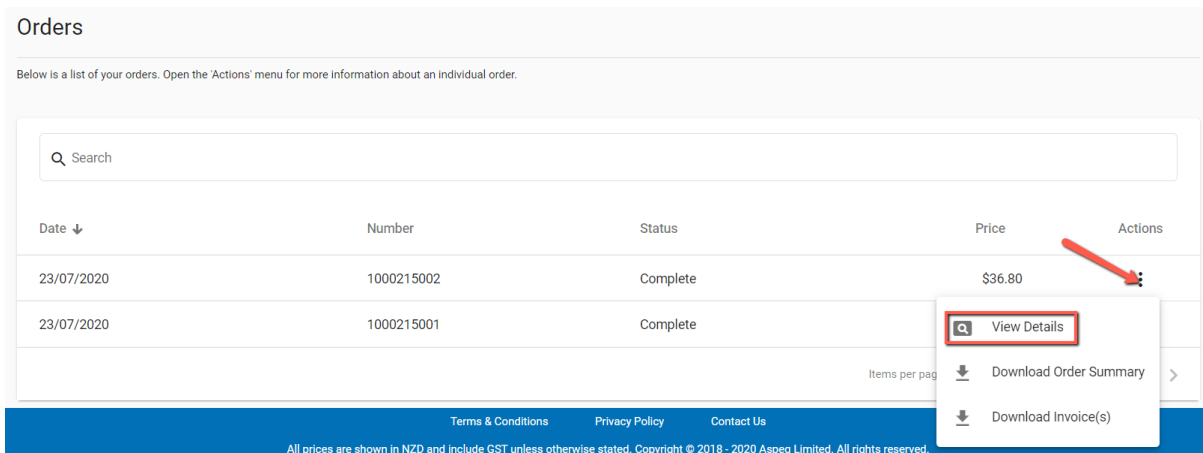
To cancel the booking, click on the three dots next to the applicable booking, and click "Cancel Booking". If neither icon appears, then you are not permitted to transfer or cancel the corresponding booking.

11 Credit Notes for Exam Cancellations:

If you have cancelled your exam, you may be issued with a credit note (minus any fees that may be incurred). To print your credit note, click your name at the top of the page when logged in, and then click "My Orders".



Next to the applicable transaction, click on the three dots and then click "View Details".



Select the three dots next to your credit note transaction entry and click "Download Credit Note" to download your credit note.

INTERNAL

Order Details

Order Number: 1000215002
 Status: Complete
 Date: 23/07/2020, 1:34:30 pm

[← BACK](#)
 [↓ DOWNLOAD ORDER SUMMARY](#)
 [↓ DOWNLOAD INVOICE\(S\)](#)

Items

Type	Item Number ↓	Description	Quantity	Price	Actions
Assessment Service	1445184	EWCANCEL: Cancellation	1	\$36.80	⋮
Assessment Service	1445183	Credit Note	1	-\$155.25	⋮
Total				-\$118	↓ Download Credit Note

Items per page: 5 1 - 2 of 2 < >

Payment Details

Type	Reference ↓	Settled	Status Details	Status	Price	Actions
No payments found!						

12 Printing Results and Review Request:

To access your results, click on "Results" at the top of the page when logged in.

Then click on the three dots next to the applicable result and click "Download Transcript" if you wish to print the result. Alternatively, you can click on "View Details" to download the result transcript.

Results

Below is a list of your results from previously sat examinations. If you have any enquiries related to your result(s) then please contact us. RESULTS PER LICENCE

Date ↓	Assessment	Mark	Result	Expires	Actions
30/07/2020	Electrical Installer Theory (EIN)	79	Passed	30/07/2023	⋮

Items per page: 5 1 - 1 of 1

View Details
Download Transcript
Request Review

From this page you can also request an exam review. Click on the three dots next to the applicable result and click "Request Review". If you do not see the "Request Review" option, you are unable to have the exam reviewed.

INTERNAL

Results

Below is a list of your results from previously sat examinations. If you have any enquiries related to your result(s) then please contact us.

RESULTS PER LICENCE

Type
 Show Exam Results

Search

Date ↓	Assessment	Mark	Result	Expires	Actions
30/07/2020	Electrical Installer Theory (EIN)	79	Passed	30/07/2023	⋮

Items per page: 5

1 - 1 of 1

View Details

Download Transcript

Request Review

You can also print your result from the result notification email by clicking on the link. You will need to log into your Aspeq online account to download the result.

Result Available

Your result is now available for viewing.



Hi Jonathan Archer,

This is to inform you that your result Electrical Installer Theory (EIN) is now available for viewing.

Please click here to print your [Result Slip](#).

If you have any questions in relation to this message or any of the services we offer, please feel free to get in touch with us using the contact details below. Note that contact by phone is only available within office hours.

Aspeq New Zealand

| info@aspeq.com | [\(04\) 913 9812](tel:(04)9139812) | [\(04\) 913 9814](tel:(04)9139814)

This email was sent to jonathan@aspeq.com, the recorded contact address of the user "jonathan@aspeq.com". If you no longer wish to receive these notifications, please remove the relevant contact channels from your profile via the [Aspeq online booking site](#).

Click on "Download Transcript" to download the result.

Information
Bookings
Results
6
My Messages 13
My Cart
Jonathan

Special Assistance
If you need to request Extra Time or Special Assistance, please DO NOT book your exam but fill in the [application form](#) and email your request to info@aspeq.com. DISMISS

Result - EIN: Electrical Installer Theory

30/07/2020

Result	Pass (79)
Status	Complete
Expires	30/07/2023
Attempt	1

← BACK
REQUEST REVIEW
↓ DOWNLOAD TRANSCRIPT

13 Retrieving an Invoice or Order Summary:

You can retrieve an invoice or order summary by clicking your name at the top of the page when logged in, and then clicking "My Orders".

INTERNAL

Information
Bookings
Results
My Messages
My Cart
Jonathan

COVID-19 – Update 12.05.2020
We are still working through issues of exam room availability in some locations including Timaru, Invercargill, Whangarei, Greymouth and Blenheim. Our team will be working with these venues to get them back to functional operation during Level 2. Please click here to read more: <http://www.aspeq.com/news/2020/covid-19-update-12052020/>

Special Assistance
If you need to request Extra Time or Special Assistance please DO NOT book your exam but fill in the application form [here](#) and email your request to info@aspeq.com.

- My Profile
- My Preferences
- My Memberships
- My Orders
- Log Out

Electrical Workers Registration Board Examination

delivered by Aspeq Assessment Specialists

Click on the three dots next to the applicable transaction.

- To print your tax invoice, click "Download Invoice".
- To print your order summary, click "Download Order Summary".

Orders

Below is a list of your orders. Open the 'Actions' menu for more information about an individual order.

Date ↓	Number	Status	Price	Actions
30/07/2020	1000215008	Complete	\$155.25	⋮
24/07/2020	1000215003	Complete	\$155.25	⋮
23/07/2020	1000215002	Complete	\$36.80	⋮
23/07/2020	1000215001	Complete	\$155.25	⋮

Items per page: 5 1 – 4 of 4

The details of a transaction can be viewed by clicking the three dots and clicking on "View Details" on the applicable row.

Orders

Below is a list of your orders. Open the 'Actions' menu for more information about an individual order.

Date ↓	Number	Status	Price	Actions
30/07/2020	1000215008	Complete	\$155.25	⋮
24/07/2020	1000215003	Complete	\$155.25	⋮
23/07/2020	1000215002	Complete	\$36.80	⋮
23/07/2020	1000215001	Complete	\$155.25	⋮

Items per page: 5 1 – 4 of 4

14 Retrieving a Receipt:

To access your receipts, click on "My Orders" at the top of the page when logged in.

INTERNAL

Information
Bookings
Results
My Messages
My Cart
Jonathan

COVID-19 – Update 12.05.2020
We are still working through issues of exam room availability in some locations including Timaru, Invercargill, Whangarei, Greymouth and Blenheim. Our team will be working with these venues to get them back to functional operation during Level 2. Please click here to read more: <http://www.aspeq.com/news/2020/covid-19-update-12052020/>

Special Assistance
If you need to request Extra Time or Special Assistance please DO NOT book your exam but fill in the application form [here](#) and email your request to info@aspeq.com.

[My Profile](#)
[My Preferences](#)
[My Memberships](#)
My Orders
[Log Out](#)

Electrical Workers Registration Board Examination

delivered by Aspeq Assessment Specialists

Click the three dots and then click on "View Details" on the applicable row.

Orders

Below is a list of your orders. Open the 'Actions' menu for more information about an individual order.

Date ↓	Number	Status	Price	Actions
30/07/2020	1000215008	Complete	\$155.25	⋮
24/07/2020	1000215003	Complete	\$155.25	View Details Download Order Summary Download Booking Confirmations Download Invoice(s)
23/07/2020	1000215002	Complete	\$36.80	
23/07/2020	1000215001	Complete	\$155.25	

Items per page: 5 1 – 4 of 4

In the *Payment Details* section, click on the three dots and click on "Download Receipt" to download your receipt.

Order Details

Order Number: 1000215008
 Status: Complete
 Date: 30/07/2020, 7:36:51 am

← BACK
↓ DOWNLOAD ORDER SUMMARY
↓ DOWNLOAD BOOKING CONFIRMATIONS
↓ DOWNLOAD INVOICE(S)

Items

Type	Item Number ↓	Description	Quantity	Price	Actions
Booking	1445193	IT: Electrical Inspector Theory @ Lower Hutt, 30 July 2020, 08:30 AM	1	\$155.25	⋮
Total				\$155.25	

Items per page: 5 1 – 1 of 1

Payment Details

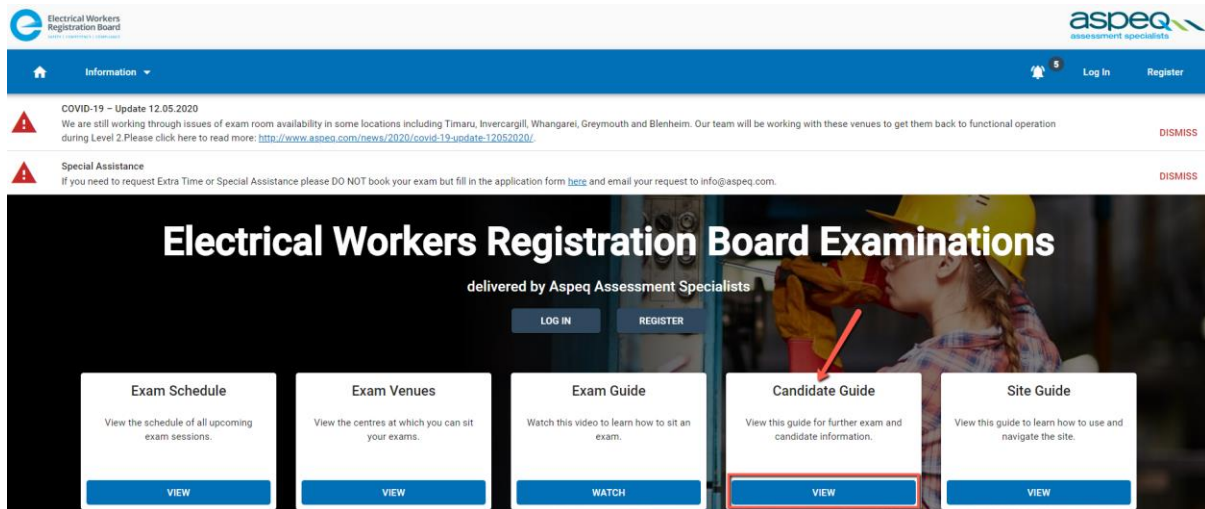
Type	Reference ↓	Settled	Status Details	Status	Price	Actions
Credit Card	DPS (Hosted): 0000000b7845f7fc	31/07/2020	-	Accepted	\$155.25	⋮ Download Receipt
Total					\$155.25	

Items per page: 5 1 – 1 of 1

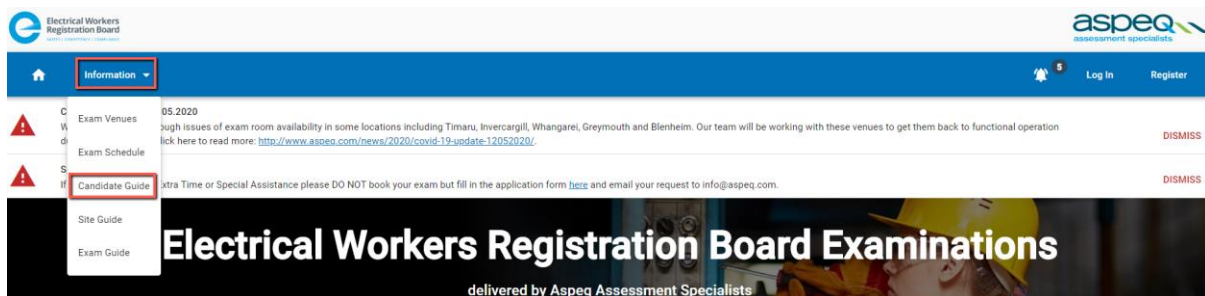
INTERNAL

15 Further Information:

Additional information on procedures and regulations is available by clicking the "View" button of the Candidate Guide section.



Alternatively, you can also access the Candidate Guide section from the "Information" dropdown options.



If you have any remaining questions or concerns, please contact our office on +64 4 913 9812 during office hours, or send an email to info@aspeq.com.