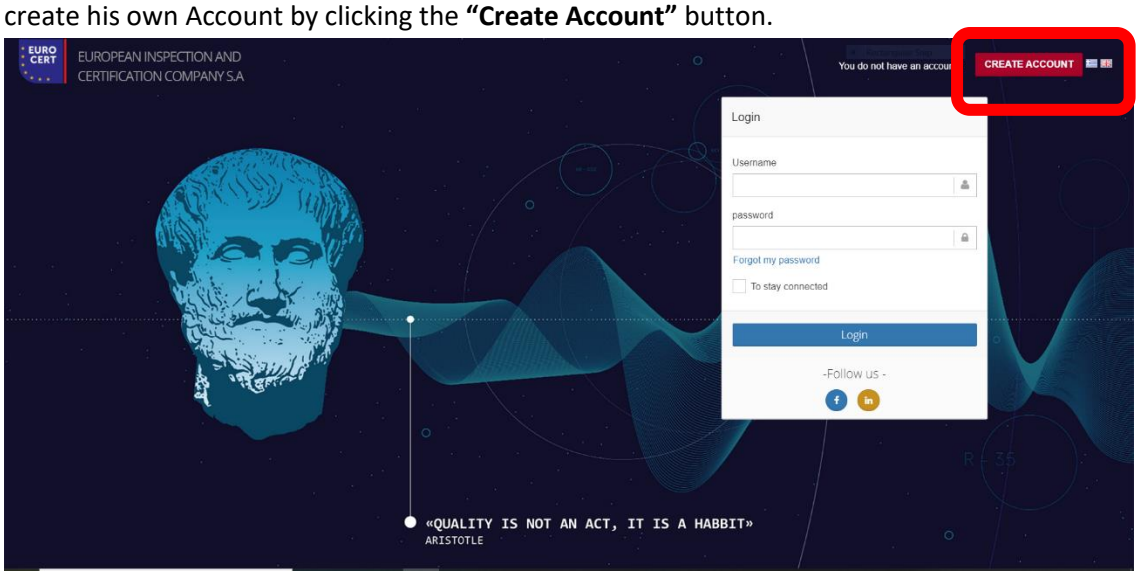
EXAMINATIONS FOR CERTIFICATION OF PERSONS

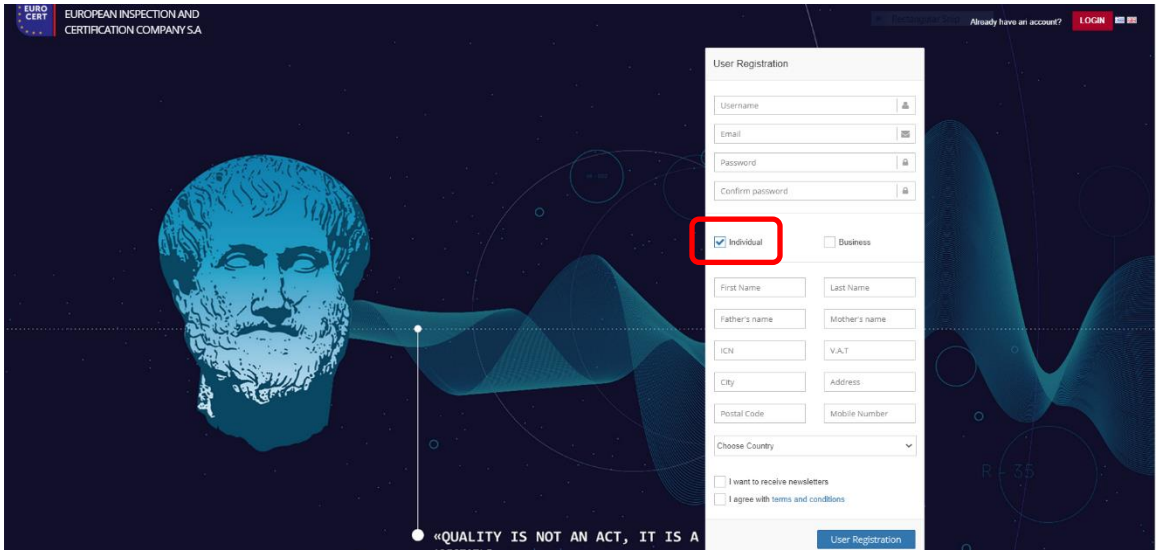
The examination of the candidates, through the electronic platform of EUROCERT, follows the below procedure:

Application: please visit the address: ops.eurocert.gr (Do NOT use internet explorer)

1. In order the candidate to participate in the exams, he need to enter the platform and create his own Account by clicking the **"Create Account"** button.

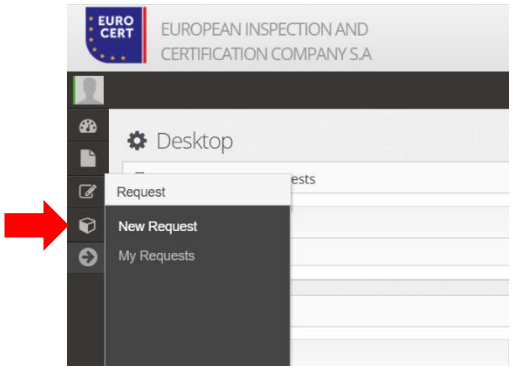


2. Right after, the following menu appears, where the candidate needs to fill in his details (ICN= ID Number). **ATTENTION:** The user must choose the box “Individual” and fill in his personal details. The username and the password must be kept from the user, since with these credentials will be able to enter to the platform and contact EUROCERT. The Username must contain uppercase and/or lowercase Latin characters or numbers and at least 3 characters in total. The password should consist of 8 characters and contain at least on uppercase, lowercase, a number and a special character.

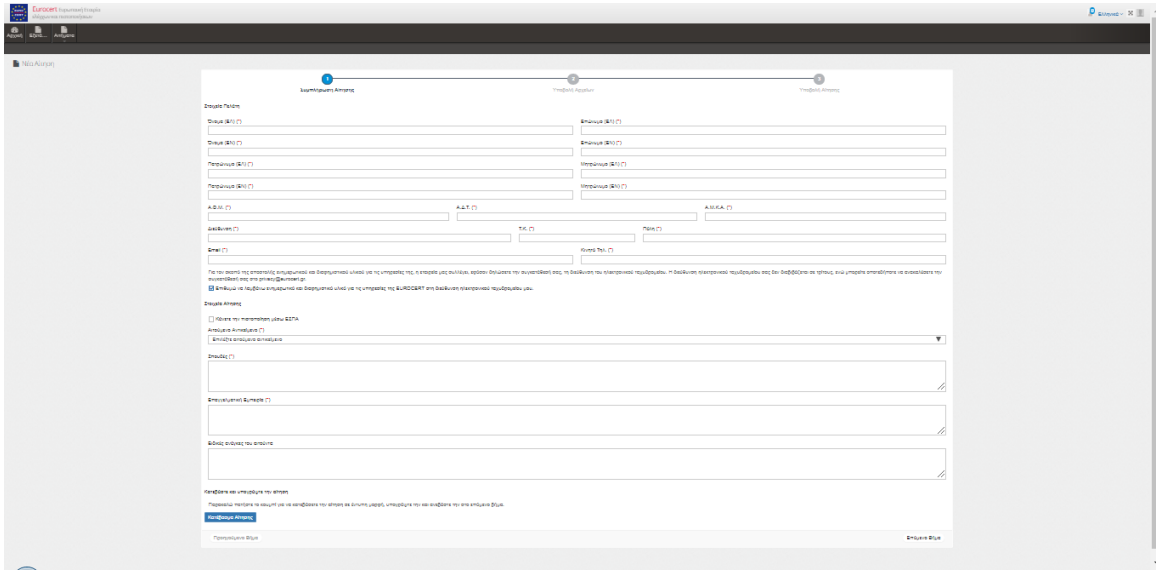


****At this point the candidate will receive a confirmation e-mail so as to activate his account. Since the account is activated, he can proceed with the examination request.

3. The user enters to the address**: ops.eurocert.gr** and fills in his username and password. Right away the below menu appears. Here, he needs to choose the “Request” button and then the “New Request” option:

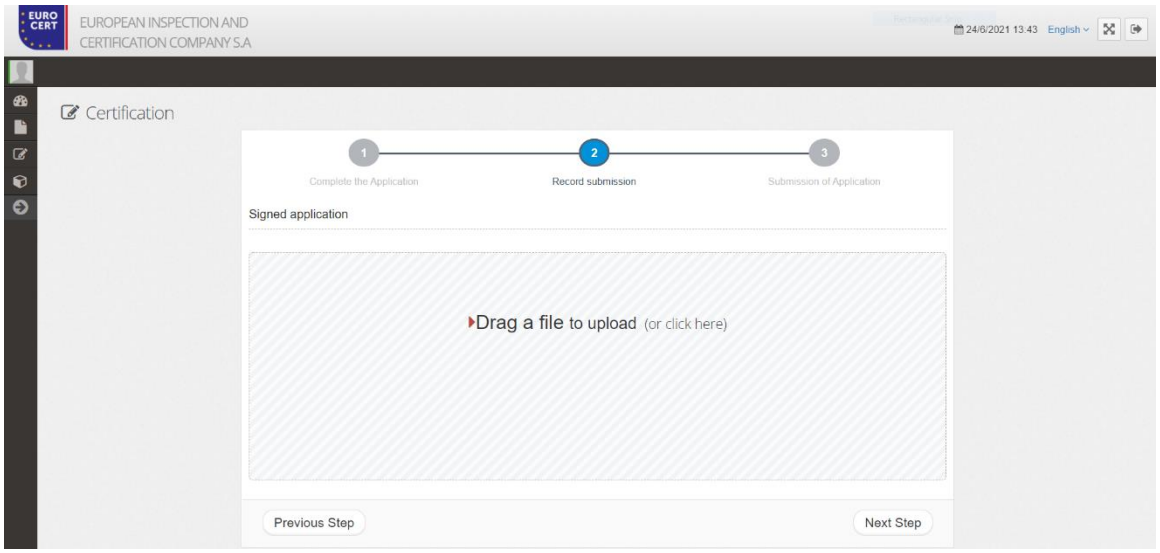


4. The below form appears right after thw user cliks on the “New Request ” button. The user needs to fill in the form and as soon as he does that he clicks on the “Application Download” button. The candidate should then print or save the pdf file, sign it (manualy or elecrtonicaly).

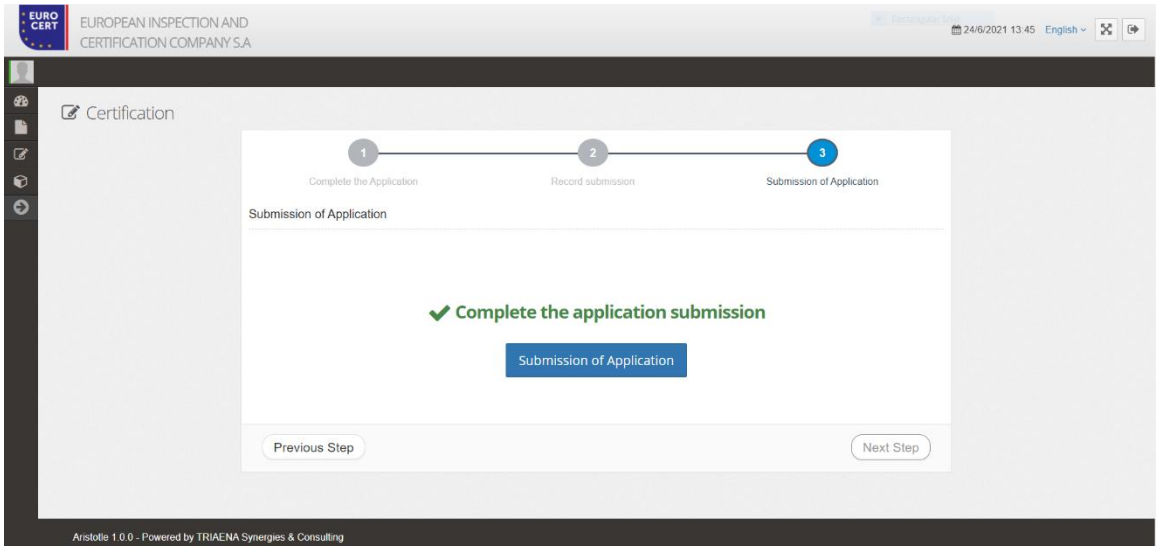


**** IF YOU PARTICAIPATE THROUGH ERASMUS+ PROGRAM PLEASE SELECT THE OPTION “EU FUNDED”

5. In the second step “Record Submission” all the necessary supporting documents need to be uploaded along with the downloaded request.

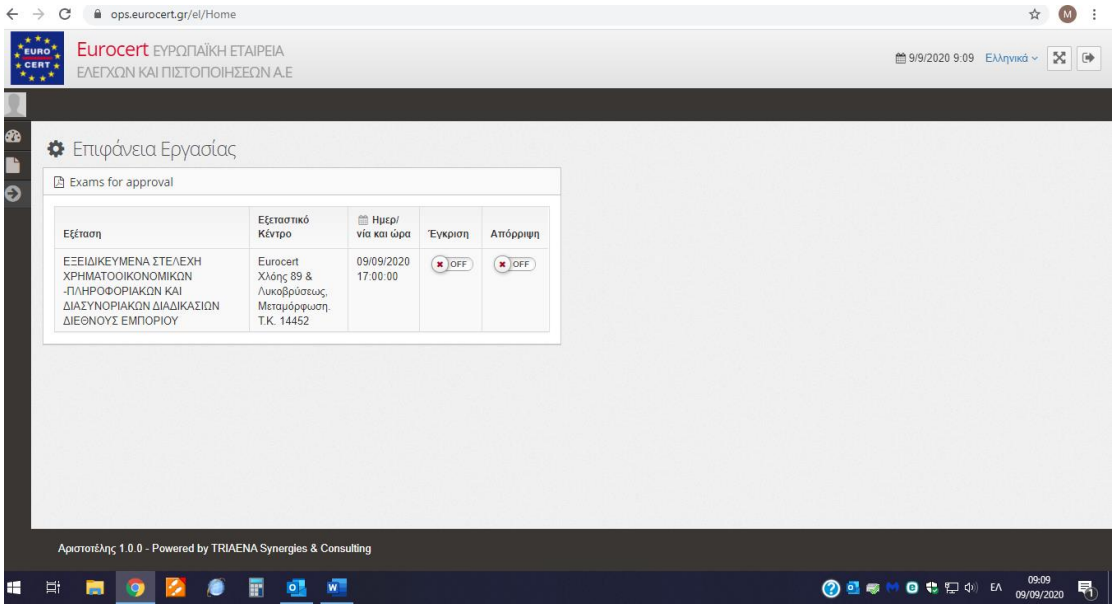


6. The final 3rd step is the Submission of the Application.



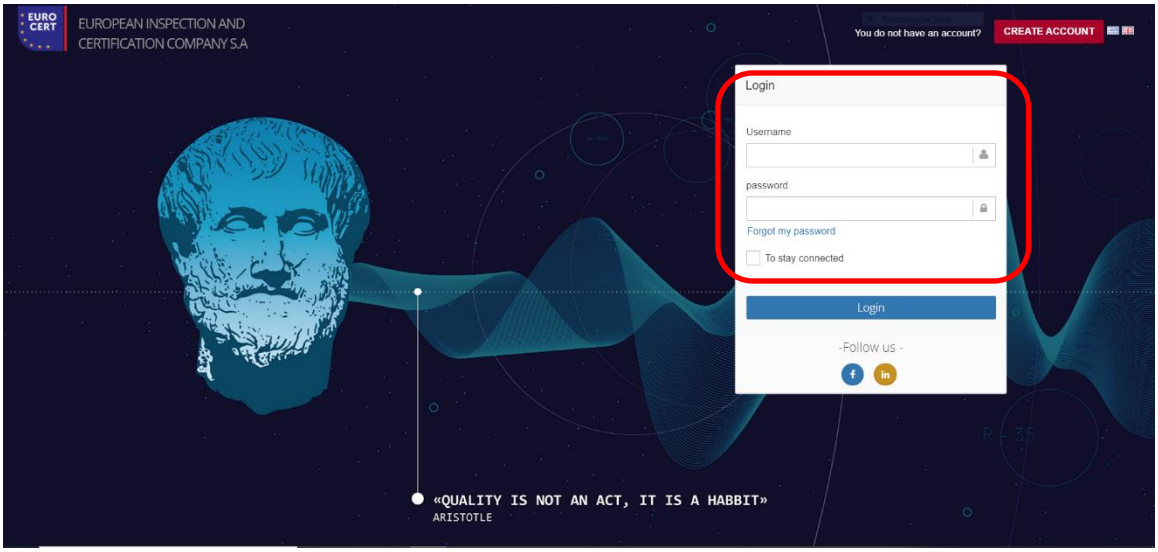
7. Since the application is accepted by EUROCERT and the exam is created, the candidate will receive an e-mail in order to be informed that he is enlisted to an exam with specific date and time. The candidate should log in to his account and accept or reject the proposed exam by clicking the “Accept” or “Reject” button. ONLY if he accepts the exam

the candidate will be able to participate. Otherwise, he needs to wait for the next available examination.



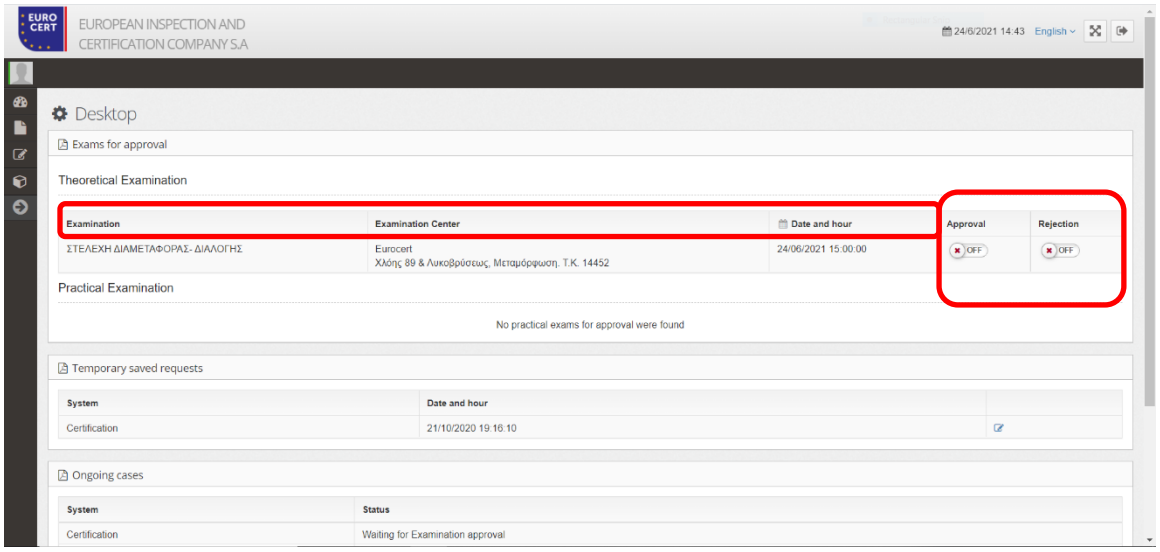
EXAMINATION PROCEDURE

1. The candidate logs in by using his Username and Password.



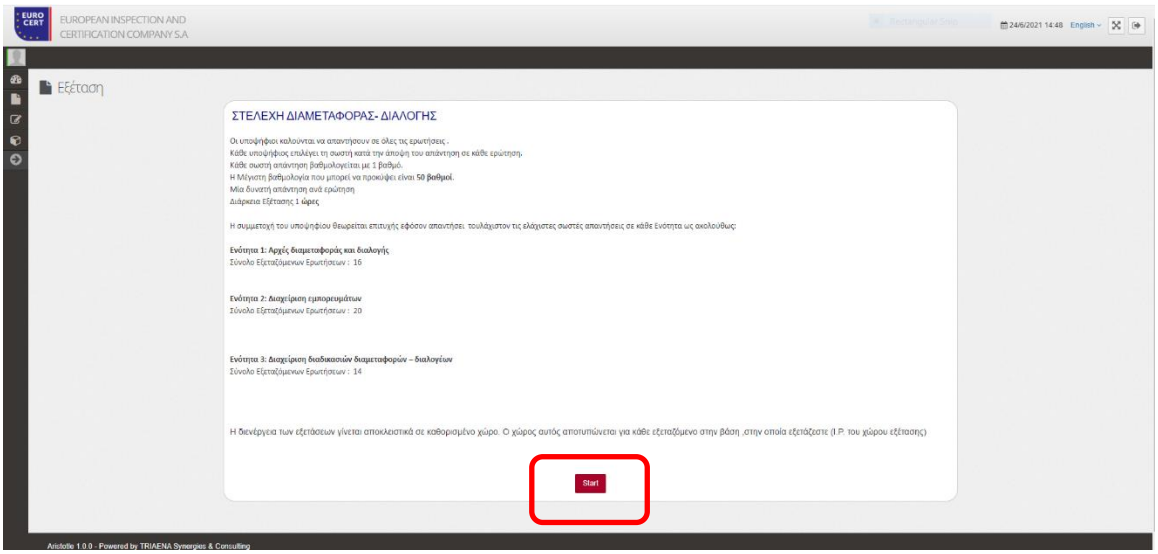
2. Then the user enters to his profile where he can find all his upcoming exams. By clicking the “Exams” button he will be able to be informed about the date and time of the

scheduled examinations and the details of the examination center (in case of classroom exams).

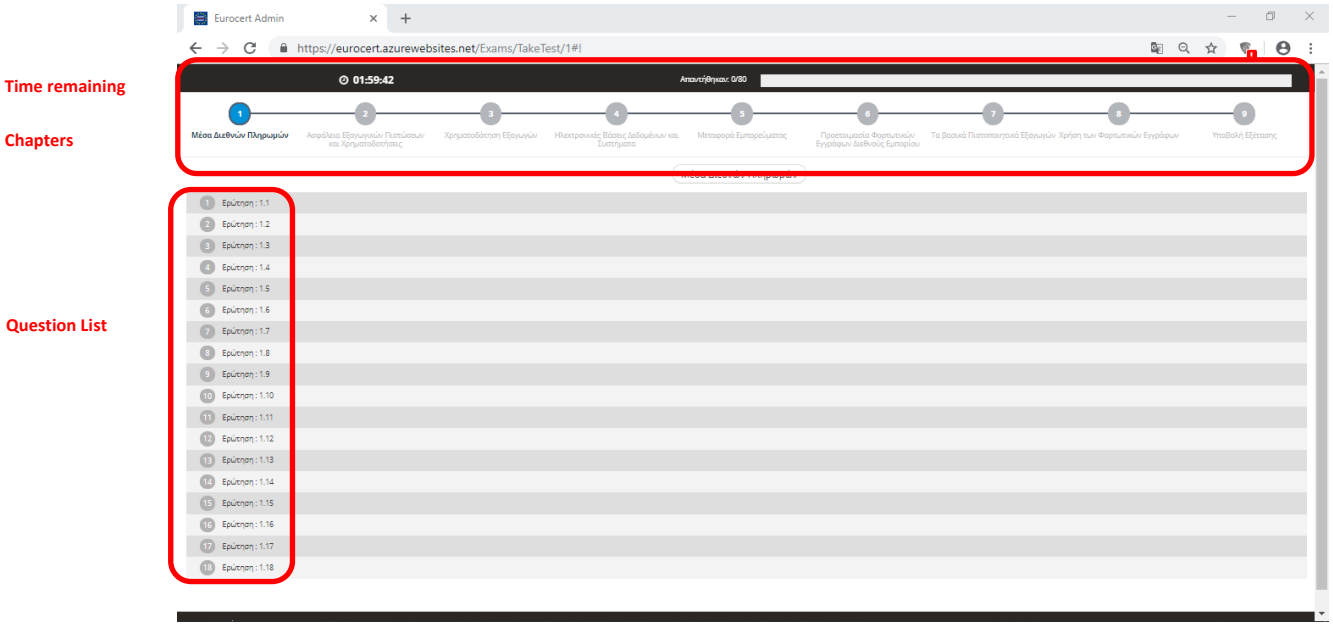


3. Then, the user enters into the scheduled exams and activates the examination process by clicking the “examination” button.

4. With the activation of the examination procedure and before the official start of the exam, the candidate is informed about the exam procedure and details. As soon as the reads the exam instructions he clicks the “Start” button and initiates the examination. At this point the candidate enters the examination and the exam clock starts.

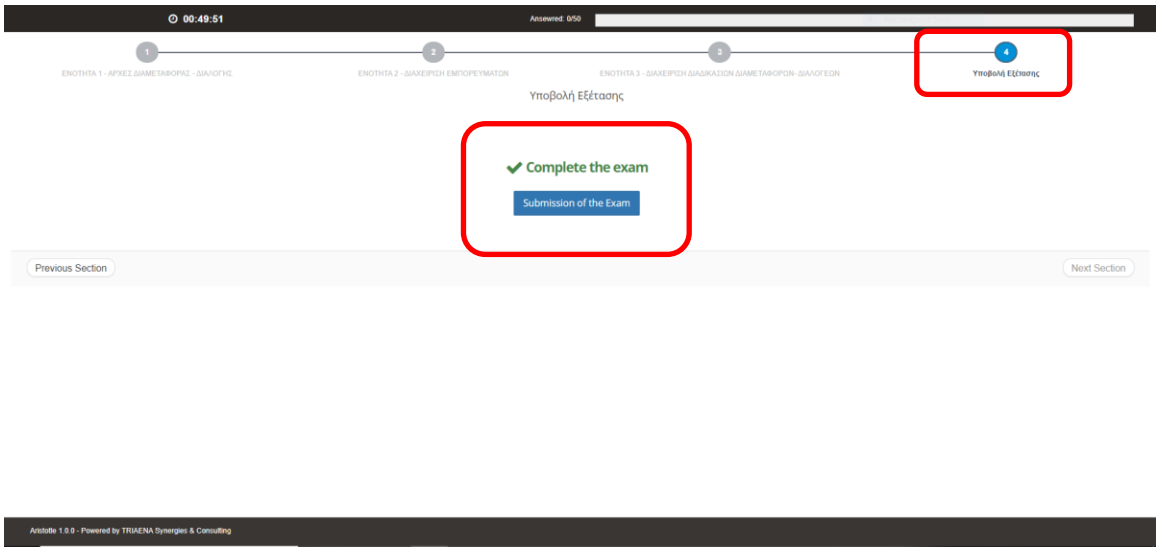


5. With the initiation of the exam the candidate will be able to see the list of questions by chapter.

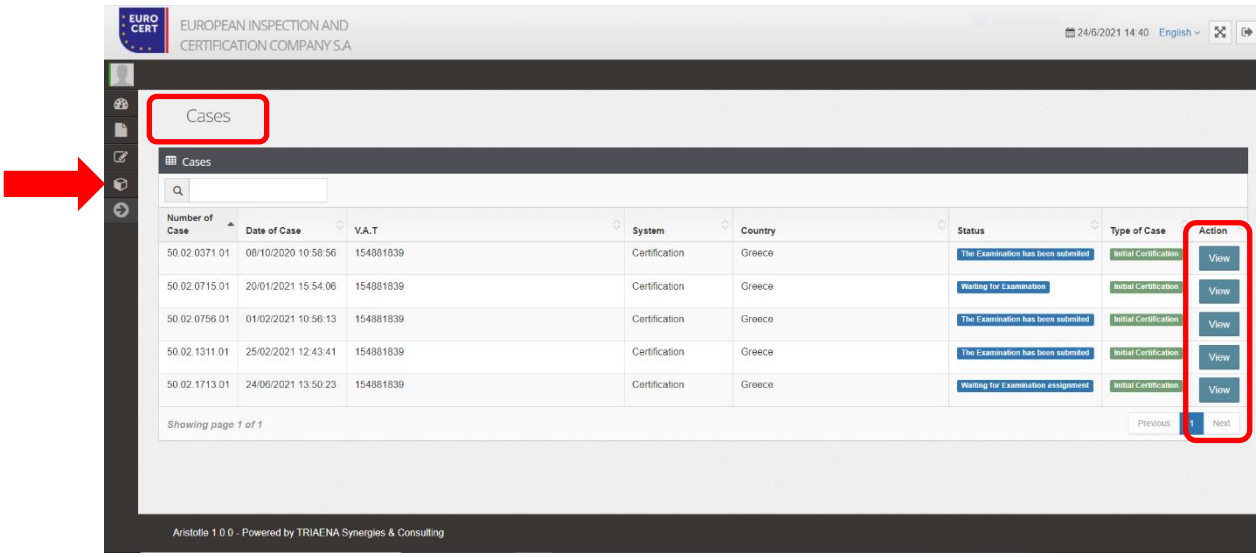


6. The candidate starts the exam by choosing the questions in front of him just by clicking on each question. The candidate chooses an answer and then he continues to the next one. Each selected question is marked with blue color. If a question remains without an answer, it is highlighted with red color so as the candidate to know that this question needs to be answered within the time limit.

7. The above apply to the whole exam and as soon as the candidate answers all the questions, he can submit the exam by clicking the “submission of the Exam” button at the final chapter of the exam.



In this way, the candidate completes the examination procedure. As soon as the exam is submitted the system informs the candidate regarding the results (Green Message-pass/ Red Message- fail). The candidate can also be informed by choosing form the main menu the “Cases” option and then choose the exam from the list by clicking the “View” button. In case of success, the official certificate will be issued and sent electronically to the candidate through the platform.


EUROPEAN INSPECTION AND
CERTIFICATION COMPANY S.A
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Cases
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Date of Case
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