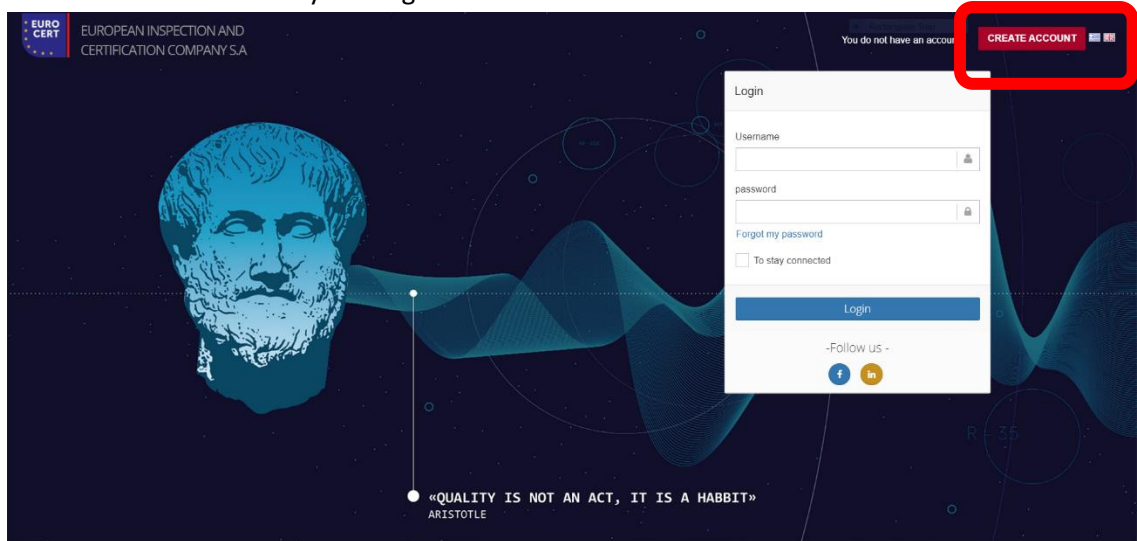


EXAMINATIONS FOR CERTIFICATION OF PERSONS

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.

EURO CERT EUROPEAN INSPECTION AND CERTIFICATION COMPANY S.A

Already have an account? LOGIN

User Registration

Username

Email

Password

Confirm password

Individual Business

First Name Last Name

Father's name Mother's name

ICN V.A.T

City Address

Postal Code Mobile Number

Choose Country

I want to receive newsletters

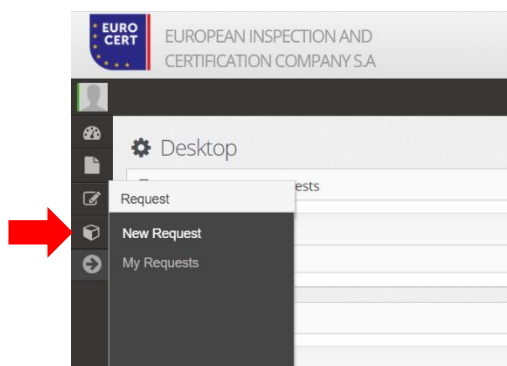
I agree with terms and conditions

User Registration

«QUALITY IS NOT AN ACT, IT IS A

****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:

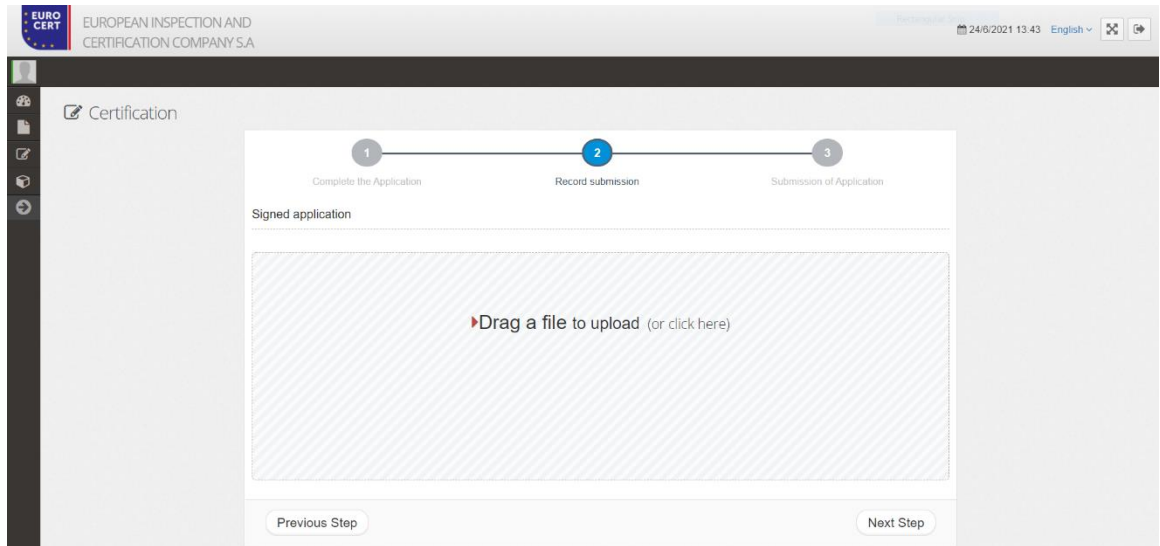


- The below form appears right after the user clicks on the “New Request” button. The user needs to fill in the form and as soon as he does that he clicks on the “Application Download” button. The candidate should then print or save the pdf file, sign it (manually or electronically).

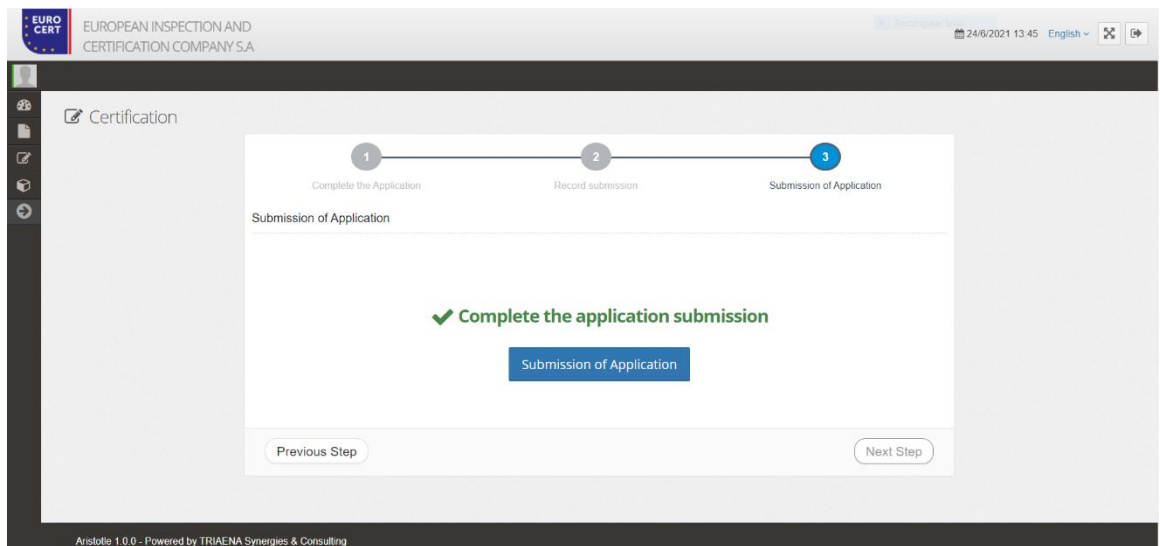
The screenshot shows a web-based application form for ERASMUS+. The form is titled "Καταχώρηση Αίτησης" (Request Submission) and is part of a three-step process. The first step, "Καταχώρηση Αίτησης", includes several input fields for personal and organizational data, such as name, address, and contact information. Below the form, there are checkboxes for funding sources and a dropdown menu for the applicant's role. A "Καταβληθείσα Αίτηση" (Submitted Request) button is visible at the bottom.

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

- 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.

The screenshot shows the Eurocert website interface. At the top, there is a navigation bar with the Eurocert logo and the text 'ΕΥΡΩΠΑΪΚΗ ΕΤΑΙΡΕΙΑ ΕΛΕΓΧΩΝ ΚΑΙ ΠΙΣΤΟΠΟΙΗΣΕΩΝ Α.Ε.'. Below this, the main content area is titled 'Επιφάνεια Εργασίας' (Work Area) and contains a section for 'Exams for approval'. This section displays a table with the following data:

Εξέταση	Εξεταστικό Κέντρο	Ημερ/νία και ώρα	Έγκριση	Απόρριψη
ΕΞΕΙΔΙΚΕΥΜΕΝΑ ΣΤΕΛΕΧΗ ΧΡΗΜΑΤΟΟΙΚΟΝΟΜΙΚΩΝ - ΠΛΗΡΟΦΟΡΙΑΚΩΝ ΚΑΙ ΔΙΑΣΥΝΟΡΙΑΚΩΝ ΔΙΑΔΙΚΑΣΙΩΝ ΔΙΕΘΝΟΥΣ ΕΜΠΟΡΙΟΥ	Eurocert Χιόνης 89 & Λυκαβρίτσας, Μεταμόρφωση, Τ.Κ. 14452	09/09/2020 17:00:00	<input type="radio"/> OFF	<input type="radio"/> OFF

At the bottom of the page, it says 'Αριστοτέλης 1.0.0 - Powered by TRIAENA Synergies & Consulting'. The Windows taskbar is visible at the very bottom, showing the date as 09/09/2020 and the time as 09:09.

EXAMINATION PROCEDURE

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

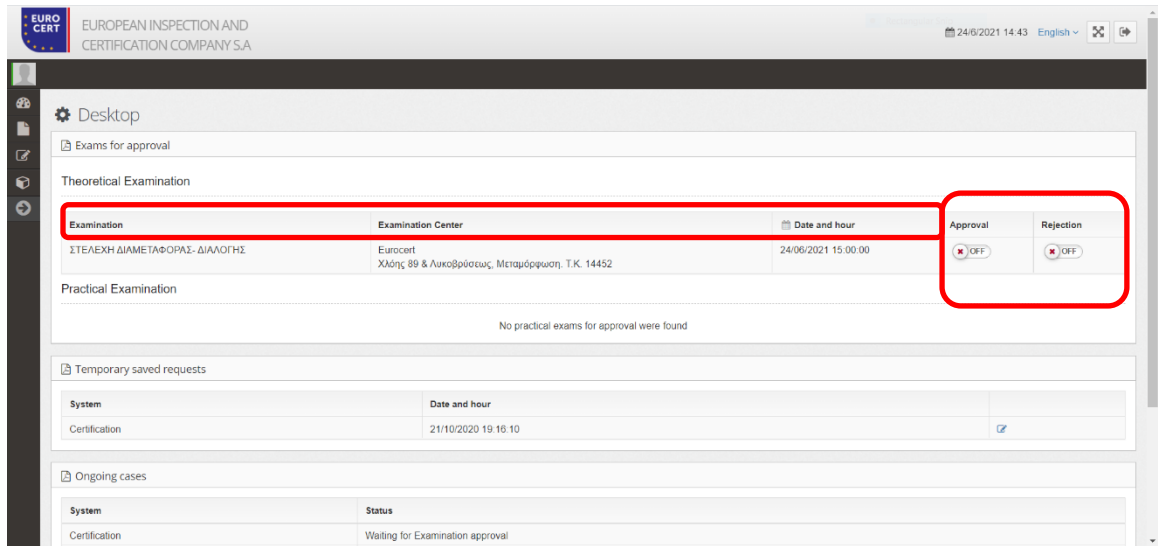
The screenshot shows the Eurocert login page. The background features a blue and white graphic of Aristotle's head and the quote '«QUALITY IS NOT AN ACT, IT IS A HABBIT» ARISTOTLE'. The login form is highlighted with a red border and contains the following fields and options:

- Login** (Section Header)
- Username** (Text input field)
- password** (Text input field with a password icon)
- [Forgot my password](#) (Link)
- To stay connected** (Checkbox)
- Login** (Submit button)
- Follow us-** (Social media icons for Facebook and LinkedIn)

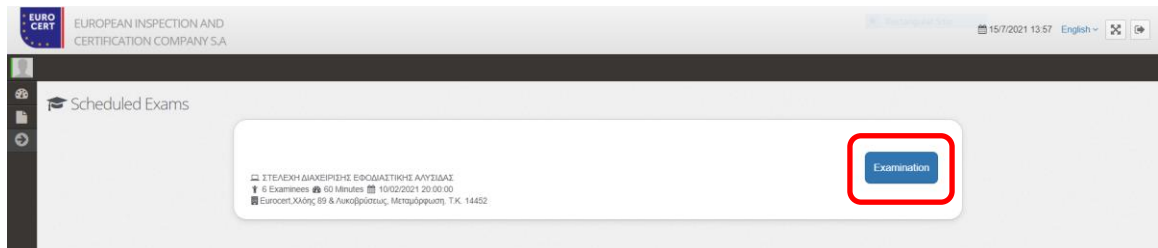
At the top right of the page, there is a link for **CREATE ACCOUNT** and a message: 'You do not have an account?'.

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

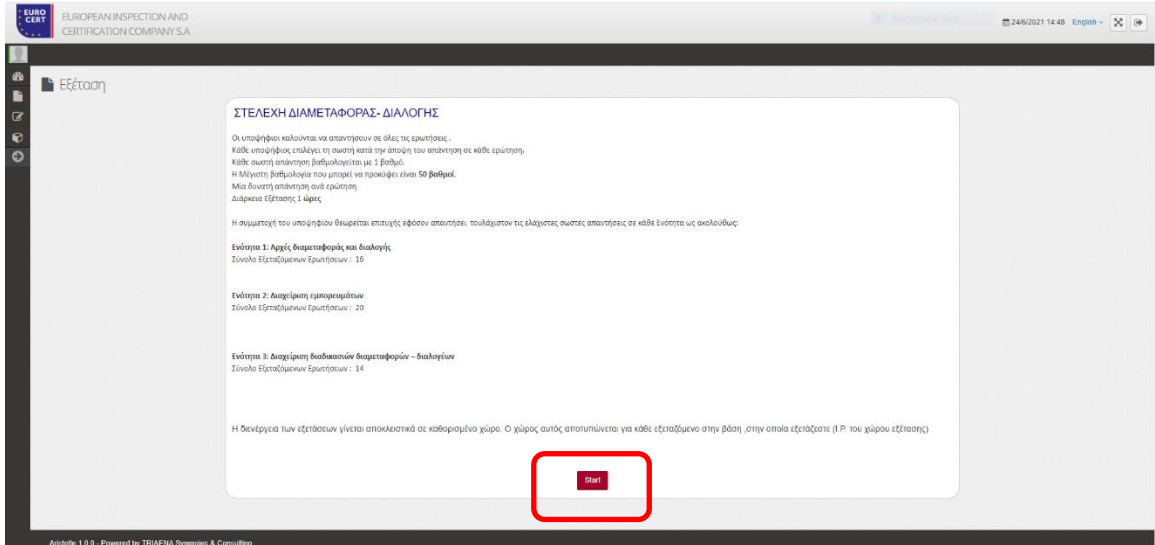
scheduled examinations and the details of the examination center (in case of classroom exams).



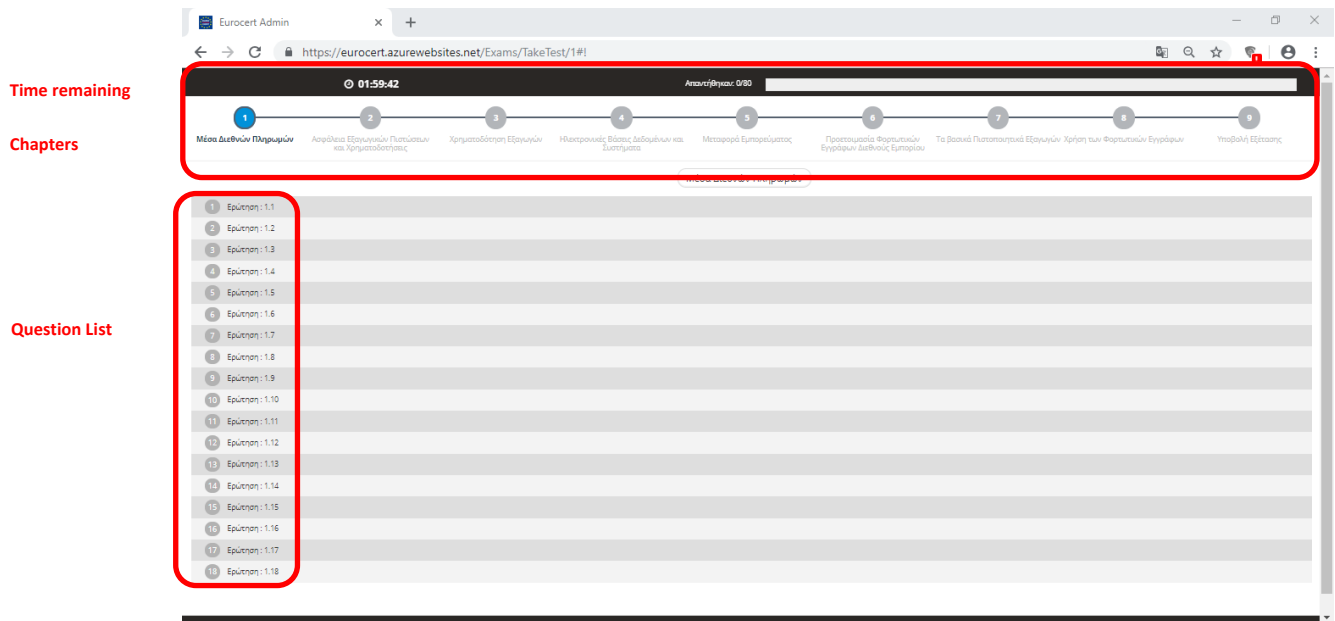
3. Then, the user enters into the scheduled exams and activates the examination process by clicking the “examination” button.



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.

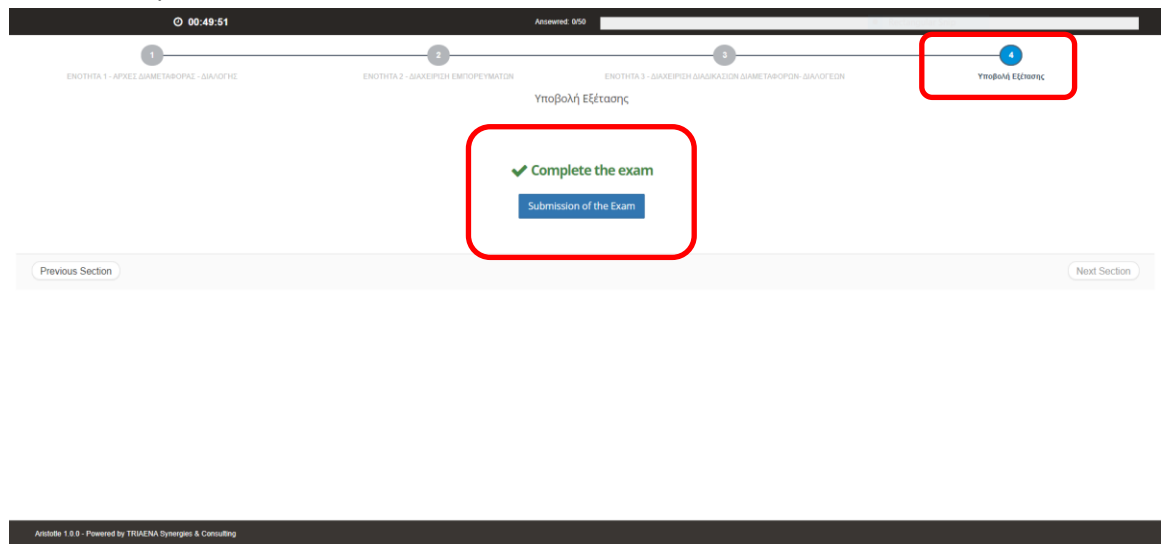


5. With the initiation of the exam the candidate will be able to see the list of questions by chapter.



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 from 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.



Cases

Number of Case	Date of Case	V.A.T	System	Country	Status	Type of Case	Action
50.02.0371.01	08/10/2020 10:58:56	154881839	Certification	Greece	The Examination has been submitted	Initial Certification	View
50.02.0715.01	20/01/2021 15:54:06	154881839	Certification	Greece	Waiting for Examination	Initial Certification	View
50.02.0756.01	01/02/2021 10:56:13	154881839	Certification	Greece	The Examination has been submitted	Initial Certification	View
50.02.1311.01	25/02/2021 12:43:41	154881839	Certification	Greece	The Examination has been submitted	Initial Certification	View
50.02.1713.01	24/06/2021 13:50:23	154881839	Certification	Greece	Waiting for Examination assignment	Initial Certification	View

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