

Exigia Training

Course & Assessment User Guide

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Quick Start Guide

If you don't read the *Detailed Guide* that follows, read this page

1. Browse to our website at <https://exigia.com> and **LOG IN ***
2. If the *Training* page doesn't automatically load, click on **CLIENT PORTAL > Training** in the Menu
3. Click on your chosen course tile's **Flip for Information link ...**
4. ... and then on its **Take the Course** button
5. Read through the slides and digest their content
6. When ready, click the large red **TAKE THE ASSESSMENT** button or ...
7. ... return to the *Training* page and on the flip side of the Assessment tile, click on **Take the Assessment**
8. Answer all the Assessment questions - guessing may cost you marks - it could be better to skip if you don't know the answer
9. After the final question, click the **Finish** button to reveal your score
10. If you need another attempt, **Retry**
11. Finally, **LOG OUT** from the top menu
12. A printed certificate will be issued, showing you have passed

* If you have lost or forgotten your login credentials, follow the prompts on the **LOG IN** screen or use our **CONTACT** form to get help

Detailed Guide

- ❑ This User Guide contains screenshots from our website to explain how to use our training courses
- ❑ It uses the *Data Security & Protection – Foundation Course* as an example, but it applies to other courses too
- ❑ Our website appearance is subject to change, but this Guide will be revised if changes affect login or course navigation
- ❑ Guides that are not part of the website are **edged in orange**

1. Browse to <https://exigia.com> on the web

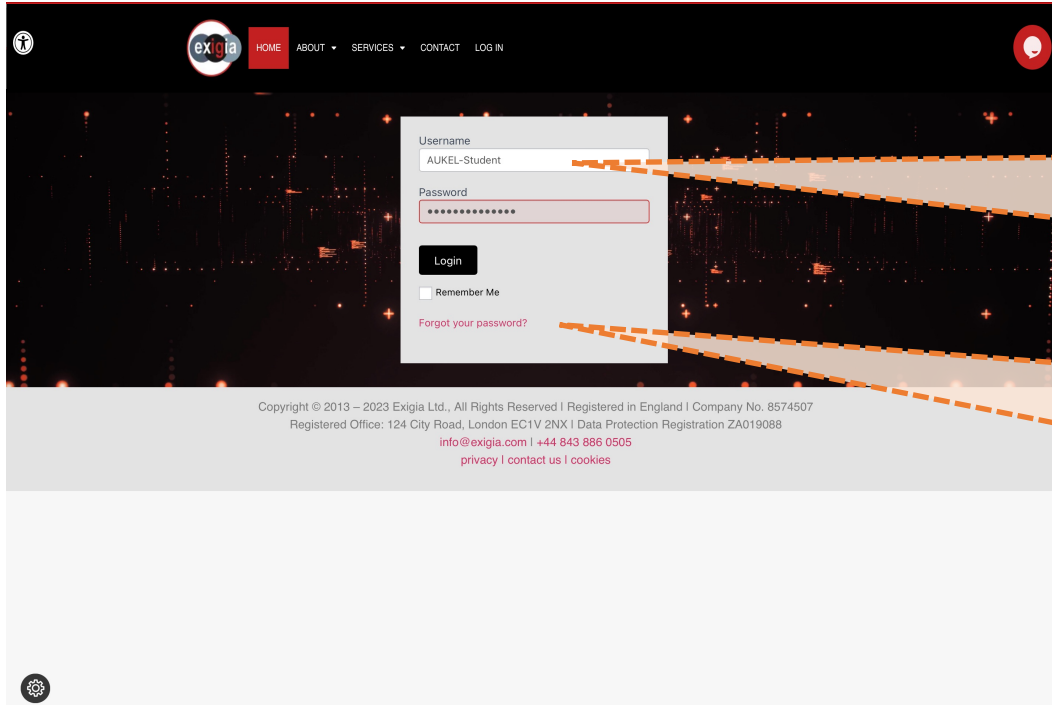
The image shows a screenshot of the Exigia website homepage. The page has a dark background with a grid of light points. The Exigia logo is in the top left. A navigation menu is at the top with items: HOME, ABOUT, SERVICES, CONTACT, and LOG IN. The main content area features the text 'Exigia' and 'information governance and data security consultancy and training' and 'website design hosting and management'. A 'GET STARTED' button is at the bottom. A callout box on the left points to the 'LOG IN' menu item with the text 'Click on the LOG IN menu item'. A callout box on the right points to a speech bubble icon in the top right corner with the text 'If necessary, click here for the Toolbar to adjust Accessibility Settings'. A callout box at the bottom points to the 'LOG IN' menu item in the navigation bar.

Click on the **LOG IN** menu item

If necessary, click here for the Toolbar to adjust Accessibility Settings

Services that will benefit your organisation

2. Login with your student credentials



The screenshot shows the Exigia website's login page. At the top, there is a navigation bar with the Exigia logo, a 'HOME' button, and dropdown menus for 'ABOUT', 'SERVICES', 'CONTACT', and 'LOG IN'. The main content area features a dark background with a grid of glowing orange dots. A white login form is centered, containing a 'Username' field with the text 'AUKEL-Student', a 'Password' field with masked characters, a 'Login' button, a 'Remember Me' checkbox, and a 'Forgot your password?' link. Two callout boxes with dashed orange borders point to the form: one points to the Username and Password fields, and the other points to the 'Forgot your password?' link. Below the form, there is a footer with copyright information and contact details.

Username
AUKEL-Student

Password

Login

Remember Me

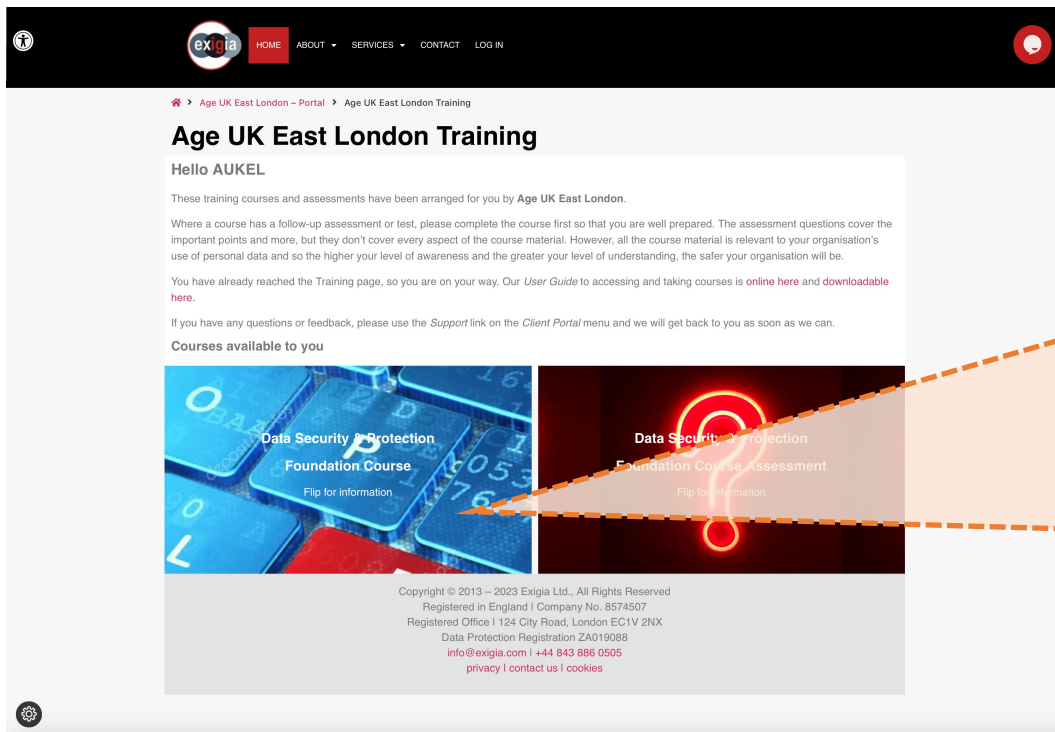
[Forgot your password?](#)

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A. Enter your *Username* and *Password*, then click on the **Login** button

B. If necessary, click on the ***Forgot your password?*** link, to get a reset email

3. The Training Page will load



If you have a Student Account, the *Training* page will load. If it doesn't, click on **CLIENT PORTAL** and then **TRAINING** on the top menu

There are two 'tiles'. One on the left for the Course and one on the right for the Assessment.

Dragging the mouse-over a tile will flip it to reveal a description and a selection button (see next slide)

4. Show Course details

The screenshot shows the Exigia website interface. At the top, there is a navigation bar with the Exigia logo and links for HOME, ABOUT, SERVICES, CLIENT PORTAL, CONTACT, and LOG OUT. Below the navigation bar, the breadcrumb trail reads: Home > Age UK East London - Portal > Age UK East London Training. The main heading is "Age UK East London Training" with a sub-heading "Hello AUKEL". The text below explains that training courses and assessments are arranged for the user by Age UK East London. It provides instructions on how to complete a course and take an assessment, and offers a link to the User Guide. A "Take the Course" button is visible on the left side of the course card.

With the Course details flipped and revealed ...

... click the **Take the Course** button to load the Course and start learning

5. Load the Course

The screenshot displays the Exigia course interface. At the top, the Exigia logo is on the left, and navigation links (HOME, ABOUT, SERVICES, CLIENT PORTAL, CONTACT, LOG OUT) are in the center. A red speech bubble icon is on the right. Below the navigation bar, the course title 'Data Security & Protection - Foundation Course' is centered. The main content area shows a progress bar with '1 / 40' and a play button. A dashed orange box highlights this area. Below the progress bar, the course title 'Data Security & Protection' and 'Foundation' are displayed, along with the 'East London age UK' logo. The Exigia logo is in the bottom right corner. A dashed orange box highlights the 'double arrow' symbol in the bottom right corner.

A. Your chosen Course or Assessment will load - yours may be different

With courses, start reading the slides. Navigate forwards and backwards by clicking on the arrows to left and right of the slide number (or jump directly to a page via the sections of the progress bar, where progress is shown by the **grey** squares turning **blue**)

B. You can maximise the course display by clicking the **double-arrow** symbol

To return to normal view, click on the **double arrow** symbol again or press the keyboard **Esc** key

C. If you previously started the course and have returned to it, you will resume at the last slide you viewed. Otherwise the course will load at Slide 1.

6. Course Navigation

A You can enlarge or shrink the slide view using the *double-arrow* icon

- To return to normal view, click the *double-arrow* again or press the keyboard Esc key

B Navigate forwards and backwards through the course using the arrows to right and left of the slide number

C Or jump using the sections of the **blue progress bar (B)**

D To see slide titles, hover over the bar. Note – the bar sections turn from grey to blue as you progress

- ... or use the pop up slide summary / menu on the left

E When you have finished the Course - you can attempt the Assessment via the big button ...

- ... or you logout for a break ...
- When you log in again, you will resume with the slide or question where you left off

The screenshot displays the course navigation interface for 'Cybersecurity'. On the left, a vertical table of contents lists slides from 24 to 31, with slide 31 highlighted in blue. A yellow arrow labeled 'D' points to this table. A blue progress bar at the bottom shows the current progress, with a yellow arrow labeled 'C' pointing to it. A red button labeled 'E' at the bottom center says 'WHEN YOU ARE READY - TAKE THE ASSESSMENT'. A yellow arrow labeled 'B' points to the navigation arrows (left and right) next to the slide number '24 / 40'. A yellow arrow labeled 'A' points to a 'double-arrow' icon in the bottom right corner, which is used to enlarge or shrink the slide view. A yellow arrow labeled 'D' also points to a pop-up menu on the left side of the slide view.

7. Finish the course material

Data Security & Protection – Foundation Course

Thank you

Thank you for taking this course.

We hope you enjoyed it and that it has helped you to build a foundation of knowledge on *Data Protection and Security* as it applies to **Age UK East London**.

If you have any questions concerning the course, please speak to your manager or email: elearning@exigia.com at any time.

Your next step is to take the **Assessment**.

There are 18 questions. **The pass mark is 80%** or 28 out of 35. You can try as many times as you need to and when you pass, a certificate will be issued.

Good luck!

CERTIFICATE
This Certificate is awarded to
for successfully passing the course
Data Security & Protection - Foundation

WHEN YOU ARE READY - TAKE THE ASSESSMENT

When you have absorbed the course material, you can try the Assessment -

just click on the large button at the bottom of the screen

Note You may have to scroll down to see the **large red button** and if you maximised the Course screen, click the 'double arrows' again or press the Esc key to make it appear

8. The Assessment

exigia HOME ABOUT SERVICES CLIENT PORTAL CONTACT LOG OUT

Home Data Security & Protection – Foundation Course Assessment

Data Security & Protection – Foundation Course Assessment

Assessment Introduction
This is the assessment (quiz) for the course of the same name.

Instructions
You can navigate forwards and backwards through the assessment questions using the arrowed buttons. After answering, you can **Check** your score and even **Retry**. You can also reveal the answers using the **Show solution** buttons - but not until you have attempted an answer.

When (and only when) you have attempted all the questions, the final question screen will show a blue button with a tick. Click this button to finish, reveal your score and find out if you have passed.

Marking
The number of marks you can earn for each question varies. For *True/False* questions it's either 1 mark or none.
For multiple choice questions, including *Drag the Words* and *Mark the Words*, you will earn a mark for every correct choice you make, BUT you will lose a mark for every wrong choice - SO DON'T GUESS!
The pass mark is 80%, but remember, the assessment is as much about reinforcing your learning as it is about testing your knowledge.

When you are ready, click the **Start Quiz** button below.

Good luck!

Start Quiz

The Assessment Introduction screen will load

Read the guidance

When you are ready, click on the **Start Quiz** button at the bottom of the screen

9. Assessment questions

exigia HOME ABOUT SERVICES CLIENT PORTAL CONTACT LOG OUT

Data Security & Protection – Foundation Course Assessment

Some categories of personal data are regarded by the data protection law as sensitive. That means that even more care needs to be taken and more conditions will have to be met before processing them.

Mark all the data types below defined as sensitive by UK Data Protection law.

- A health insurance application
- Trades Union subscription details
- Divorce papers
- Personal bank account details
- Records of how service users are managing their money and keeping their homes in a decent state

Question: 3 of 18 questions

B. After attempting a question, you can check your answer via the **Check** button. You can also try again if you need to

See next slide for details

A. Assessment slides mainly contain *Multiple Choice* or *True/False* questions based on course material

Read the instructions above the questions carefully and answer as best you can

C. Move on to the next or previous question by clicking one of the **blue arrows** at the bottom right

10. Checking your answers

The screenshot shows the Exigia website header with navigation links: HOME, ABOUT, SERVICES, CLIENT PORTAL, CONTACT, LOG OUT. The main heading is "Data Security & Protection – Foundation Course Assessment". Below this is a question text: "It is important to be clear who controls the processing of personal data. Unlike processors, controllers make most of the important decisions and have to comply with many more aspects of data protection law. Select all of the statements below that are true." There are four radio button options: "Age UK East London is a processor, rather than a controller, when it collects client information on behalf of local London Boroughs", "Controllers of personal data decide what data to process and why. To do so legally they need a valid legal basis", "As I am an employee, processing personal data at work does not make me a processor under data protection law", and "Our payroll company is now the controller of our staff records, saving us a lot of work". At the bottom of the question area, there is a progress indicator "0/3", "Show solution" and "Retry" buttons, and navigation arrows. Below the question area, there is a "REVIEW THE COURSE" button, a progress bar with a star icon and "0/3", and "Show solution" and "Retry" buttons. A dashed orange box highlights the "Show solution" and "Retry" buttons in both the question area and the bottom summary area.

After clicking on the **Check** button (see previous slide) you can **Show solution**, **Retry** the question or just continue answering more questions

11. Learn from your mistakes

exigia HOME ABOUT SERVICES CLIENT PORTAL CONTACT LOG OUT

Data Security & Protection – Foundation Course Assessment

It is important to be clear who controls the processing of personal data. Unlike processors, controllers make most of the important decisions and have to comply with many more aspects of data protection law.

Select all of the statements below that are true.

- As I am an employee, processing personal data at work does not make me a processor under data protection law
- ✓ Age UK East London is a processor, rather than a controller, when it collects client information on behalf of local London Boroughs
- Controllers of personal data decide what data to process and why. To do so legally they need a valid lawful purpose.
- ✗ Our payroll company is now the controller of our staff records, saving us a lot of work

0/3 Show solution Retry

Question: 5 of 18 questions

REVIEW THE COURSE

A. Showing the solutions will help you to learn from your mistakes and do better next time - if you need to retry

B. BUT BE CAREFUL!
On **Multiple Choice** and **Mark the Words** questions you can lose marks for wrong choices so **DON'T GUESS!**

12. The final question

exigia HOME ABOUT SERVICES CLIENT PORTAL CONTACT LOG OUT

Data Security & Protection – Foundation Course Assessment

Who is responsible for ensuring computing and mobile devices, accounts and data are secure at work?
Tick the answer that best describes who is responsible for data security and protection.

[blurred]
 [blurred]
 [blurred]
 [blurred]

Check

Question: 18 of 18 questions

REVIEW THE COURSE

When you have answered the final question (sorry no answers here), the **blue tick button** will appear. Click it to reveal your score.



13. See your Result

Data Security & Protection – Foundation Course Assessment

Your Assessment result:
35/35

Well done - you have passed!

[Show solution](#) [Retry](#)

[REVIEW THE COURSE](#)

A. This is your score which we will add to your student record

Have you passed?
The comments below the score will vary with your mark,

B. If you passed, you can just **Log out** using the website top menu

C. Your other options are:

- **Show the solution** – Go through the solutions to all the questions and see how your scored on each
- **Retry** – to have another go
- **Review** the Course first

14. Finish by Logging out

The screenshot displays the Exigia website interface. At the top, a navigation bar contains the Exigia logo, a home icon, and menu items: HOME, ABOUT, SERVICES, CLIENT PORTAL, CONTACT, and LOG OUT. The main content area features the title "Data Security & Protection – Foundation Course Assessment". Below the title, the assessment result is shown as "Your Assessment result: 35/35" with a green progress bar and a star icon. A congratulatory message "Well done - you have passed!" is displayed, along with "Show solution" and "Retry" buttons. A "REVIEW THE COURSE" button is positioned below. A callout box on the left contains the text: "When you have finished, click on the **LOG OUT** menu item". A dashed orange arrow points from the "LOG OUT" button in the top navigation bar to the "LOG OUT" button in the bottom navigation bar, which is enclosed in a dashed orange box.

15. Wait for your Certificate



You
will be
awarded
a certificate
for passing