



Smart Examination and Training  
Management System

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Occupational Qualification Authority and  
ISO 17024 Staff Certification Centres

Manage the processes of your staff certification centre  
in accordance with the  
Occupational Qualification Authority and the ISO  
17024 management system



University and Educational Institutions

With its Smart Infrastructure create booklets  
automatically and easily manage your examination  
processes



Company Academies

Easily manage your company's training and  
examination processes. Plan your training by  
measuring the knowledge, skill and competency  
levels of your employees

#### OUR REFERENCES



**3000+ User**



**500.000+ Examinations**



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## ORGANISATION SETTINGS MANAGEMENT

- Staff User Management
- Granting authority to staff in line with distribution of duties
- Access to and operation of the system in line with user authority
- User Access Reports
- Establishment Price List
- Internal Notifications Management
- SMS and E-mail Notifications
- Automatic notifications to relevant candidates and officials about the application, examination and certification processes
- Qualification Unit Settings
- Number and type of questions and distribution of scores to be included in the booklet per unit
- Management of WPS Information

## QUESTIONS BANK MANAGEMENT

- Monitoring of the analysis, approval and revision of questions.
- Question analysis and true-false-null response rates
- Checking of which candidates and at which examinations the questions are asked.
- Identifying Similar Questions
- Different types of questions specific to national qualifications.
- 12 different question types suitable for measurement and evaluation methods.
- Adding Questions for Theoretical, Performance and Interview Examinations
- Question Review, Editing and Approval Process
- Program Committee Operations
- Question Distribution Report
- Success Criteria / Distribution of the question bank according to information statements.
- Success Criteria / Information Statement / Skill Competence Check
- Theoretical Examination Quality
- Measurement of appropriate booklet generation on the basis of competence.

## STATISTICS AND REPORTS

- Candidate and Application Reports
- Application Report
- Candidate Analysis Report
- General Candidate Report
- Retake Examination Candidate Report
- Candidate Reimbursement Report
- Examination Reports
- General Examination Report
- User Reports
- Report of Staff on Duty at Examination
- Assessor Assignment and Follow-up Report
- Question Reports
- Question Answer Report
- Theoretical Examination Question Report
- Other Reports
- Application Examination and Document Report
- Qualification Units Report
- Theoretical Examination Location Report

## CANDIDATE MANAGEMENT

- Applicant Registration and Acceptance Procedures
- Creating ISO 17024 Compliant Application Forms
- Corporate / Collective Application Module
- Transfer of batch applications by excel
- Candidate Registration Procedures According to Different Application Types
- First Application
- Re-application
- Unit Merge Application
- New Certificate Application
- New Certification Application
- Lost Document Application
- Candidate File
- Identity and Contact Information
- Qualification and Application Information
- Payment information
- Examinations
- Tracking of Examination Rights.
- Candidate Documents
- Candidate Certificates
- Candidate Revision Transfer
- Video URL List
- Appeals/Complaints/Suggestions
- Candidate SMS History
- Candidate Cargo Tracking
- Notice Management
- Appeals/Complaints/Suggestions Management
- Cargo Tracking
- Support Requests

## QUALITY MANAGEMENT

- Organisation chart
- Job Descriptions
- Staff Personal Files
- Action Management
- Corrective Preventive Activity – management and Monitoring of Non-conformities, Appeals, Complaints, Suggestions or operational procedures
- Documentation Management
- Distribution of documents to relevant staff
- Revisions of Procedures, Instructions, Forms, Contracts and of all similar documents in accordance with Quality Management.
- Distribution operations and delivery records

## CERTIFICATION PROCEDURES

- Certification Management
- Ability to perform the certification process with the Excel of the Occupational Qualification Authority
- Monitoring Tracking
- Calculation of monitoring follow-up times and automatic notifications.
- Re-certification Processes

## EXAMINATION MANAGEMENT

- Examination Program Management
- Management of Scheduled, Completed and Cancelled Examinations
- Generating an Examination Schedule
- Planning in accordance with the National Qualification format
- Management of Theoretical, Performance and Interview Exams
- Checking of Candidates Awaiting Examination Planning
- Preparation of Exam File Documents
- Appointment of Assessor, Supervisor, Internal Verifier, Decision Maker.
- Preparation of Examination Attendance Lists.
- Occupational Competency Board Candidate Notification Form (in accordance with the Occupational Competency Board format)
- Assessor Calendar
- Creation of Examination Booklets
- Creation of Theoretical Exam Booklets Specific to Candidates (Occupational Competency Board and ISO 17024 compliant)
- Generating Answer Sheets and Correct Answer Booklets
- Generating Performance Checklists.
- Examination Results Management
- Calculation of candidate examination results
- Checking candidate success rates
- Approval of examination results and decision procedures
- Formation of Certificate Decision Forms
- Occupational Competency Board Results Notification Form (in accordance with the Occupational Competency Board format)
- Examination Statistics
- Graphical Examination Statistics
- Overall and Unit Success Rates
- Answering Rates of Examination Questions
- Examination Analyses
- Calculation of Range, Validity and Reliability, Kuder-Rich, Discrimination, Difficulty, Skewness, Standard Deviation data.
- Examination Locations Management
- Exam Schedule Report
- Theoretical Examinations with Computers and with or without Optical Readers.
- Performance Examination Tablet Application

## PAYMENT TRANSACTIONS MANAGEMENT

- Candidate Payment Information
- Single Point and Bulk Payment Transactions
- Cost Management