



Netball Europe Umpiring C Award Online Paper

The Netball Europe (NE) C Award Online Paper process is detailed in this document. You can navigate to each part of the process by clicking on the links below.

At the bottom of each section is a link to bring you back to this page.

<u>Application Process</u>
<u>OneFile Registration Process</u>
<u>Starting the Online Paper</u>
<u>NE C Award Online Paper</u>
<u>Hints and Tips</u>



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Application Process

To apply for your C Award Online Paper please refer to the instructions given on the Officiating Section of your Country's website.

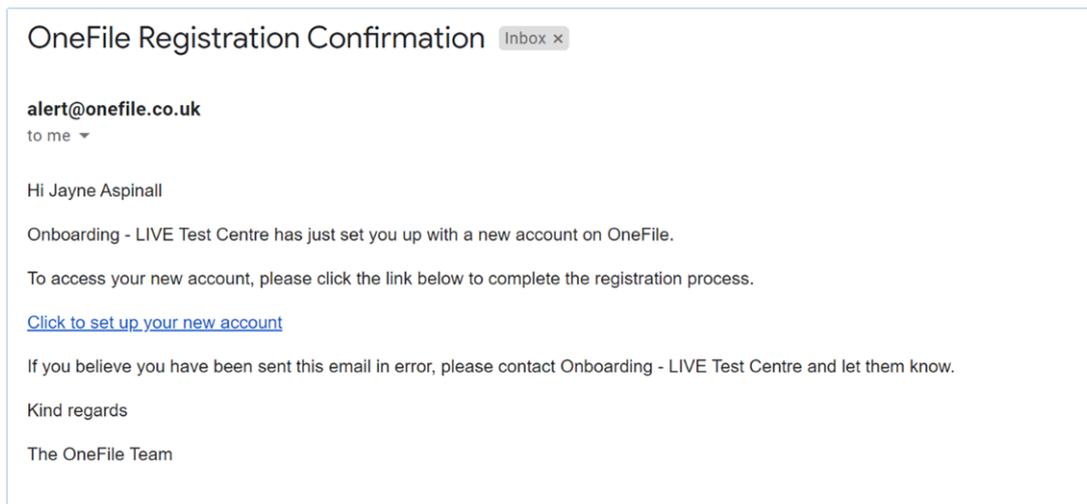
The Netball Europe C Award Online Paper Administrator (the Administrator) can be contacted at netballeuropeca@outlook.com .

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OneFile Registration Process

Once you have applied to take the Netball Europe C Award Online Paper you will be registered on OneFile and as a result you should receive an email invitation with a hyperlink from alert@onefile.co.uk . Sometimes these emails are directed to your junk mail folder so please check there if you do not receive an email. This link is valid for 7 days.



1 OneFile Email

Once you have received the email click on the link [Click to set up your new account](#).

At the link you will be asked to produce a password. This password will also be valid for 7 days.

Please complete your registration by providing a password to access your account created by Netball Europe.

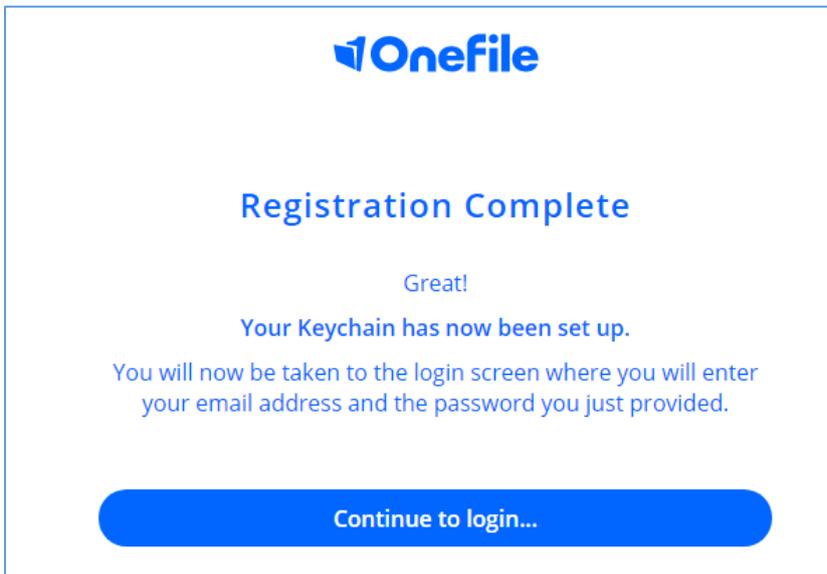
Please observe the password rules when choosing your password.

- [Your password must be at least 10 characters](#)
- [But it must be no more than 128 characters](#)
- [It must contain at least 1 number](#)
- [It must contain at least 1 letter](#)
- [All passwords are case-sensitive](#)
- [Special characters are allowed](#)

Once you have your password click on the [Register](#) button.

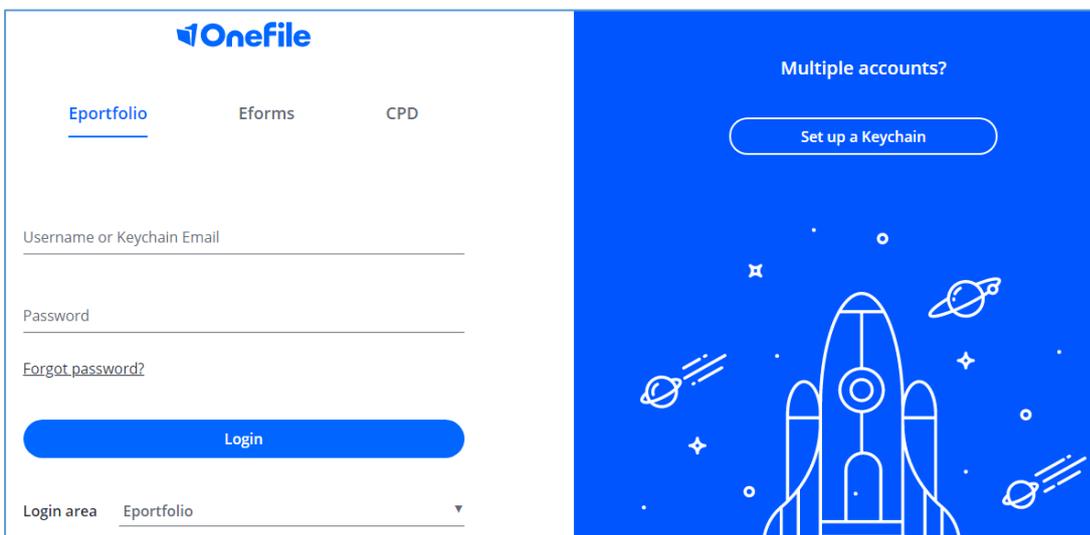


You should see the following screen:



2 Registration Complete

Click on the [Continue to login....](#) Button.



3 OneFile Login screen

Enter your email and password and press [Login](#) button.



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Check your personal details are correct. Read and agree to the terms and conditions and then click on [Save](#).

<h3>Personal details</h3> <p><i>Your details were last updated on 16 November 2020 at 20:17.</i></p> <p>First Name <input type="text" value="Jayne"/></p> <p>Last Name <input type="text" value="Aspinall"/></p> <p>Email address <input type="text" value="jayne1970aspinall@gmail.com"/></p> <p><input checked="" type="checkbox"/> I have read and agree to the Terms and Conditions.</p> <p><input type="button" value="Save"/></p>	<h3>Log in with Microsoft</h3> <p>You need to read and accept the terms and conditions before connecting your keychain to Microsoft.</p> <p><input type="button" value="Connect with Microsoft"/></p> <hr/> <h3>Log in with Facebook</h3> <p>You need to read and accept the terms and conditions before connecting your keychain to Facebook.</p> <p><input type="button" value="Connect with Facebook"/></p> <hr/> <h3>Delete Keychain Account</h3> <p><input type="button" value="Delete Keychain"/></p>
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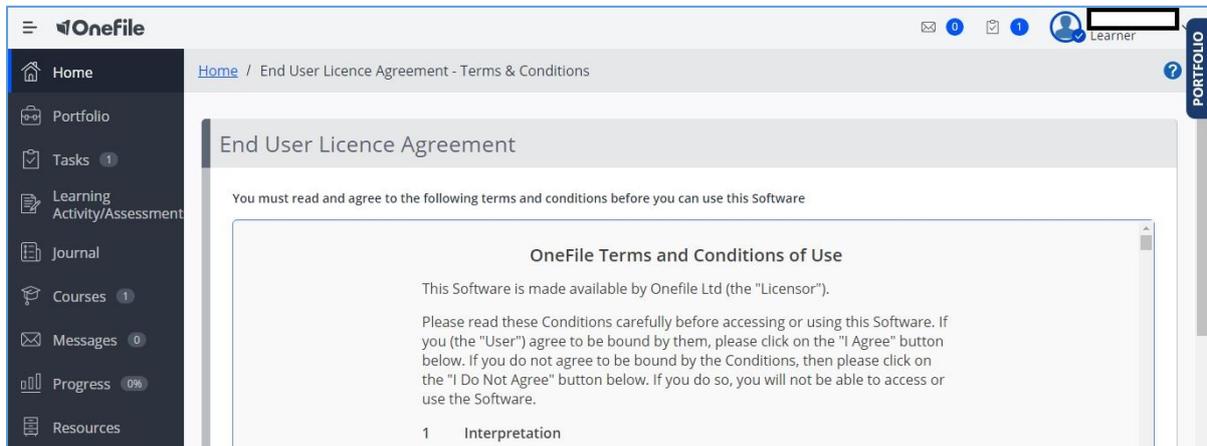
4 OneFile Personal Details

On the next screen select Eportfolio button

	<p>Jayne Aspinall (Learner Netball Europe)</p> <p><input type="button" value="Eportfolio"/> No activity recorded</p>	<p>Keychain protected ✓</p>	<p><input type="button" value="Clipboard"/> 1</p>	<p><input type="button" value="Envelope"/></p>
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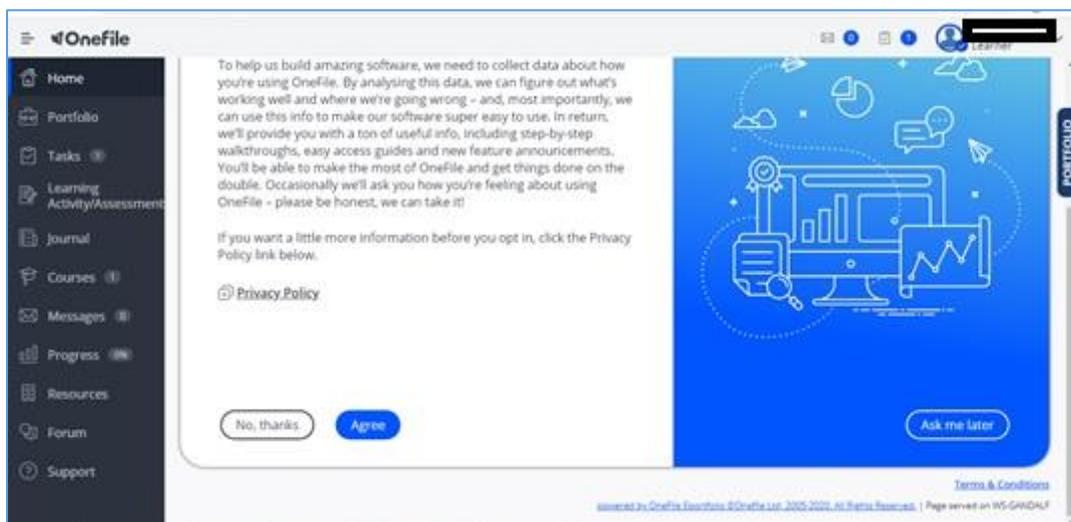
5 OneFile My Account screen

At the next screen scroll to the bottom and click **I Agree** button.



6 OneFile End User Licence Agreement

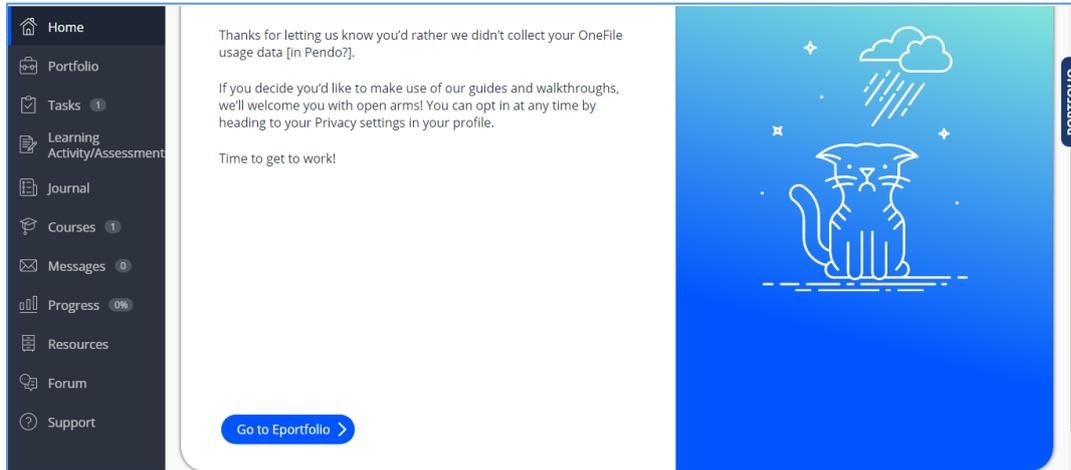
The next screen invites you to help them improve OneFile. This is up to you! Click on the relevant button for yourself.



7 OneFile Improvement screen



On the next screen click on [Go to Eportfolio](#) button



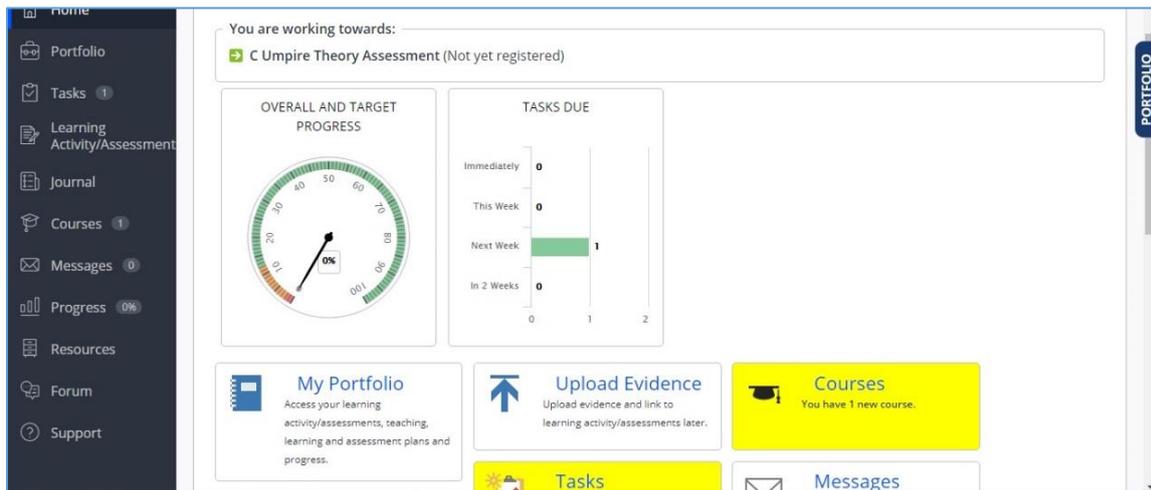
8 OneFile Go to Eportfolio screen

If there are any software maintenance notifications check that they won't interfere with your planned use timings and click the [Continue](#) button.

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Starting the Online Paper

On the next screen click on **Courses** button



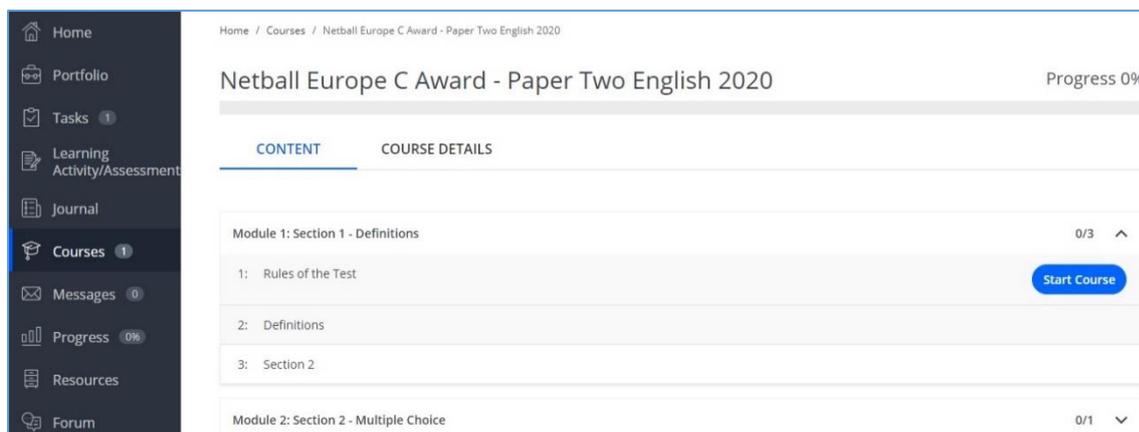
9 OneFile Portfolio Dashboard

Click on the **START COURSE** button



10 OneFile Start Course

Select **Start Course** button



11 OneFile Actual Paper

The next screen is the Rules of the Test. Note that you have 30 minutes to complete the Test and if you do exceed that time limit the Administrator may class your result as Not Yet Met Competency.



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You have 30 minutes to complete this paper, as measured on the OneFile clock. This clock is visible on your screen in Section 1 only, in Section 2 it reverts to an internal clock.

If you are still in Section 1 at the end of the 30 minutes, your screen will freeze preventing any further action by you. In this case you will be assessed as Not Yet Met Competency (NYMC). If you are in Section 2 the screen will not freeze and you will be able to answer all questions. The Administrator will check your timing to check if you had correctly answered a minimum of three Section 2 questions within the time limit. If you were successful you will be awarded a Pass, if not, you will be assessed as NYMC.

Be aware that the questions in Section 2 can be either a direct question for you to answer, a scenario for you to resolve, or a statement of fact for you to judge. Select from the 3 options the one that meets the requirements of the question.

12 OneFile Rules of the Test

From this point onwards you will be in the actual paper.

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NE C Award Online Paper

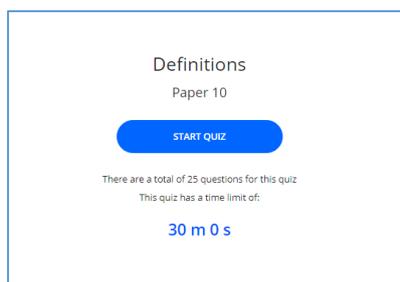
The Paper is in two parts, Section 1 and Section 2.

Section 1 has 25 questions where the answer is either True or False.

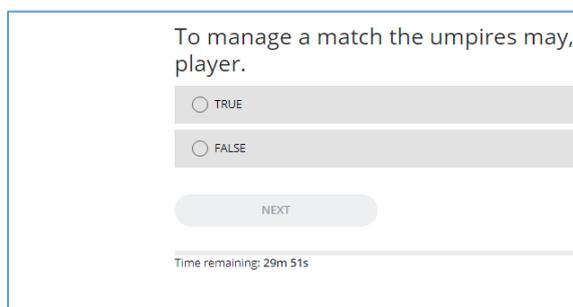
Section 2 has 5 Multi-choice questions which have 3 options. Only one of the options is correct. Be aware that these questions can be either a direct question for you to answer, a scenario for you to resolve, or a statement of fact for you to judge. Select from the 3 options the one that meets the requirements of the question.

The pass mark for Section 1 is a minimum of 21 out of 25 and for Section 2 is a minimum of 3 out of 5.

You will have a maximum time limit of 30 minutes to complete both Sections. This timing is on a visible clock on the screen, in Section 1 only, which will count down from 30 minutes. In Section 2 the clock is no longer visible and reverts to the internal clock.



13 Visible Countdown Clock



14 Clock Shown Under Question

At the end of 30 minutes, if still in Section 1, your paper will freeze, you will not be able to go forward or backwards.

If Section 1 successfully completed the Administrator will check your score in Section 2 –

- Score 3 or 4 out of 5 then Pass awarded – you and your Country informed
- Score less than 3 out of 5 – NYMC – Contact Administrator at netballeuropeca@outlook.com



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If Section 1 not successfully completed – NYMC – Contact Administrator at netballeuropeca@outlook.com

Each question in both Sections must be answered in order. The system will not let you move on to the next question until you have entered an answer.

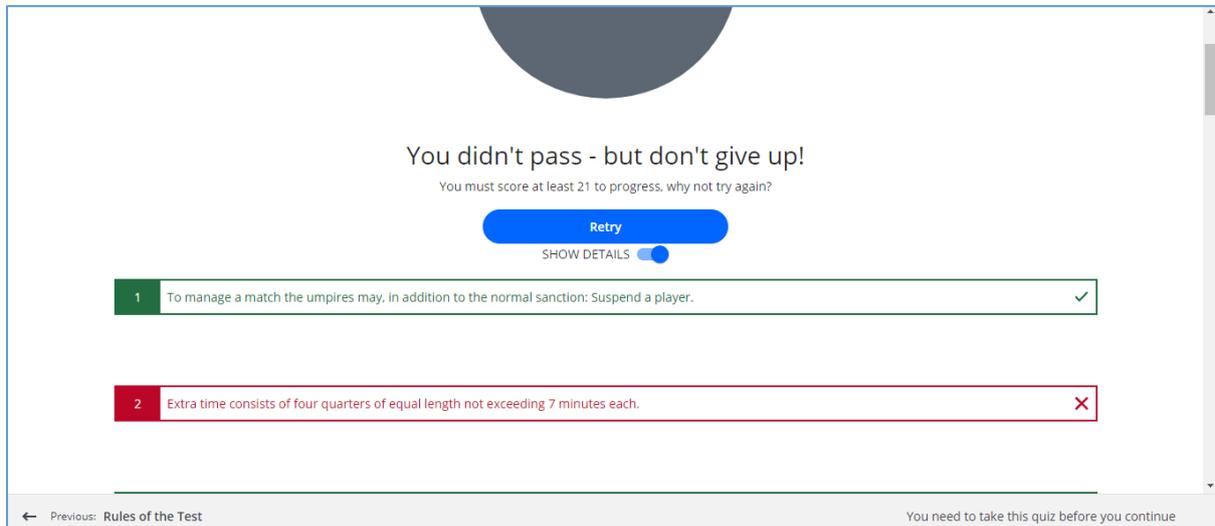
The system marks the paper as you progress and will give you the result for Section 1 immediately on answering the 25th question. If successful you will move onto Section 2. If successful in Section 2 you will be informed of the result by the system. The result will be registered with Netball Europe and your Country administration will be informed of the result by the Administrator.

If unsuccessful in Section 1, you will have the option to attempt Section 1 again straight away or to exit and to return later to reattempt the Paper. If you retake the Paper immediately the internal clock is reset to zero and the 30 minutes starts again. If you elect to take the Paper later then you will need to contact the Administrator who will allocate a different Paper to you.

A screenshot of a digital score screen. At the top center, a dark grey circle contains the text 'Your score' above '16 / 25'. Below this, the text reads 'You didn't pass - but don't give up!' followed by 'You must score at least 21 to progress, why not try again?'. At the bottom center, there is a blue rounded rectangular button labeled 'Retry' and a toggle switch labeled 'SHOW DETAILS' which is currently turned off.

15 OneFile Section 1 Not Passed

You may at this point review your results by selecting [SHOW DETAILS](#).



16 OneFile Show Details Screen

This screen shows which questions you got right, and which ones were wrong. It doesn't state whether the answer was True or False, just if you were correct or incorrect.

Remember that during your review of the answers the countdown clock is still running

After reviewing your answers, you can either select [Retry](#) to attempt the paper again or logout, contact the Administrator and try again later. In the second case the Administrator will allocate you a different paper.

If you elect to retry the paper, you will be presented with the same 25 questions, but they will appear in a different order. The visible countdown clock will reset to 30 minutes.

If successful in retrying Section 1 you will be able to continue onto Section 2. If unsuccessful in retrying Section 1 you will need to reapply through your country's process.



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A screenshot of a user interface showing a score of 2/5. The score is displayed in a large grey circle with the text 'Your score' above it. Below the score, the text reads 'You didn't pass - but don't give up!' followed by 'You must score at least 3 to progress, why not try again?'. There is a blue 'Retry' button and a 'SHOW DETAILS' link with a toggle switch.

17 Section 2 Not Passed

Again, you may review your answers by selecting [SHOW DETAILS](#).

Press [Retry](#), which is recommended, or log out, contact the Administrator and try again later. In the second case the Administrator will allocate you a different paper and you will have to retake both Sections again.

Please note that if you [Retry](#) Section 2 the clock DOES NOT reset to 30 minutes, it continues to count down.

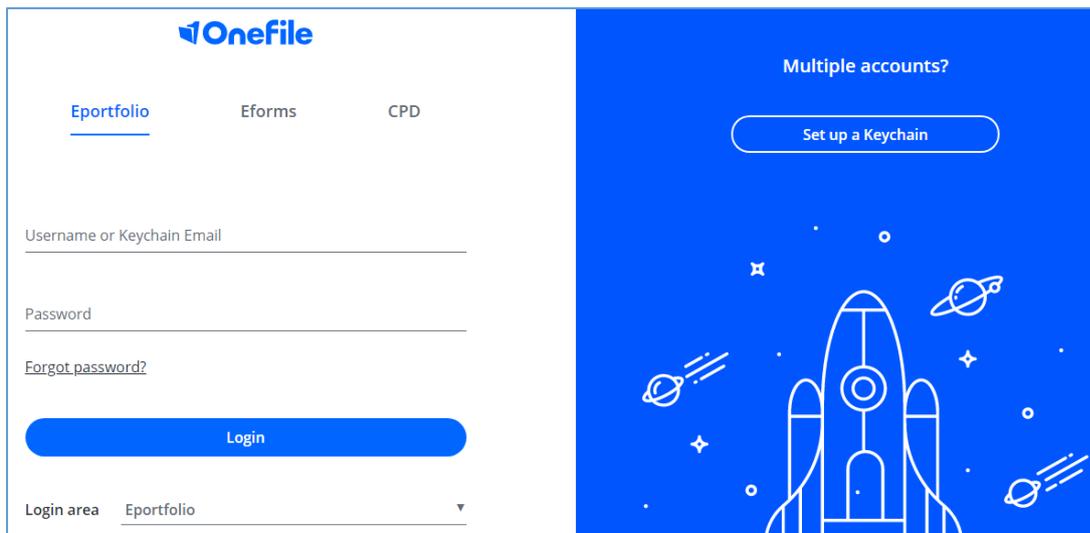
You get 2 strikes, failure in either Section classes as 1 strike. If unsuccessful in 2 Sections, then you will have to reapply through your Country's website to take the Online Paper again.

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Hints and Tips

Forgotten Password

If, on leaving and re-entering OneFile, you forget your password there is a [Forgot Password](#) button on the login page.



18 Forgot Password Screen

Section 1 Questions

Read each question carefully. Look for key words such as must, may, should or can, for example. All questions are carefully worded using, where possible, the exact wording in the Rule Book.

Does the rule book say, “The umpire may...” but the question says, “The umpire must...”? as these are different, then the answer would be False.

Section 2 Questions

In here each question has 3 possible answers but only 1 of them is correct. Carefully read each question and then all 3 options. Look out for the team colours to make sure you do not select the wrong option. Have you selected the correct sanction? Is it a free pass or a penalty pass?

General

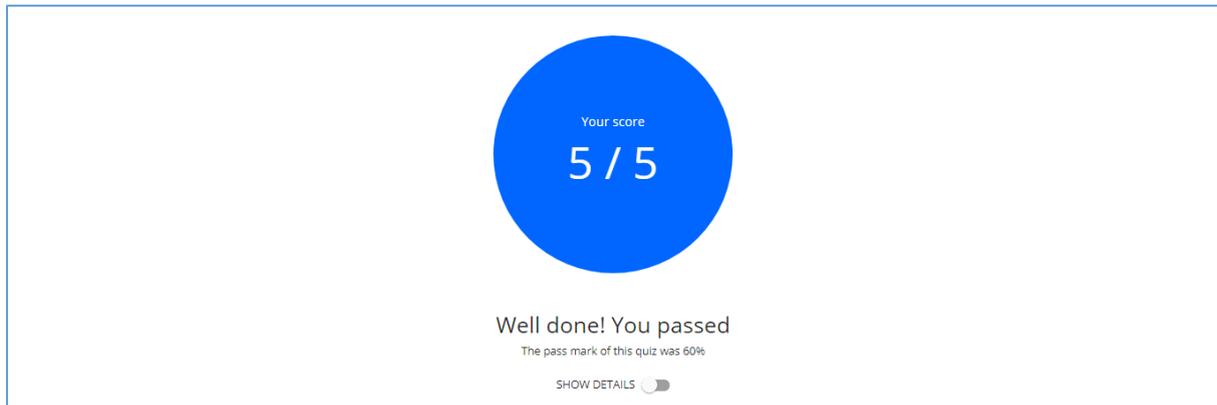
There are no trick questions.

Do not consider any factor not mentioned. If an action isn't written in the question, then it isn't relevant.

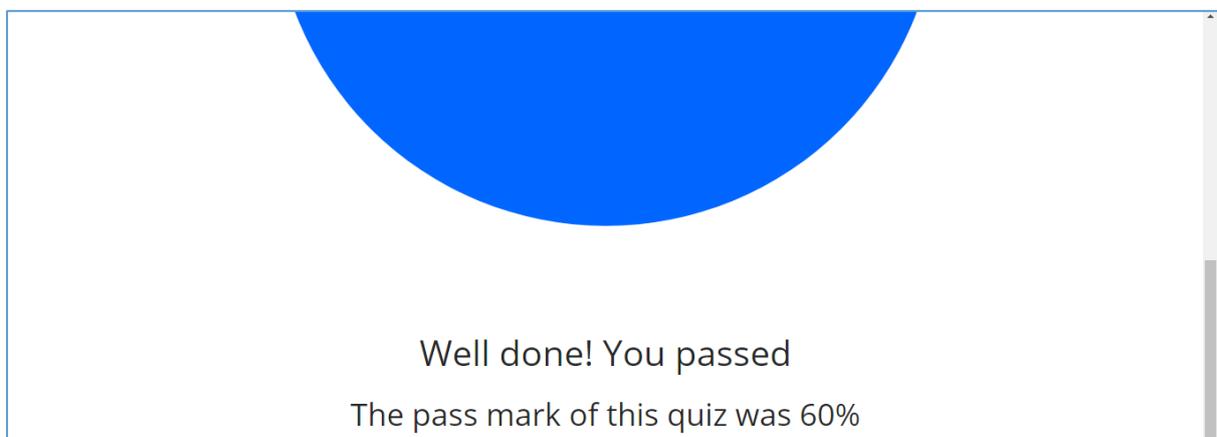


Large Print

Some learners may require large print. This can be achieved by holding down the **CTRL key** and press the **+ key** to increase the letter sizes and **- key** to decrease the letter sizes.



19 OneFile Normal Letter Size



20 OneFile Increased Letter Size

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Reviewed: N/A

Next Review: 16 November 2021



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