



AECO Online Field Staff Assessment

Q & A

1. How do I log on to the aeco.no members only section?

Field staff do not have access to the AECO members only part of aeco.no. All references needed are linked to in the [Resources and Tools section of AECO's website](#) (scroll down on the right to the section titled: Field Staff Online Assessment - References and included in the Dropbox which is linked to in the introduction e-mail prior to each season.

2. I cannot log on to aeco.no in order to take the test. What do I do?

The test is not located on AECO's website aeco.no but is hosted by a platform called SpeedExam. Use this link to log on and start taking the tests: [Sign in \(speedexam.net\)](#)

3. Where can I find the Site Specific Guidelines?

The Site Specific Guidelines for Svalbard have been developed by AECO's members aided by external funding and scientific consultation. Some of these can be directly used in the permit application process for Svalbard where certain sites can only be visited when having submitted a detailed site guideline that directs any given landing prior to the season. Having these directly available by AECO members is a great advantage and hence AECO consider them as property not to be used by others than AECO members. This is the reason why the Site Specific Guidelines are not directly accessible on the website. Instead, all staff registered to the AECO Field Staff Assessment can access them via a Dropbox link forwarded in the information e-mail to all prior to each season.

4. Why can I not practice the test before taking the exam?

The AECO Field Staff Assessment is not mean as an exam per se. It is first and foremost meant as an awareness tool on what rules apply and where they can be found. Hence there is no time limit to the test. You can pause and search in the clearly marked reference or pause and start up again at a more convenient time, etc. By default you have 5 attempts to pass and should

that not be enough, you can ask the AECO secretariat (aeco@aeco.no or troels@aeco.no) to get more attempts. Once a test is completed you can review your answers and learn what went wrong.

5. What does the test consist of?

The AECO Field Staff Assessment tests are made of questions into each area/category of relevance – currently AECO, Svalbard and Greenland (Canada and Iceland will be included eventually). Each test is then generated by SpeedExam by selecting a specific number of questions from each category and pool them together to generate a fairly random selection of question for each test. That means that a test on e.g., AECO & Svalbard are never the exact same. They are similar since the number of questions in each category is limited.

6. How often are questions updated?

Questions are continuously updated when regulations are updated or added, AECO guidelines and other sources are updated or added. However, legislation and guidelines are generally not updated often which means that the experience will be that only limited adjustments have been made year on year.

7. I have a comment to a question – what do I do?

Write troels@aeco.no. He will be happy to help. Due to the random way each test is generated (see 5), it is very important that you do NOT refer to the number the question has in your test. This number is random from test to test. Instead, please refer to the **QID#** which is a number that is locked to the specific question and can be easily located in the database of questions.

8. Do AECO decide what test I must take?

Although the AECO membership has decided that the Field Staff Assessment is mandatory for all field staff, it is up to the members themselves to determine if one or more of the available tests need to be taken by their employees each year. Based on the design of the tests (see 5), it is possible to cover all relevant areas in one test. For those operating in Svalbard and/or Greenland, an option is available. For those working in areas which do not have country specific questions, the AECO only test is the one to take.