



TRAINING NEEDS ANALYSIS... TNA

Instructions for TNA.

To run a **TNA** you will need a PC with the following:

- **Internet access**
- **Internet explorer v5.0 or above (although the system will probably work with other browsers also)**
- **Adobe Flash player. (most pcs will have this already)**
- **Pentium II Minimum Processor**
- **Minimum of 32MB ram on the PC**

The assessment comprises a set number of questions, which can be varied without limitation, and we have applied a time limit of 30 minutes on this evaluation.

Having followed the link on the ESP website, enter the **passcode** sent by ESP.

Click on **Login**

A screen will appear with the details of your assessment along with your name.

Click on **Next**

The questions will download then you will see a **set of rules**.

Read through the rules, click on **I accept the rules above (this is not mandatory in live systems but it is an example of how the application can be made to work)** then click on **next**

You then have the option to go through the Practise TNA (the results do not count towards your full results) or proceeding directly to the timed assessment.

When you are ready to start the Assessment, click on **Start TNA** – the system will take you to question 1. Read the questions and observe how many answers are required.

Move your mouse over the answer(s) you think is correct and click on it. The background should change to green.

Move onto the next question by clicking on next at the top right of the screen.

At the end of the TNA you will have the opportunity to return to any questions you want to review. Click on any additional questions you want to review then click on **Review Questions**

When you have finished reviewing the questions, click on finish

Then click on OK

Wait until the assessment has been validated

Then click on **upload**.

Your results will be uploaded- you will see your score

Click on **next**

If you want to go through the questions you answered incorrectly click on **next**

When you have completed the TNA click on Finish

The results will be exported from the Microsoft database into Excel where they can be analysed in numerous ways. This analysis is **ONLY** available to administrative users, not candidates. However, it is easy to give you an admin passcode if you wish to look at ESPTNA in more detail.

If you have any problems or questions, please contact:

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