

## 1. Assessment: What Should I Expect?

### 1.1 Link to the ADAPT On-line Website

If you are to complete any element of the ADAPT On-line Assessment at home, you will be provided, by email, with your link to the ADAPT Website and a series of instructions that will enable you to access the ADAPT Login Screen.

### 1.2 Log In Screen

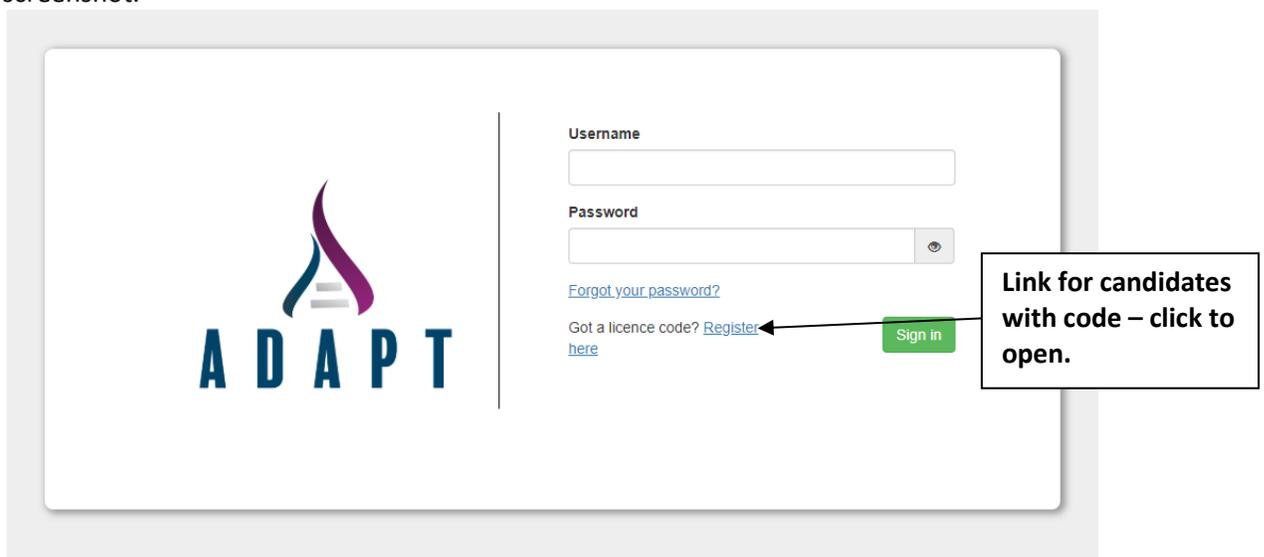
You will also be provided with a 20 digit alpha numeric licence number; this will either be provided to you directly or will be given to the Organisation to input on your behalf, depending on whether you are completing any elements at home prior to further invigilated tests. If you are provided with the code, please keep a note of this licence in case you should need to log in again.

#### **Please use Google Chrome to access the tests.**

To log in to the Assessment Tool, please click the link below or paste it into the browser:

<https://adapt2.symbioticsltd.co.uk/login>

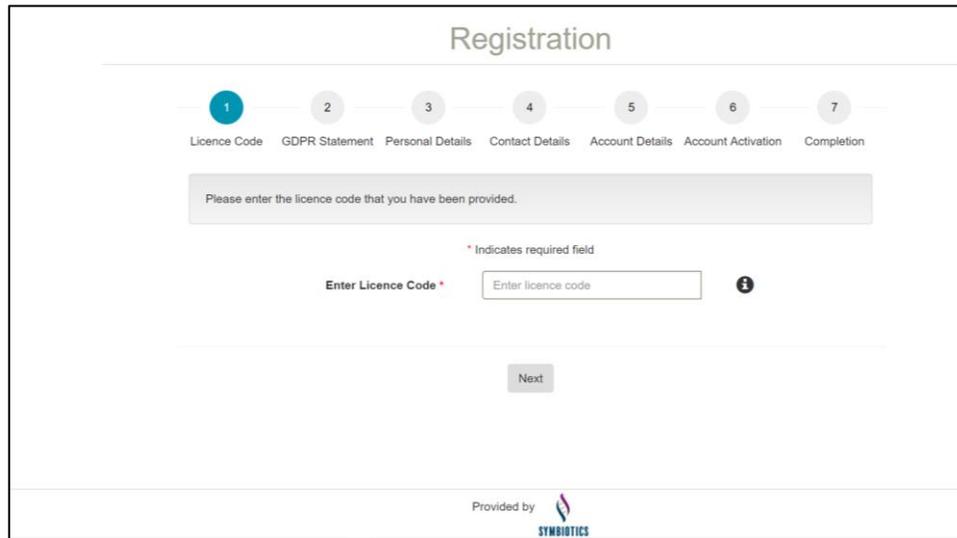
The link will take you to the below screen. Please click on the “Got a licence code? [Register here](#)” link shown in below screenshot.



**Figure 1: Adapt 2 Login Screen**

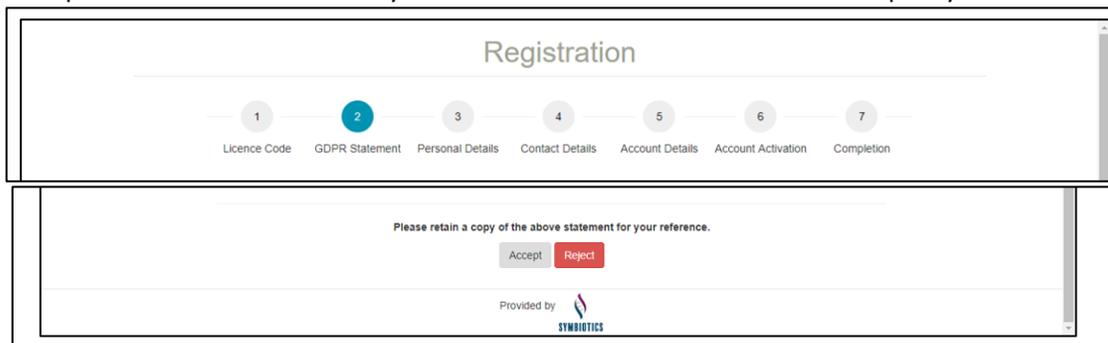
Once you enter the registration area you will be required to enter your Licence code which we recommend you copy and paste in if possible and then follow the instructions as provided on each page. As part of the process when you enter your e-mail address you may separately be mailed with an additional activation code that you will need to enter at step 6 to confirm your acceptance of our data protection policy or you will just be asked to confirm acceptance via a check box. If you are required to

have an activation code to do this, you will require access to your e-mail to retrieve this additional code. Otherwise, simply follow the instructions provided on each of the following pages.



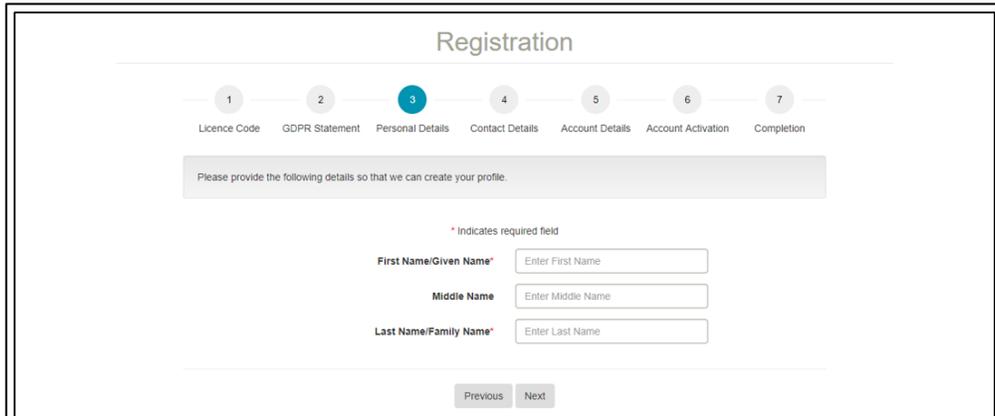
**Figure 2: Opening Online Registration Screen**

You will then proceed to a screen where you will read our General Data Protection policy and have to accept it.



**Figure 3: GDPR Acceptance**

This will follow on to you needing to enter your personal details



**Registration**

1 2 3 4 5 6 7  
 Licence Code    GDPR Statement    Personal Details    Contact Details    Account Details    Account Activation    Completion

Please provide the following details so that we can create your profile.

\* Indicates required field

**First Name/Given Name\***

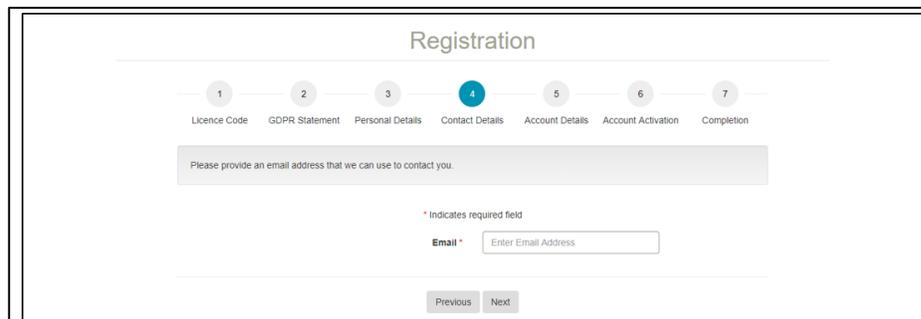
**Middle Name**

**Last Name/Family Name\***

**Figure 4: Personal Details Entry**

Which will lead on to a screen for you to enter your contact details



**Registration**

1 2 3 4 5 6 7  
 Licence Code    GDPR Statement    Personal Details    Contact Details    Account Details    Account Activation    Completion

Please provide an email address that we can use to contact you.

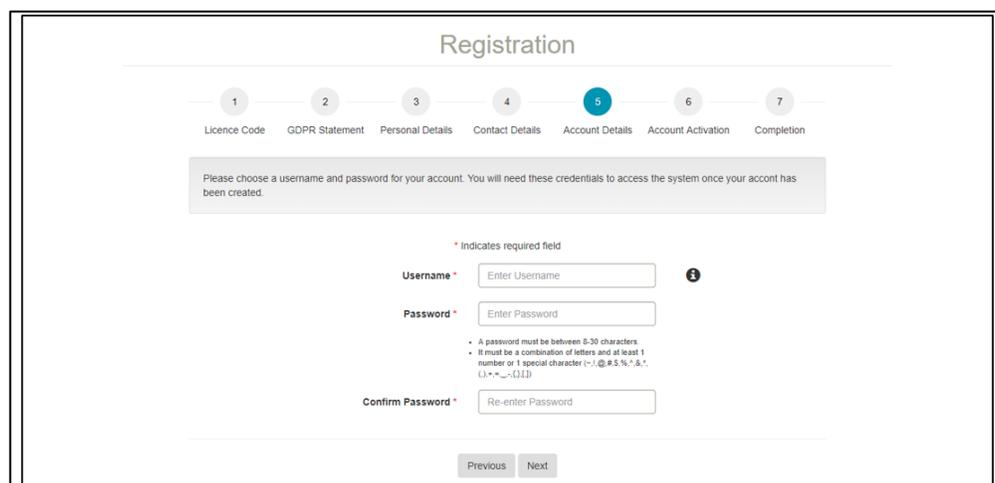
\* Indicates required field

**Email \***

**Figure 5: Contact Details Entry**

This will lead on to a screen where you set your account login information



**Registration**

1 2 3 4 5 6 7  
 Licence Code    GDPR Statement    Personal Details    Contact Details    Account Details    Account Activation    Completion

Please choose a username and password for your account. You will need these credentials to access the system once your account has been created.

\* Indicates required field

**Username \***  ⓘ

**Password \***

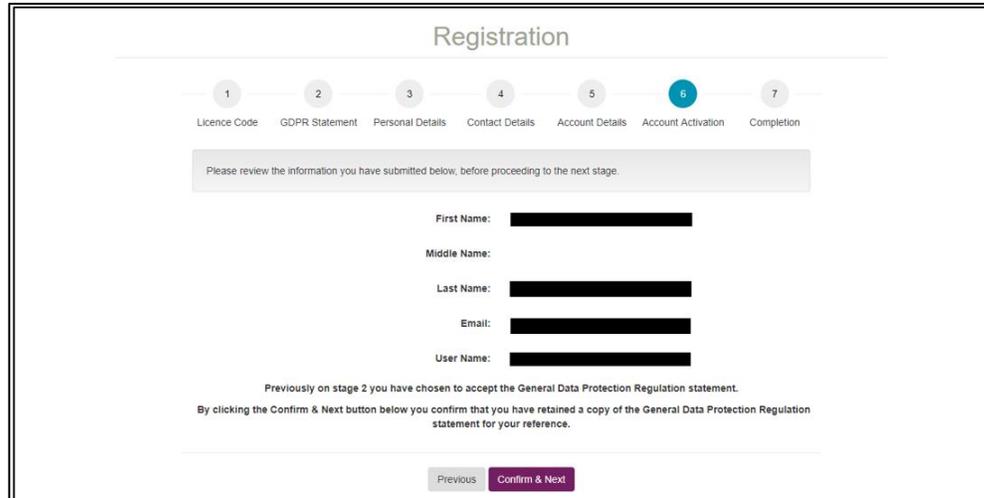
• A password must be between 8-30 characters  
 • It must be a combination of letters and at least 1 number or 1 special character (- ! @ # \$ % ^ & \* ( ) + = \_ ~ { } | )  
 ( ) \* + = \_ ~ { } | )

**Confirm Password \***

**Figure 6: Your Account Details Entry**

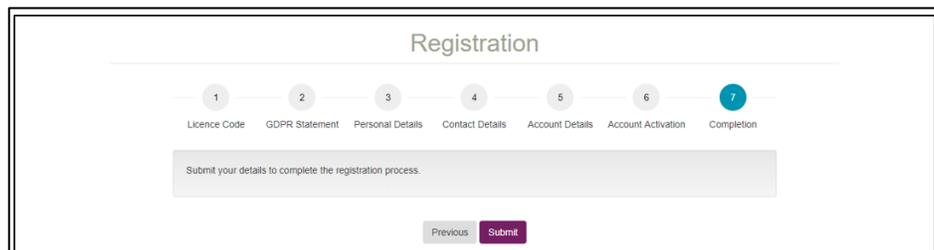
Then on to the account activation screen



The screenshot shows the 'Registration' process at stage 6, 'Account Activation'. A progress bar at the top indicates the following stages: 1. Licence Code, 2. GDPR Statement, 3. Personal Details, 4. Contact Details, 5. Account Details, 6. Account Activation (highlighted in blue), and 7. Completion. Below the progress bar, a grey box contains the text: 'Please review the information you have submitted below, before proceeding to the next stage.' The form fields are: First Name, Middle Name, Last Name, Email, and User Name, all of which are redacted with black bars. Below the form, a paragraph states: 'Previously on stage 2 you have chosen to accept the General Data Protection Regulation statement. By clicking the Confirm & Next button below you confirm that you have retained a copy of the General Data Protection Regulation statement for your reference.' At the bottom, there are two buttons: 'Previous' (grey) and 'Confirm & Next' (purple).

**Figure 7: Activation of Your Account**

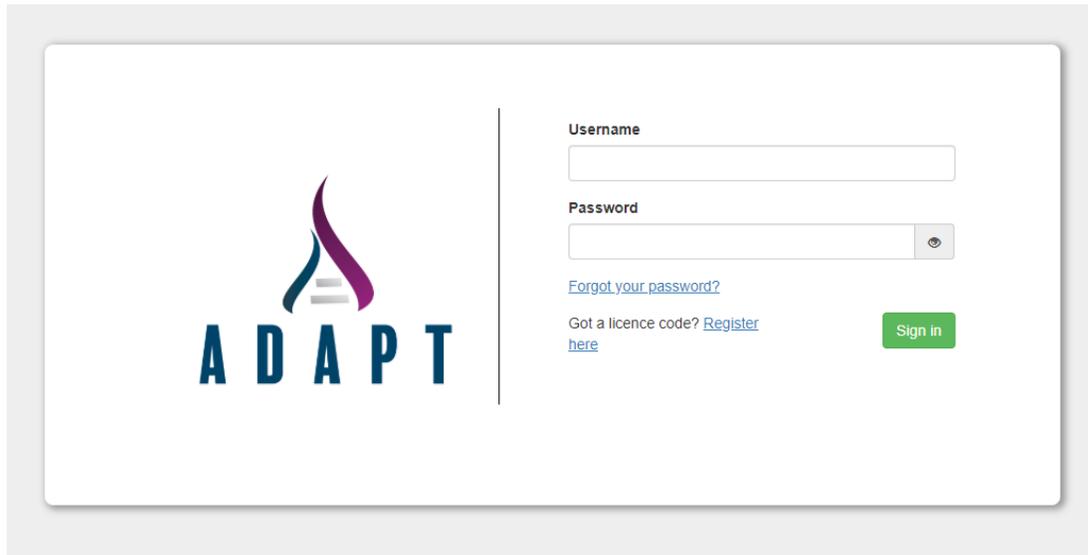
When you have completed all details click 'Submit' to continue.



The screenshot shows the 'Registration' process at stage 7, 'Completion'. The progress bar at the top shows stages 1 through 7, with stage 7 'Completion' highlighted in blue. Below the progress bar, a grey box contains the text: 'Submit your details to complete the registration process.' At the bottom, there are two buttons: 'Previous' (grey) and 'Submit' (purple).

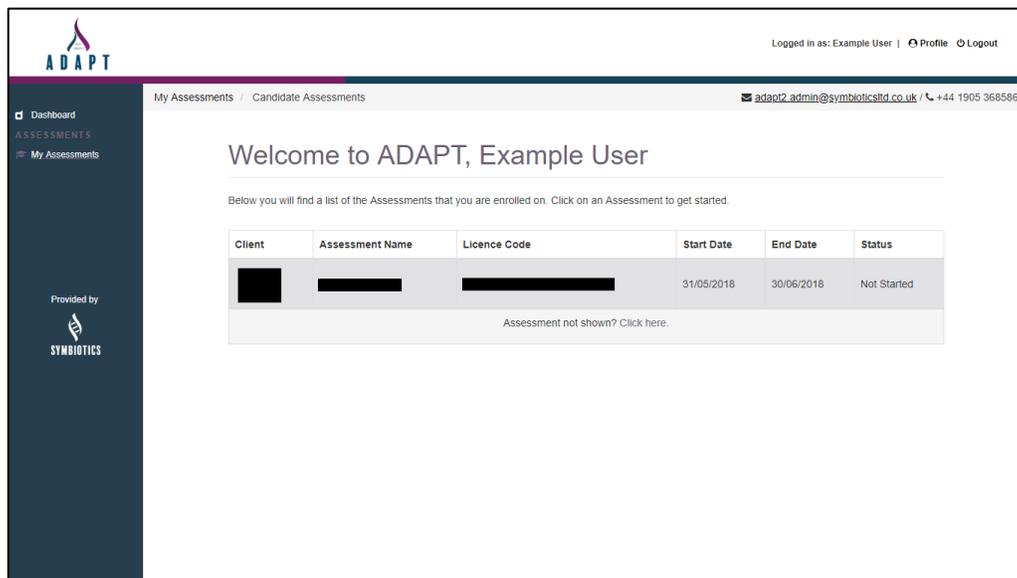
**Figure 8: Registration Completion**

This will return you to ADAPT login page where you will enter your username and password



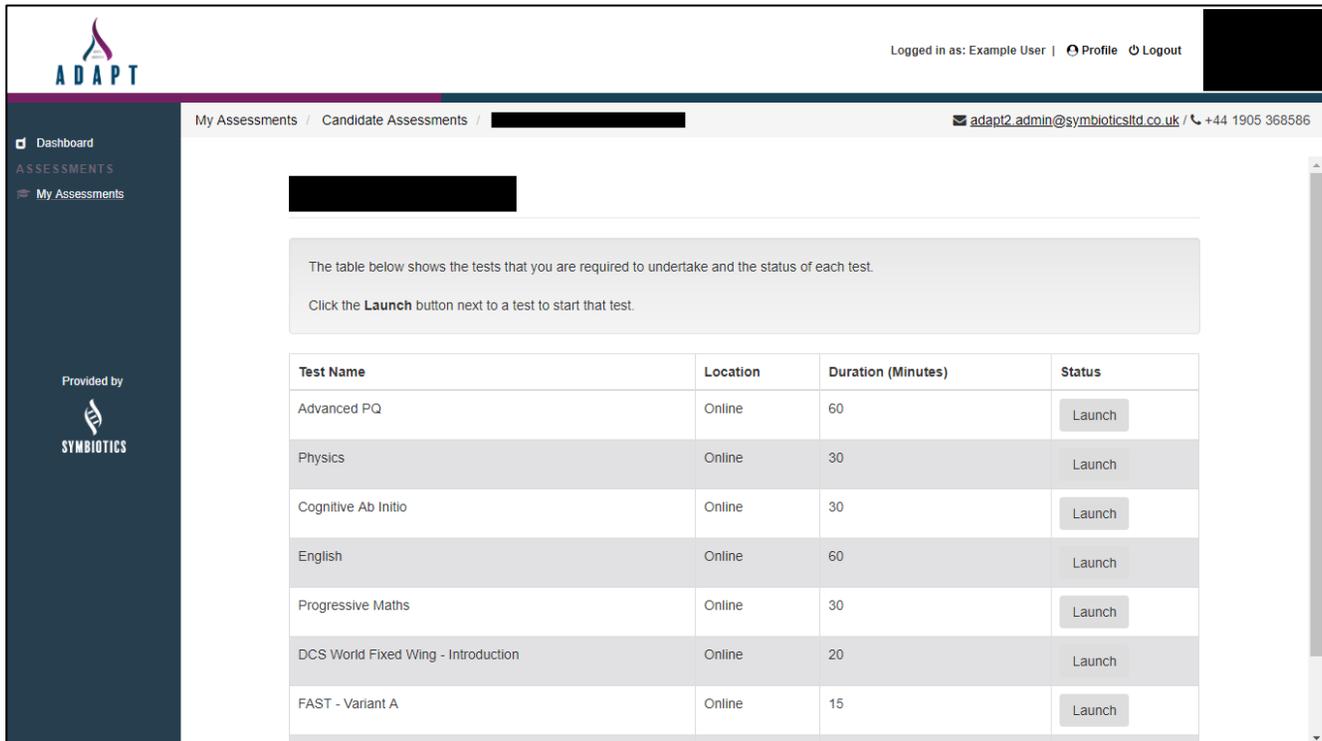
**Figure 9: Adapt 2 Login Screen**

Once you have entered your username and password, a candidate assessment menu will appear.



**Figure 10: Candidate Assessments Menu**

The tests that you have been allocated will load. Click 'Launch' to receive the instructions for your first test.

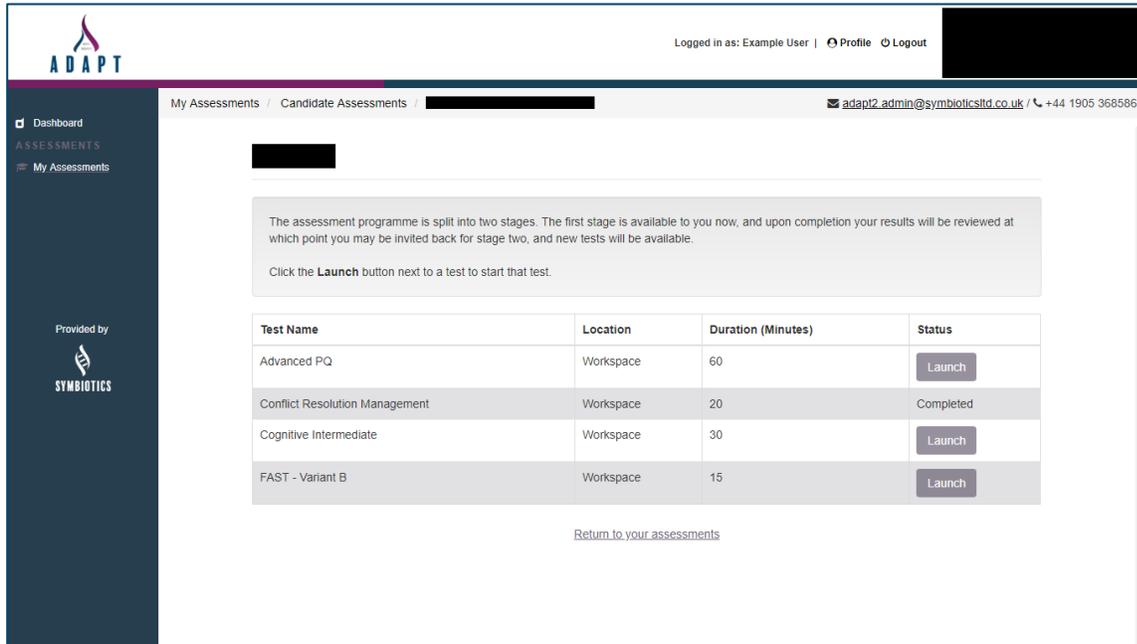


The screenshot shows the ADAPT user interface. At the top, it says 'Logged in as: Example User | Profile | Logout'. The breadcrumb trail is 'My Assessments / Candidate Assessments / [redacted]'. The email address 'adapt2.admin@symbioticsltd.co.uk' and phone number '+44 1905 368586' are also visible. The main content area contains a message: 'The table below shows the tests that you are required to undertake and the status of each test. Click the **Launch** button next to a test to start that test.'

Test Name	Location	Duration (Minutes)	Status
Advanced PQ	Online	60	Launch
Physics	Online	30	Launch
Cognitive Ab Initio	Online	30	Launch
English	Online	60	Launch
Progressive Maths	Online	30	Launch
DCS World Fixed Wing - Introduction	Online	20	Launch
FAST - Variant A	Online	15	Launch

**Figure 11: Sample List of Allocated Tests**

When you have finished each of the tests you will see a screen displaying the specific list of tests that you are undertaking, highlighting which ones are complete:



The screenshot shows the ADAPT web application interface. At the top, it says "Logged in as: Example User | Profile Logout". The breadcrumb trail is "My Assessments / Candidate Assessments". The main content area contains a text box explaining the two-stage assessment process and a table of tests.

Test Name	Location	Duration (Minutes)	Status
Advanced PQ	Workspace	60	Launch
Conflict Resolution Management	Workspace	20	Completed
Cognitive Intermediate	Workspace	30	Launch
FAST - Variant B	Workspace	15	Launch

Below the table is a link: [Return to your assessments](#)

**Figure 12: Central Screen.**

Once a test has been completed, click on the “Return to your assessments” link to access your next test (if there are others to be completed). When you have completed all the tests, please click on “Logout” at the top of the web page. This will upload your results to Symbiotics Ltd.

Symbiotics Ltd. will email the results directly to you or your organisation’s designated representative, subject to the organisation’s requirements.