

Step 1: Student logs into their account and selects the course name.

Step 2: Student clicks on the exam icon to bring up the exam information and a launch exam icon. Click on the launch exam button

Requires Proctor Validation	Required Score: 70%	Questions: 60	Retries Allowed: 1	Retries Allowed After Passing: No
-----------------------------	---------------------	---------------	--------------------	-----------------------------------

[Launch](#)

2161277

Step 3: Student and Proctor review proctor exam rules

### Proctor / Monitor Form

#### EXAM RULES

Certification exams are closed book and your course materials are not accessible while the exam is in progress. The final exam is designed to be taken in one sitting and must be passed with a score of 70% or higher to receive credit. Please be advised that 10 minutes of inactivity will cause the exam to grade and will be considered a valid attempt. You have 2 attempts at the Proctored Final Exam. If you do not receive a passing score after 2 attempts, you will need to repeat the course prior to attempting the exam again. Each exam attempt will require the same proctor process be followed.

Step 4: Student and Proctor complete the proctor form

#### COMPLETE YOUR ONLINE PROCTORED EXAM

Your state requires a proctored course final exam for your course(s). You will need to arrange for the proctor, which is someone who will make sure you take the test without outside assistance. A proctor can be any disinterested 3rd party. Examples of acceptable proctors: librarian, high school or college faculty member, clergy, state testing center.

Your chosen proctor will need to complete the Proctor Form below.

The exam has not started and will not be accessible until the Proctor/Monitor page has been completed by both the Student and the Proctor/Monitor.

#### Student

##### Name

John Smith

##### Address

1234 Main Street  
Austin, TX 78701

## Proctor / Monitor

First Name

Last Name

Address 1

Address 2

City

State

Zip Code

Phone Number

Company Name

Relation To Student

Exam Site

**To be completed by the Student:**

I hereby affirm that:

- I personally completed the course material(s) in its entirety.
- I acknowledge a Proctor/Monitor is required and must be present for the duration of this exam.

I affirm.

**To be completed by the Proctor/Monitor:**

I hereby affirm that:

- The identify of the student has been verified, per requirements.
- The exam must be completed by the student without access to the course materials, notes, or assistance of any kind.

I affirm.

Cancel

Start Exam

Step 5: Launch the exam by clicking “Start Exam”

Cancel

Start Exam