

TestOut[®]

TestOut Pro Certification Exam Proctoring

TUTORIAL

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TESTOUT LABSIM LOGIN

Go to www.testout.com and click “Login”.

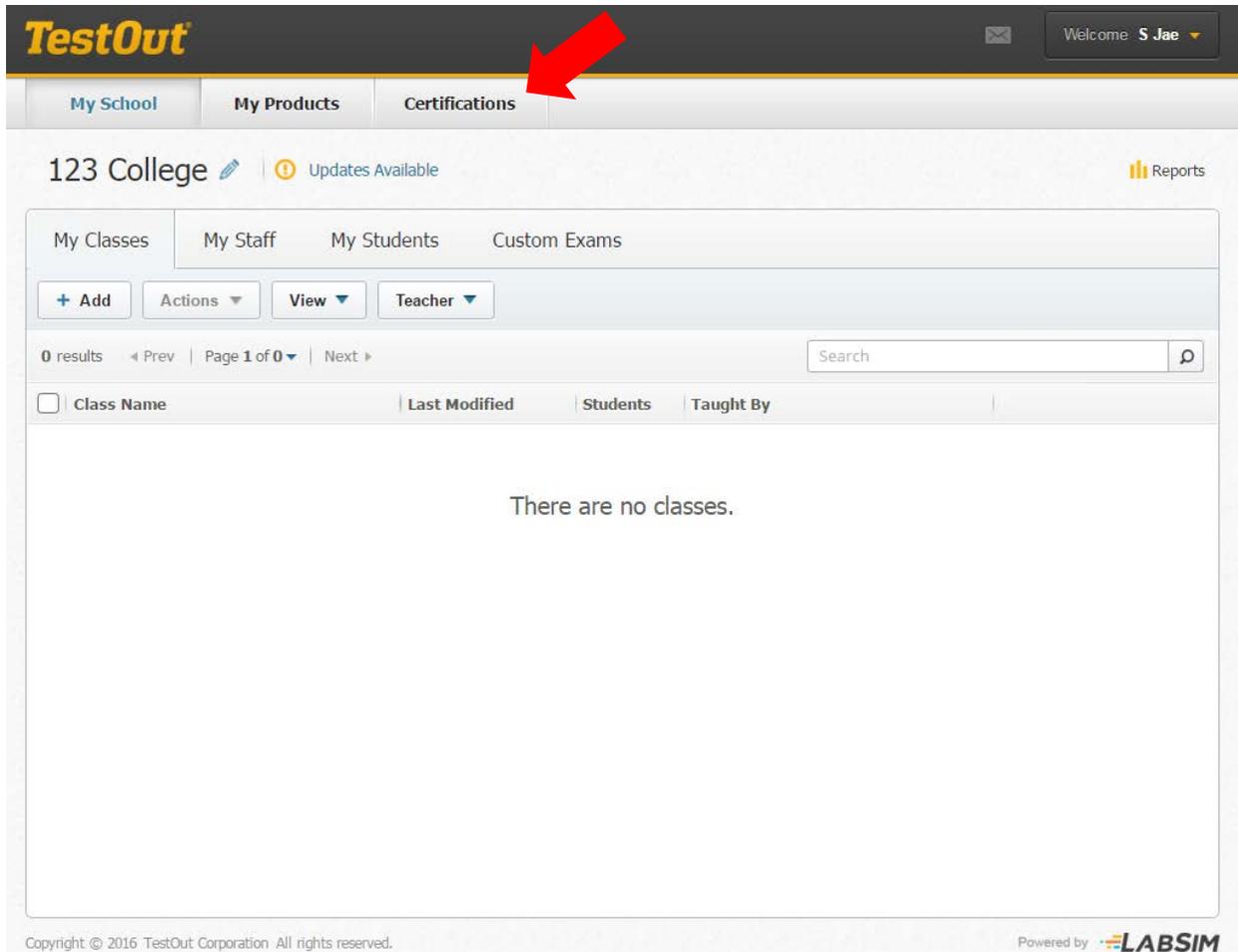
The screenshot shows the TestOut website homepage. At the top right, there are links for 'Cart', '1-800-877-4889', 'Live Chat', 'English', 'Sign up', and 'Login'. A red arrow points to the 'Login' button. Below the navigation bar is a search bar. The main heading is 'The Most Realistic IT Training' with the subtext 'Get your students trained and certified with the best curriculum and educator tools'. A list of benefits includes: 'Give hands-on experience with realistic labs', 'Save time with automatic lab and exam scoring', 'Eliminate the cost of lab equipment', and 'Give students 24/7 access'. A large orange button says 'Request Free Educator Access'. Below this is a carousel with three items: 'Recognizing TestOut Pro Certified Students', 'Who is TestOut?', and 'Need to buy a LabSim course?'. The footer contains copyright information and social media links.

Enter your login credentials and press “Secure Sign In”.

The screenshot shows the TestOut login page. It features the TestOut logo and tagline 'The Lessons Only Experience Can Teach'. Below this is a 'SIGN IN' section with two input fields: 'Login' and 'Password'. A red arrow points to the 'Secure Sign In' button. At the bottom, there is a link that says 'Forgot your login or password?'.

PROCTORING AGREEMENT

Press the “Certifications” tab.



The screenshot shows the TestOut web application interface. At the top, the TestOut logo is on the left, and a user profile for 'S Jae' is on the right. Below the logo, there are three navigation tabs: 'My School', 'My Products', and 'Certifications'. A red arrow points to the 'Certifications' tab. The main content area shows '123 College' with an edit icon, 'Updates Available' notification, and a 'Reports' icon. Below this, there are tabs for 'My Classes', 'My Staff', 'My Students', and 'Custom Exams'. Under 'My Classes', there are buttons for '+ Add', 'Actions', 'View', and 'Teacher'. A search bar and pagination controls are visible. The main table area is empty, displaying the message 'There are no classes.' The footer contains copyright information for 2016 TestOut Corporation and a 'Powered by LABSIM' logo.

Click “Set Up” to review and accept the guidelines for Proctoring.

The screenshot displays the TestOut user interface. At the top, the TestOut logo is on the left, and a user profile for 'S. Jae' is on the right. Below the header is a navigation menu with 'My School', 'My Products', and 'Certifications'. The main content area is divided into two sections. The first section, 'TestOut Proctoring Agreement', contains a message with a warning icon: 'Please review and accept the guidelines to set up the Proctoring Agreement for your school.' A red arrow points to a 'Set Up' button on the right side of this message. The second section, 'TestOut Certification Exams', features a sub-header 'Available Exams', a 'Filter:' input field, and two dropdown menus labeled 'Teacher' and 'View'. Below this, a message states: 'There are no certifications to display at this time.' At the bottom of the page, the copyright notice 'Copyright © 2016 TestOut Corporation. All rights reserved.' is on the left, and 'Powered by LABSIM' is on the right.

Please read and agree to the listed guidelines before administering any TestOut Pro Certification Exam. Before selecting "Accept", be sure to scroll down to the bottom of the page to finalize the document.

Proctoring Guidelines

Pro Certification Exam Proctoring Guidelines



PLEASE READ AND AGREE TO THE FOLLOWING GUIDELINES BEFORE ADMINISTERING ANY PRO CERTIFICATION EXAM FROM TESTOUT CORPORATION

Overview
The purpose of this agreement is to ensure that individual proctors administering any TestOut Pro Certifications do so under the guidelines outlined below. By agreeing to these terms, you acknowledge that you will adhere to this set of criteria for the standard administration of secured delivery for these certification exams.

I certify that I am one of the following:

- School Testing Center staff member or administrator
- School official with rights to administer certification exams
- Corporate Training Organization or Government-Run Testing Center

Additionally, I certify that:

- The proctor is not the teacher of record or closely associated with the student(s) being administered the assessment.
- The designated test proctor is independent of curriculum or instructional delivery.
- The proctor has not had any access to the test.
- The proctoring site is not a private residence.

Accept Cancel

Enter the “Official School Name” as you would like it to appear on the actual certification certificates.

Proctoring Guidelines ✕

- The proctor is not the teacher of record or closely associated with the student(s) being administered the assessment.
- The designated test proctor is independent of curriculum or instructional delivery.
- The proctor has not had any access to the test.
- The proctoring site is not a private residence.
- I have verified each exam candidate's identity with a photo ID prior to the start of the examination.
- Each candidate did not have access to or view of the exam prior to taking it.
- Exam candidate did not use any books, notes, or other content not previously approved by me when taking the examination.
- Each exam candidate was never left unattended at any time during the administration of the exam.
- Each exam candidate and the computer monitor used were never left unattended at any time during the entire duration of the examination.
- Each exam candidate and the computer monitor used remained within my field of vision during the entire duration of the examination.
- Each exam candidate was seated in such a way as to limit their view of the work of other exam candidates.
- Each exam candidate departed the examination room without their supplied scratch paper or other materials that could be used by others when taking the exam.
- I have followed my institution's guidelines for online proctoring that match the standards defined herein.
- I have supervised/proctored the administration of the TestOut Pro Certification exam. Each candidate has completed the examination in accordance with all instruction and requirements outlined by TestOut Corporation.

Official School Name:

Signed by: S Jae James **Date:** April 11, 2016

Accept
Cancel

Once the organization name is entered click “Accept”.

Official School Name:

Signed by: S Jae James **Date:** April 11, 2016

Accept
Cancel



The current proctoring status will now appear as “Active”.

The screenshot shows the TestOut user interface. At the top, the TestOut logo is on the left, and a user profile for 'S Jae' is on the right. Below the logo is a navigation bar with three tabs: 'My School', 'My Products', and 'Certifications'. The 'Certifications' tab is selected. The main content area is divided into two sections. The first section, 'TestOut Proctoring Agreement', displays the current status as 'Active' (highlighted with a red box), the name on the agreement as 'S Jae James', and the date of agreement as 'April 11, 2016'. There is also an 'Edit' button. The second section, 'TestOut Certification Exams', has a sub-header 'Available Exams' and a filter input field. Below this, a message states 'There are no certifications to display at this time.' At the bottom of the page, there is a copyright notice for 2016 TestOut Corporation and a logo for LABSIM.

TestOut ✉ Welcome S Jae ▾

My School **My Products** **Certifications**

TestOut Proctoring Agreement

Current Status: **Active** ✓ Edit ▾

Name on Agreement: **S Jae James**

Date of Agreement: **April 11, 2016** Name of School: **123 College**

TestOut Certification Exams

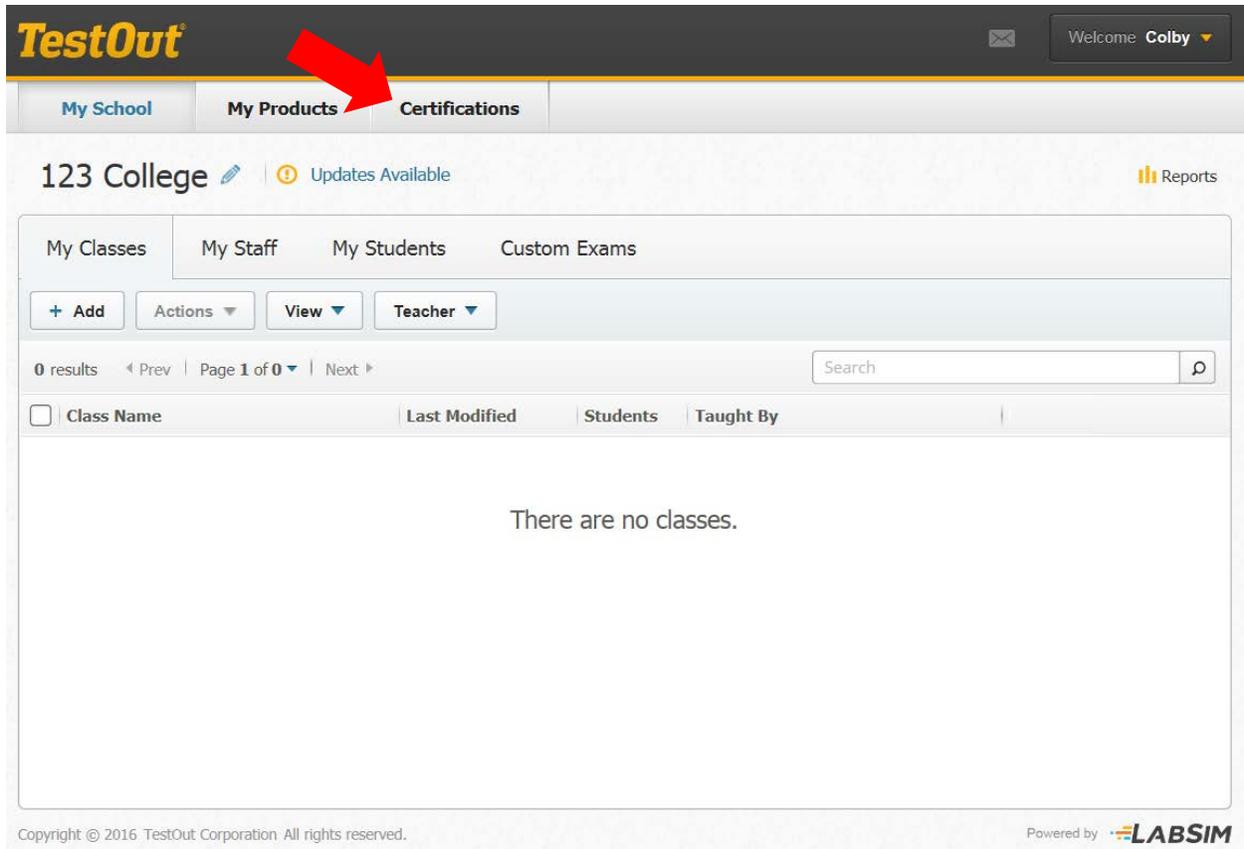
Available Exams Filter: Teacher ▾ View ▾

There are no certifications to display at this time.

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SCHEDULING PRO CERTIFICATION EXAMS

From your home page click the “Certifications” exam tab.



The screenshot displays the TestOut web application interface. At the top left is the TestOut logo. To the right, there is a user profile section with an envelope icon and the text "Welcome Colby". Below the header is a navigation bar with three tabs: "My School", "My Products", and "Certifications". A red arrow points to the "Certifications" tab. Below the navigation bar, the user's school name "123 College" is displayed with an edit icon, followed by "Updates Available" with a notification icon and a "Reports" link with a bar chart icon. The main content area has a sub-navigation bar with "My Classes", "My Staff", "My Students", and "Custom Exams". Below this are buttons for "+ Add", "Actions", "View", and "Teacher". A search bar is present with the text "0 results", "Prev", "Page 1 of 0", "Next", and a search input field. Below the search bar is a table header with columns: "Class Name", "Last Modified", "Students", and "Taught By". The table body is empty, displaying the message "There are no classes." At the bottom left, the copyright notice reads "Copyright © 2016 TestOut Corporation All rights reserved." At the bottom right, it says "Powered by LABSIM".

If the “Proctoring Agreement” is in not in effect, refer to the “Proctoring Agreement” section of this document.

Click the “Teacher” button.

The screenshot shows the TestOut user interface. At the top, there is a navigation bar with the TestOut logo on the left and a user profile on the right that says "Welcome Colby" with a dropdown arrow. Below the navigation bar are three tabs: "My School", "My Products", and "Certifications", with "Certifications" being the active tab. The main content area is divided into two sections. The first section is titled "TestOut Proctoring Agreement" and contains a box with the following information: "Current Status: ✔ Active", "Date of Agreement: April 11, 2016", "Name on Agreement: S Jae James", and "Name of School: 123 College". There is an "Edit" button with a dropdown arrow to the right of the agreement details. The second section is titled "TestOut Certification Exams" and contains a box with the following information: "Available Exams" on the left, a "Filter:" input field in the middle, and two dropdown menus on the right labeled "Teacher" and "View". A large red arrow points to the "Teacher" dropdown menu. Below the filter and dropdown menus, the text "There are no certifications to display at this time." is displayed. At the bottom of the page, there is a copyright notice: "Copyright © 2016 TestOut Corporation. All rights reserved." and a logo for "LABSIM" with the text "Powered by" to its left.

Select the instructor whose class you would like to schedule the exam for (you may need to use the scroll bar).

The screenshot shows the TestOut user interface. At the top left is the TestOut logo. Below it are navigation tabs: My School, My Products, and Certifications. The main content area is divided into two sections: 'TestOut Proctoring Agreement' and 'TestOut Certification Exams'.

TestOut Proctoring Agreement

Current Status: ✔ Active
 Date of Agreement: **April 11, 2016**
 Name on Agreement: **S Jae James**
 Name of School: **123 College**

TestOut Certification Exams

Available Exams

There are no certifications to schedule at this time.

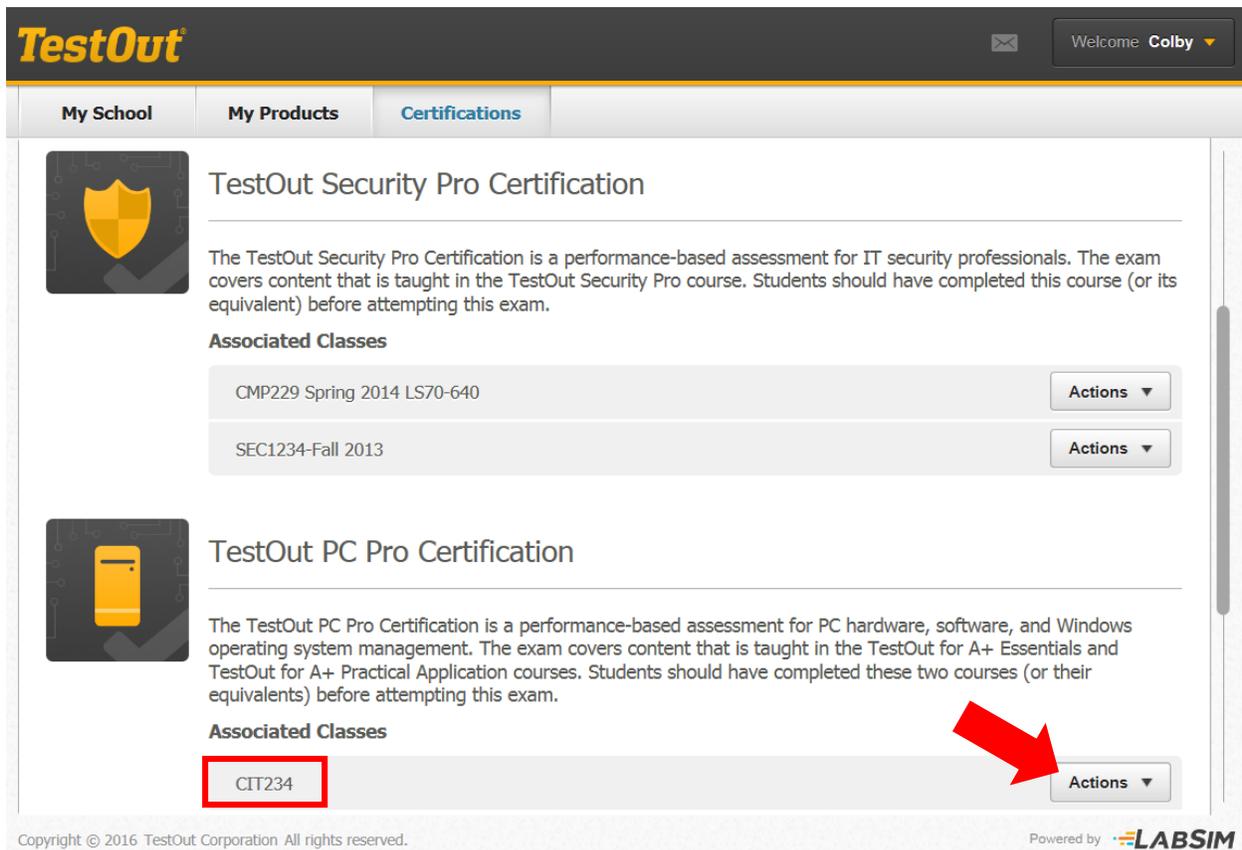
My certifications

- Arnold, Wes (123warnold)
- Barnett, Aubrey (aubreybarnett)
- Blair, Sean (sblair)
- Clark, Ken (KennyC5)
- Coolidge, Jay (JCCoolidge)
- Davidson, Cameron (CamD)
- Davis, Rod (roddavis)
- Eller, Steve (123seller1)
- George, Stevie (Stevie)
- Hayward, Casey (chayward123)
- Jacobs, Faith (FaithJacobs)**
- James, Matthew (MatthewJames2)
- James, S Jae (Sjae)
- Mahoney, Kent (mahoney123)

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LABSIM

Underneath the Pro Certification exam you wish to administer find the instructor's class and click the "Actions" button.



The screenshot shows the TestOut web interface. At the top, there is a navigation bar with the TestOut logo on the left and a user profile on the right that says "Welcome Colby". Below the navigation bar are three tabs: "My School", "My Products", and "Certifications". The "Certifications" tab is active. The main content area is divided into two sections. The first section is for "TestOut Security Pro Certification", which includes a shield icon, a description of the exam, and a list of associated classes: "CMP229 Spring 2014 LS70-640" and "SEC1234-Fall 2013". Each class has an "Actions" button. The second section is for "TestOut PC Pro Certification", which includes a smartphone icon, a description of the exam, and a list of associated classes: "CIT234". The "CIT234" class name is highlighted with a red box, and its "Actions" button is pointed to by a red arrow. At the bottom of the page, there is a copyright notice: "Copyright © 2016 TestOut Corporation All rights reserved." and a logo for "LABSIM" with the text "Powered by".

TestOut

Welcome Colby

My School My Products Certifications

TestOut Security Pro Certification

The TestOut Security Pro Certification is a performance-based assessment for IT security professionals. The exam covers content that is taught in the TestOut Security Pro course. Students should have completed this course (or its equivalent) before attempting this exam.

Associated Classes

CMP229 Spring 2014 LS70-640	Actions
SEC1234-Fall 2013	Actions

TestOut PC Pro Certification

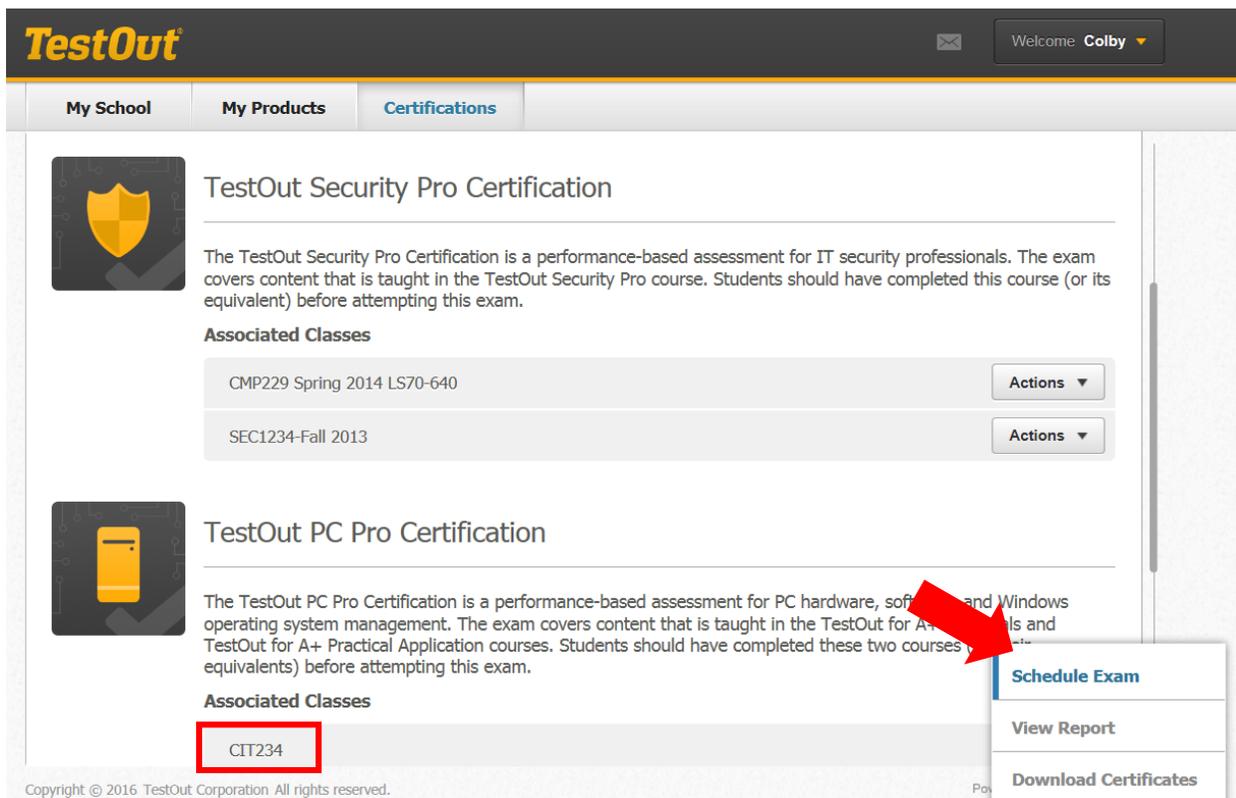
The TestOut PC Pro Certification is a performance-based assessment for PC hardware, software, and Windows operating system management. The exam covers content that is taught in the TestOut for A+ Essentials and TestOut for A+ Practical Application courses. Students should have completed these two courses (or their equivalents) before attempting this exam.

Associated Classes

CIT234	Actions
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Select "Schedule Exam".



TestOut Welcome **Colby**

My School My Products **Certifications**

TestOut Security Pro Certification

The TestOut Security Pro Certification is a performance-based assessment for IT security professionals. The exam covers content that is taught in the TestOut Security Pro course. Students should have completed this course (or its equivalent) before attempting this exam.

Associated Classes

CMP229 Spring 2014 LS70-640	Actions ▾
SEC1234-Fall 2013	Actions ▾

TestOut PC Pro Certification

The TestOut PC Pro Certification is a performance-based assessment for PC hardware, software, and Windows operating system management. The exam covers content that is taught in the TestOut for A+ Practical Application courses. Students should have completed these two courses (or their equivalents) before attempting this exam.

Associated Classes

CIT234

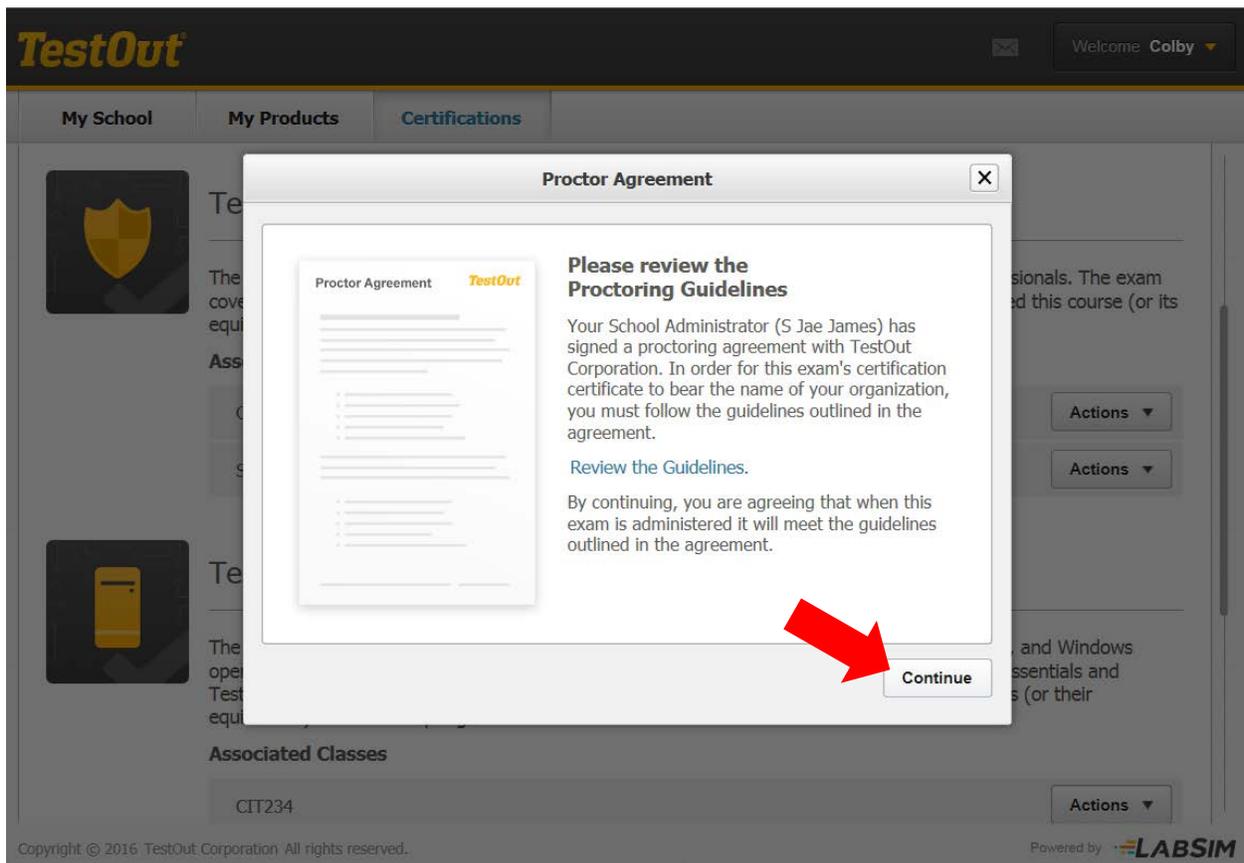
Schedule Exam

View Report

Download Certificates

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As noted please review the proctoring guidelines. Once you press “Continue” you agree to administer the exam as outlined.



The screenshot shows the TestOut web interface with a 'Proctor Agreement' dialog box open. The dialog box has a title bar with 'Proctor Agreement' and a close button (X). Inside the dialog, there is a preview of the agreement document on the left and explanatory text on the right. The text reads: 'Please review the Proctoring Guidelines. Your School Administrator (S Jae James) has signed a proctoring agreement with TestOut Corporation. In order for this exam's certification certificate to bear the name of your organization, you must follow the guidelines outlined in the agreement. Review the Guidelines. By continuing, you are agreeing that when this exam is administered it will meet the guidelines outlined in the agreement.' A red arrow points to a 'Continue' button at the bottom right of the dialog box. The background shows the TestOut dashboard with navigation tabs for 'My School', 'My Products', and 'Certifications', and a user profile for 'Colby'.

Click the “Name” box to select all the students in the class. Then press the “Schedule” link.

The screenshot shows the TestOut interface with a modal window titled "Schedule Exam Time" for course CIT234 (TestOut PC Pro Certification). The window has three tabs: "Unscheduled", "Scheduled", and "Finished". The "Unscheduled" tab is selected. Below the tabs is a "Schedule" link and a "Filter:" input field. A table lists students with checkboxes in the "Name" column, "Attempts", "Start Date", and "End Date" columns. Two red arrows point to the "Schedule" link and the "Name" column header.

<input checked="" type="checkbox"/> Name	Attempts	Start Date	End Date
<input checked="" type="checkbox"/> Adams, John (jadams@gmail....	0		
<input checked="" type="checkbox"/> Barkley, Woody (WoodyJB)	0		
<input checked="" type="checkbox"/> Dalton, Don (ddalton77@gma...	0		
<input checked="" type="checkbox"/> James, Jory (JoryJames)	0		
<input checked="" type="checkbox"/> Post, Wilbur (Wilbur)	0		
<input checked="" type="checkbox"/> Stevens, Sienna (SJStudent)	0		
<input checked="" type="checkbox"/> Ziffel, Arnold (ArnoldZiffel)	0		

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Use the calendar and clock provided to select the available time students can take the exam. Please note that regardless of when the student begins during the available time you allow, the student will have the full time to complete the test as outlined. (If you have a student that requires additional time on timed exams, please contact a TestOut representative.)

Click the box to “Require a password to access the exam”. **It is important to use the password feature otherwise students could take the test from any location.**

Enter a “Shared Password” or you can opt to “Generate a unique password for each student”. Students will not be able to access the exam until the password is entered. (The password field is case sensitive.)

Press “Done”.

TestOut Welcome Colby

My School

Schedule Exam Time

Set Available Date Range

Start: 6/14/2016 10:00 AM *This exam has a time limit of 120 minutes.

End: 6/14/2016 10:30 AM *This exam is delivered in your local time zone.

Require a password to access the exam

Shared Password: Let's take a test

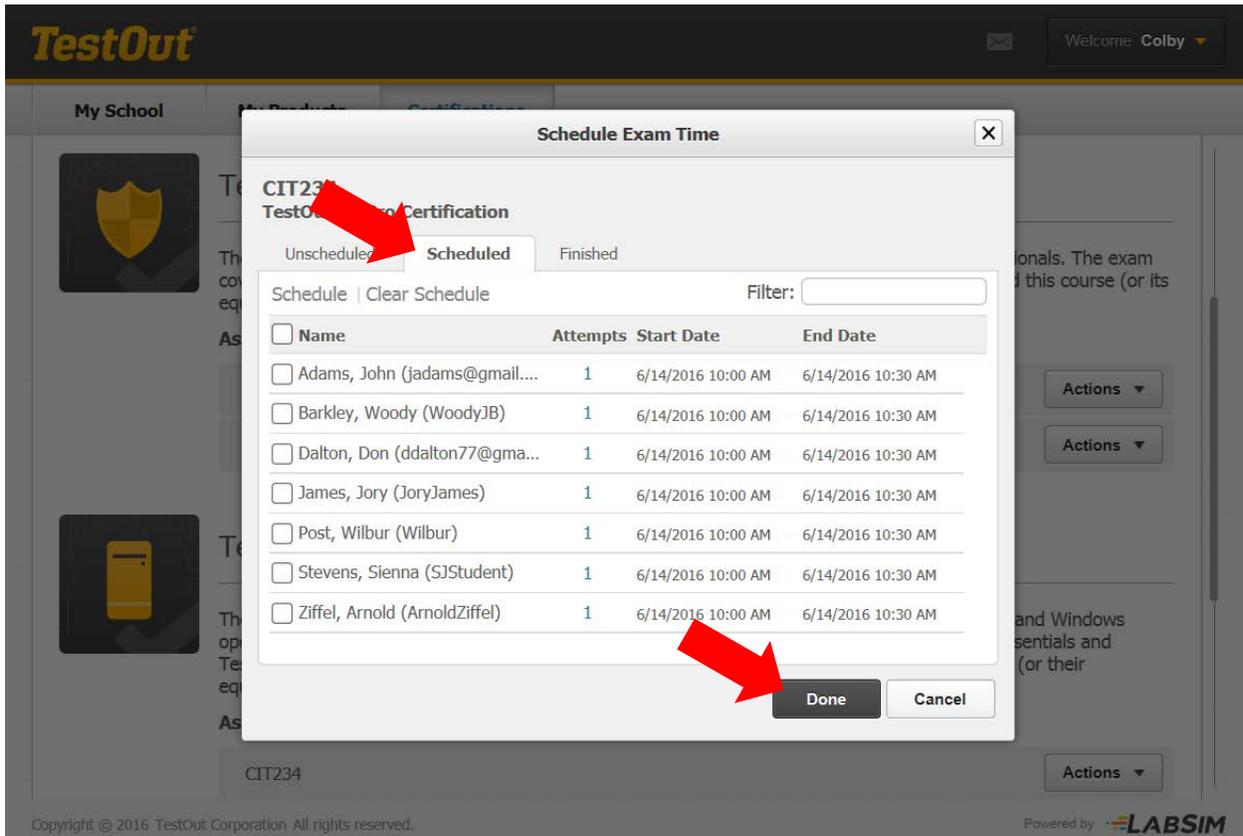
Generate a unique password for each student

Done Cancel

CIT234

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Press the “Scheduled” tab to confirm the schedule is correct and press “Done”.



The screenshot shows the 'Schedule Exam Time' dialog box for the 'CIT234 TestOut Certification'. The dialog has three tabs: 'Unscheduled', 'Scheduled', and 'Finished'. The 'Scheduled' tab is selected, indicated by a red arrow. Below the tabs, there are 'Schedule' and 'Clear Schedule' buttons, and a 'Filter:' input field. A table lists the following data:

<input type="checkbox"/> Name	Attempts	Start Date	End Date
<input type="checkbox"/> Adams, John (jadams@gmail....	1	6/14/2016 10:00 AM	6/14/2016 10:30 AM
<input type="checkbox"/> Barkley, Woody (WoodyJB)	1	6/14/2016 10:00 AM	6/14/2016 10:30 AM
<input type="checkbox"/> Dalton, Don (ddalton77@gma...	1	6/14/2016 10:00 AM	6/14/2016 10:30 AM
<input type="checkbox"/> James, Jory (JoryJames)	1	6/14/2016 10:00 AM	6/14/2016 10:30 AM
<input type="checkbox"/> Post, Wilbur (Wilbur)	1	6/14/2016 10:00 AM	6/14/2016 10:30 AM
<input type="checkbox"/> Stevens, Sienna (SJStudent)	1	6/14/2016 10:00 AM	6/14/2016 10:30 AM
<input type="checkbox"/> Ziffel, Arnold (ArnoldZiffel)	1	6/14/2016 10:00 AM	6/14/2016 10:30 AM

At the bottom of the dialog, there are 'Done' and 'Cancel' buttons. A red arrow points to the 'Done' button. The background shows the TestOut interface with 'My School' and 'My Products' tabs, and a 'Welcome Colby' notification.

The date of the exam will now appear next to the respective class.

The screenshot shows the TestOut web application interface. At the top, there is a navigation bar with the TestOut logo on the left and a user profile on the right that says "Welcome Colby" with a dropdown arrow. Below the navigation bar are three tabs: "My School", "My Products", and "Certifications", with "Certifications" being the active tab. The main content area is divided into two sections. The first section is for "TestOut Security Pro Certification", which includes a shield icon, a description of the exam, and a list of associated classes: "CMP229 Spring 2014 LS70-640" and "SEC1234-Fall 2013", each with an "Actions" dropdown menu. The second section is for "TestOut PC Pro Certification", which includes a smartphone icon, a description of the exam, and a list of associated classes: "CIT234 Jun 14, 2016", which is highlighted with a red box, and another "Actions" dropdown menu. At the bottom of the page, there is a copyright notice for 2016 TestOut Corporation and a logo for LABSIM.

TestOut Welcome **Colby** ▾

My School **My Products** **Certifications**

TestOut Security Pro Certification

The TestOut Security Pro Certification is a performance-based assessment for IT security professionals. The exam covers content that is taught in the TestOut Security Pro course. Students should have completed this course (or its equivalent) before attempting this exam.

Associated Classes

CMP229 Spring 2014 LS70-640	Actions ▾
SEC1234-Fall 2013	Actions ▾

TestOut PC Pro Certification

The TestOut PC Pro Certification is a performance-based assessment for PC hardware, software, and Windows operating system management. The exam covers content that is taught in the TestOut for A+ Essentials and TestOut for A+ Practical Application courses. Students should have completed these two courses (or their equivalents) before attempting this exam.

Associated Classes

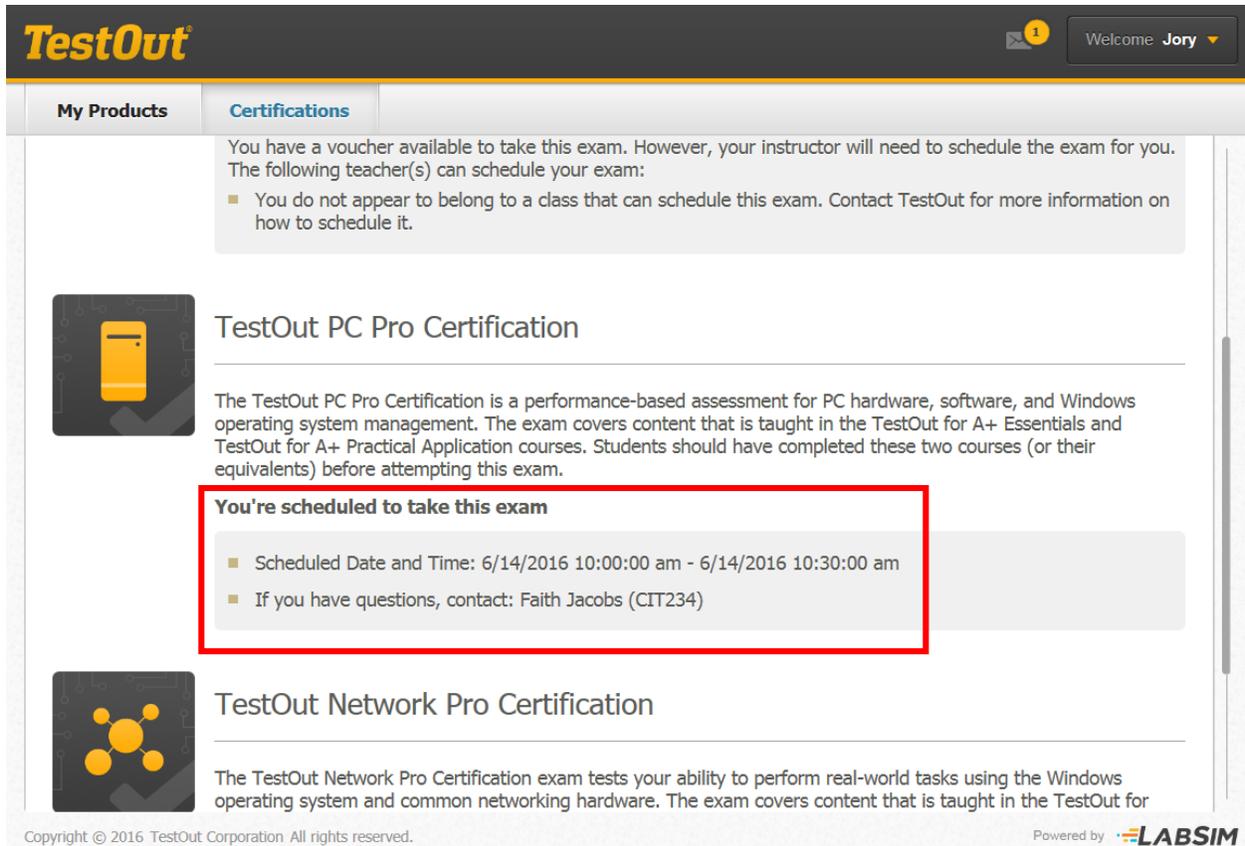
CIT234 Jun 14, 2016	Actions ▾
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STUDENT'S VIEW

After you have scheduled the exam, the test will appear under the student's "Certifications" tab.

The date and time of the exam will be listed and of course the student will not be able to take the test until that designated time.



TestOut Welcome Jory

My Products **Certifications**

You have a voucher available to take this exam. However, your instructor will need to schedule the exam for you. The following teacher(s) can schedule your exam:

- You do not appear to belong to a class that can schedule this exam. Contact TestOut for more information on how to schedule it.

TestOut PC Pro Certification

The TestOut PC Pro Certification is a performance-based assessment for PC hardware, software, and Windows operating system management. The exam covers content that is taught in the TestOut for A+ Essentials and TestOut for A+ Practical Application courses. Students should have completed these two courses (or their equivalents) before attempting this exam.

You're scheduled to take this exam

- Scheduled Date and Time: 6/14/2016 10:00:00 am - 6/14/2016 10:30:00 am
- If you have questions, contact: Faith Jacobs (CIT234)

TestOut Network Pro Certification

The TestOut Network Pro Certification exam tests your ability to perform real-world tasks using the Windows operating system and common networking hardware. The exam covers content that is taught in the TestOut for

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When the date and time arrive the student will see a number on their “Certifications” tab.

Within the “Certifications” tab the student will click “Start Exam”.

TestOut Welcome **Jory** ▾

My Products **Certifications** 1

You have a voucher available to take this exam. However, your instructor will need to schedule the exam for you. The following teacher(s) can schedule your exam:

- You do not appear to belong to a class that can schedule this exam. Contact TestOut for more information on how to schedule it.

 **TestOut PC Pro Certification**

The TestOut PC Pro Certification is a performance-based assessment for PC hardware, software, and Windows operating system management. The exam covers content that is taught in the TestOut for A+ Essentials and TestOut for A+ Practical Application courses. Students should have completed these two courses (or their equivalents) before attempting this exam.

This exam is available now

Start Exam 6/14/2016 10:00:00 am - 6/14/2016 10:30:00 am

 **TestOut Network Pro Certification**

The TestOut Network Pro Certification exam tests your ability to perform real-world tasks using the Windows operating system and common networking hardware. The exam covers content that is taught in the TestOut for Network+ course. Students should have completed this course (or its equivalent) before attempting this exam.

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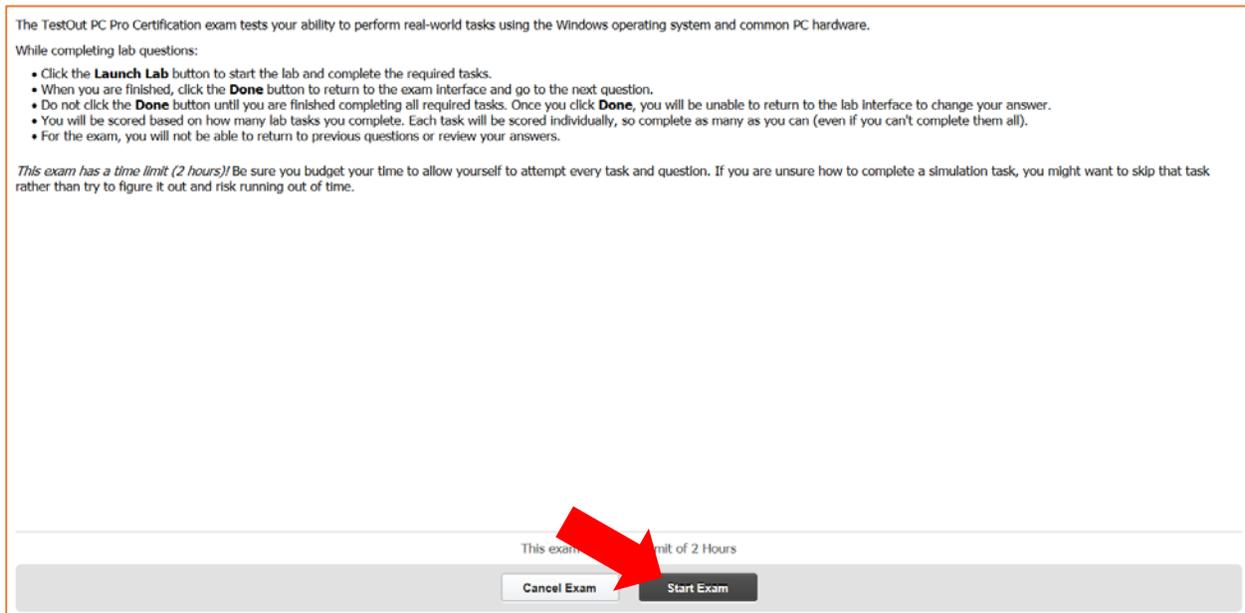
The student or proctor needs to enter the password. (As the proctor you can look up the assigned password the day of the test. See the section on “Password Protection” for further details.)

The student will click “Start”.

The screenshot shows the TestOut web interface. At the top, there is a navigation bar with the TestOut logo on the left and a user profile on the right that says "Welcome Jory" with a dropdown arrow. Below the navigation bar, there are two tabs: "My Products" and "Certifications" (which is active and has a notification badge with the number 1). The main content area displays a message about exam scheduling: "You have a voucher available to take this exam. However, your instructor will need to schedule the exam for you. The following teacher(s) can schedule your exam: You do not appear to belong to a class that can schedule this exam. Contact TestOut for more information on how to schedule it." Below this message, there are two certification options. The first is "TestOut PC Pro Certification", which is highlighted with a red box. A red arrow points to the "Start" button next to the password field. The password field is labeled "This exam requires a password:" and contains a series of dots. The second certification is "TestOut Network Pro Certification". At the bottom of the page, there is a copyright notice: "Copyright © 2016 TestOut Corporation All rights reserved." and a logo for "LABSIM" with the text "Powered by".

Before launching the test the students need to carefully read the instructions, since the Pro Certification exam labs function differently than the labs within the product.

After the student has read the instructions, the student will click “Start Exam”.



PASSWORD PROTECTION

As stated earlier using a password ensures that the students are only able to access the exam in the designated testing facility.

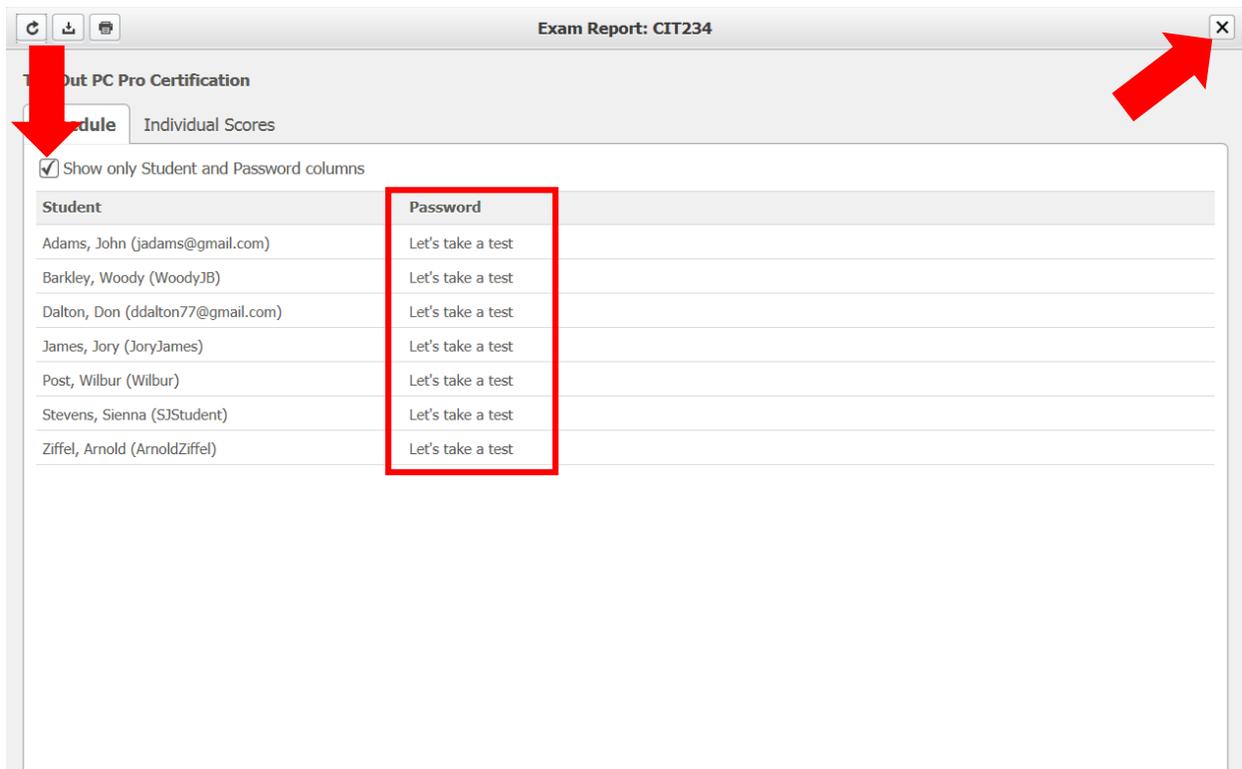
You can look up the password the day of the exam. Some facilitators even prefer to input the password for each student for ultimate security.

Click “Actions” across from the exam and select “View Report”.

The screenshot displays the TestOut web application interface. At the top, the TestOut logo is on the left, and a user greeting "Welcome Colby" is on the right. Below the header is a navigation bar with tabs for "My School", "My Products", and "Certifications". The main content area shows three certification cards. The first card is for "TestOut Security Pro Certification" with associated classes "CMP229 Spring 2014 LS70-640" and "SEC1234-Fall 2013", each with an "Actions" dropdown. The second card is for "TestOut PC Pro Certification" with an associated class "CIT234 Jun 14, 2016" highlighted by a red box. A red arrow points to the "Actions" dropdown for this class, which is open, showing options: "Schedule Exam", "View Report", and "Download Certificates". The third card is for "TestOut Network Pro Certification". At the bottom left, there is a copyright notice: "Copyright © 2016 TestOut Corporation All rights reserved." At the bottom right, there is a partially visible "Pos" label.

Click the box “Show only Student and Password columns”. The respective password will be displayed. Remember whether you provide that to the student or type it in yourself the password field is case sensitive.

Click the “x” to close the report window.



The screenshot shows a window titled "Exam Report: CIT234". Inside the window, there is a section for "Individual Scores" with a checkbox labeled "Show only Student and Password columns" which is checked. Below this is a table with two columns: "Student" and "Password". The "Password" column is highlighted with a red box. The table contains the following data:

Student	Password
Adams, John (jadams@gmail.com)	Let's take a test
Barkley, Woody (WoodyJB)	Let's take a test
Dalton, Don (ddalton77@gmail.com)	Let's take a test
James, Jory (JoryJames)	Let's take a test
Post, Wilbur (Wilbur)	Let's take a test
Stevens, Sienna (SJStudent)	Let's take a test
Ziffel, Arnold (ArnoldZiffel)	Let's take a test

REPORTS

After the exam time is concluded you are welcome to view students' results as well as print out certification certificates for those who have passed the test.

Within the "Certifications" tab click the "Teacher" button and select the instructor whose class you would like to look up report data for.

TestOut

My School My Products **Certifications**

TestOut Proctoring Agreement

Current Status: ✔ Active Name on Agreement: **S Jae James**
 Date of Agreement: **April 11, 2016** Name of School: **123 College**

TestOut Certification Exams

Available Exams

There are no certifications to view at this time.

My certifications

- Arnold, Wes (123warnold)
- Barnett, Aubrey (aubreybarnett)
- Blair, Sean (sblair)
- Clark, Ken (KennyC5)
- Coolidge, Jay (JCCoolidge)
- Davidson, Cameron (CamD)
- Davis, Rod (roddavis)
- Eller, Steve (123seller1)
- George, Stevie (Stevie)
- Hayward, Casey (chayward123)
- Jacobs, Faith (FaithJacobs)**
- James, Matthew (MatthewJames2)
- James, S Jae (Sjae)
- Mahoney, Kent (mahoney123)

Colby

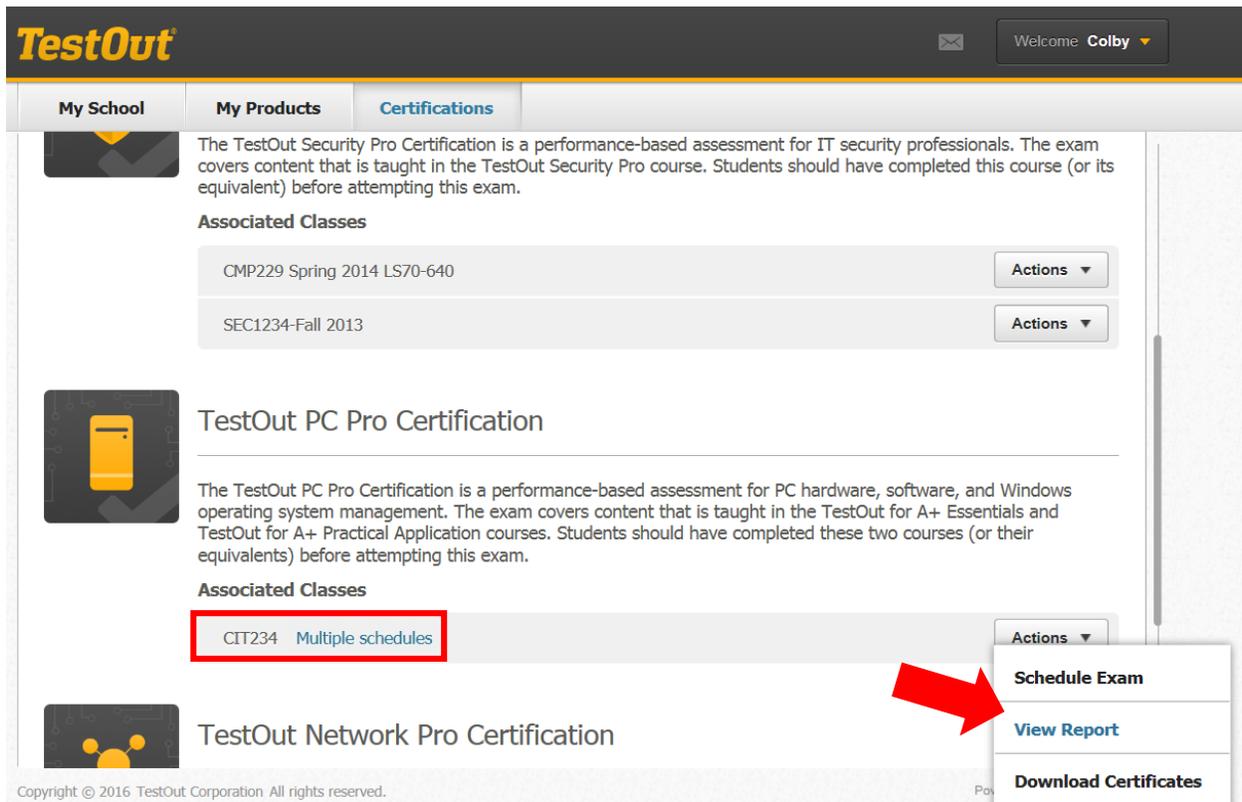
Edit

View

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LABSIM

Click “Actions” across from the exam and select “View Report”.



TestOut Welcome **Colby**

My School **My Products** **Certifications**

The TestOut Security Pro Certification is a performance-based assessment for IT security professionals. The exam covers content that is taught in the TestOut Security Pro course. Students should have completed this course (or its equivalent) before attempting this exam.

Associated Classes

CMP229 Spring 2014 LS70-640 **Actions**

SEC1234-Fall 2013 **Actions**

TestOut PC Pro Certification

The TestOut PC Pro Certification is a performance-based assessment for PC hardware, software, and Windows operating system management. The exam covers content that is taught in the TestOut for A+ Essentials and TestOut for A+ Practical Application courses. Students should have completed these two courses (or their equivalents) before attempting this exam.

Associated Classes

CIT234 **Multiple schedules** **Actions**

Schedule Exam

View Report

Download Certificates

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There are four tabs of data, the “Schedule” tab shows if the student passed or failed the exam.

Exam Report: TestOut PC Pro Class

TestOut PC Pro Certification

Schedule Individual Scores Statistics Objectives

Show only Student and Password columns

Student	Status	Date Completed	Scheduled Start	Scheduled End	Password
Brady, Makayla (MakaylaBrady)	Pass	8/30/2015 9:05 AM	8/29/2015 4:15 PM	9/4/2015 5:00 PM	Let's take a test
Carson, Jory (JoryCarson)	Pass	10/30/2015 4:24 PM	10/30/2015 3:00 PM	11/16/2015 4:00 PM	Let's take a test
Daniels, Desiree (DesireeD)	Pass	8/30/2015 9:32 AM	8/29/2015 4:15 PM	9/4/2015 5:00 PM	Let's take a test
Jackson, Jack (CaptainJack)	Pass	8/30/2015 9:49 AM	8/29/2015 4:15 PM	9/4/2015 5:00 PM	Let's take a test
Jantz, Tara (TJantz)	Pass	8/30/2015 10:00 AM	8/29/2015 4:15 PM	9/4/2015 5:00 PM	Let's take a test
Porter, Raymond (RaymondPorter)	Fail	8/30/2015 10:05 AM	8/29/2015 4:15 PM	9/4/2015 5:00 PM	Let's take a test
Stevenson, Luke (LukeSteve)	Pass	8/30/2015 10:15 AM	8/29/2015 4:15 PM	9/4/2015 5:00 PM	Let's take a test

In the “Individual Scores” tab you can click “Details” to view objective data for each student.

Exam Report: TestOut PC Pro Class

TestOut PC Pro Certification

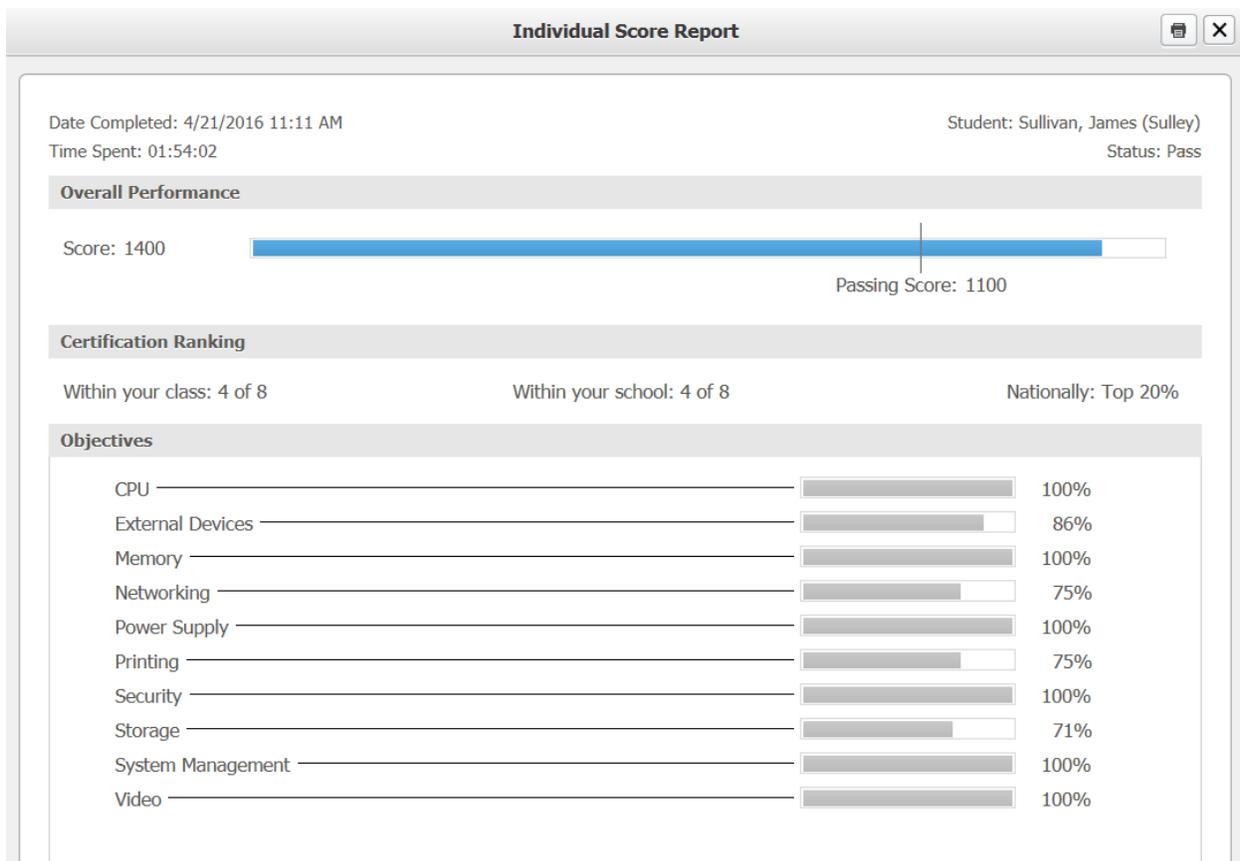
Schedule **Individual Scores** Statistics Objectives

TestOut PC Pro Class

Student	Score	Pass/Fail	Time Spent	Attempts	
Brady, Makayla (MakaylaBrady)	1400	Pass	0:29:15	1	Details
Carson, Jory (JoryCarson)	1500	Pass	0:36:01	1	Details
Daniels, Desiree (DesireeD)	1500	Pass	0:23:37	1	Details
Jackson, Jack (CaptainJack)	1400	Pass	0:15:24	1	Details
Jantz, Tara (TJantz)	1300	Pass	0:09:47	1	Details
Porter, Raymond (RaymondPorter)	800	Fail	0:04:29	1	Details
Stevenson, Luke (LukeSteve)	1500	Pass	0:07:21	1	Details
Sullivan, James (Sulley)	1400	Pass	1:54:02	1	Details



This individual report helps you identify strengths and weaknesses for each objective topic for that respective student.



Within the “Statistics” tab you can first opt to change the time period for each set of stats. Statistical data is provided as outlined.

Exam Report: TestOut PC Pro Class

TestOut PC Pro Certification

Schedule Individual Scores **Statistics** Objectives

My Class Stats Show results from **Last 12 months**

	Mean	Pass Rate	Completion Time
TestOut PC Pro Class	1400.00	100.00%	1:54

My School Stats Show results from **Last 12 months**

	Mean	Pass Rate	Completion Time
TestOut Institute of Learning - Alpine	1400.00	100.00%	1:54

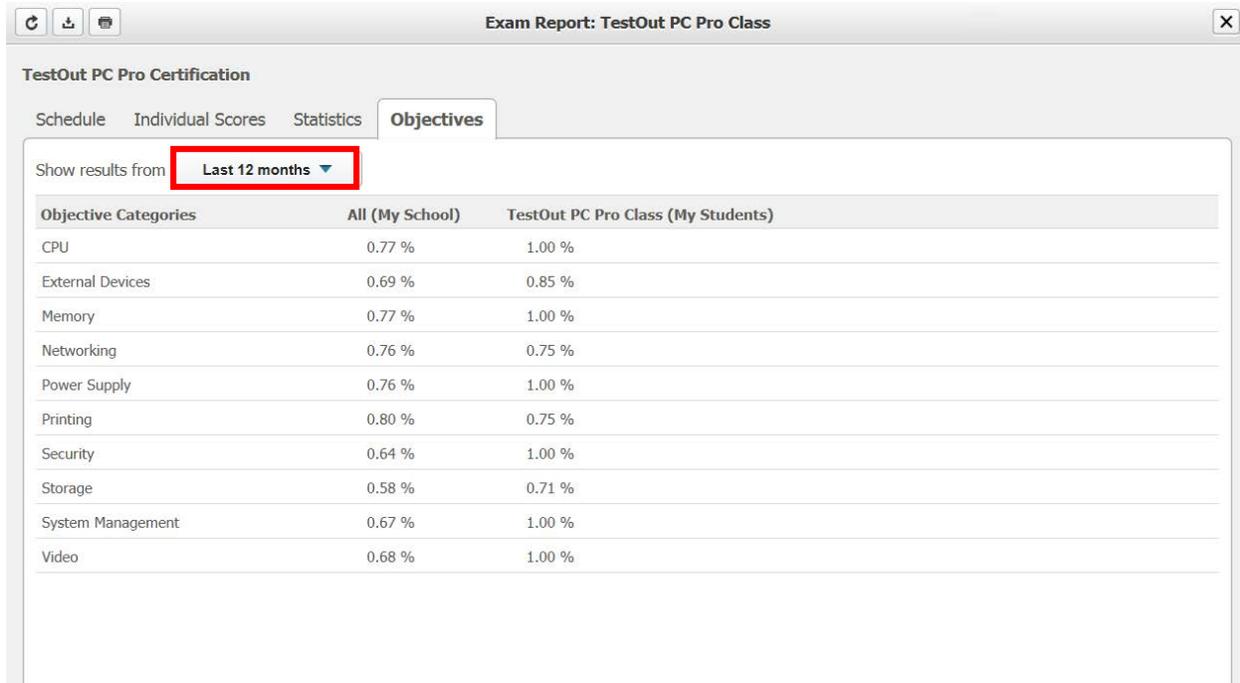
My State Stats Show results from **Last 12 months**

	Mean	Pass Rate	Completion Time
Colleges (UT)	1289.89	87.64%	0:58
High Schools (UT)	1191.82	75.47%	1:00

National Stats Show results from **Last 12 months**

	Mean	Pass Rate	Completion Time
National (USA)	1152.78	71.22%	1:03
Colleges (USA)	1178.01	74.64%	1:05
High Schools (USA)	1108.83	65.19%	0:59

Within the “Objectives” tab you can first opt to change the time period for the results. This allows you to view how the class ranked per objective category.



The screenshot displays the 'Exam Report: TestOut PC Pro Class' window. The 'Objectives' tab is selected, and the 'Show results from' dropdown is set to 'Last 12 months'. The table below compares the performance of 'All (My School)' and 'TestOut PC Pro Class (My Students)' across various objective categories.

Objective Categories	All (My School)	TestOut PC Pro Class (My Students)
CPU	0.77 %	1.00 %
External Devices	0.69 %	0.85 %
Memory	0.77 %	1.00 %
Networking	0.76 %	0.75 %
Power Supply	0.76 %	1.00 %
Printing	0.80 %	0.75 %
Security	0.64 %	1.00 %
Storage	0.58 %	0.71 %
System Management	0.67 %	1.00 %
Video	0.68 %	1.00 %

CERTIFICATION CERTIFICATES

Students who have passed a Pro Certification exam may be awarded a certificate.

Within the “Certifications” tab click the “Teacher” button and select the instructor whose class you would like to print certification certificates for.

The screenshot shows the TestOut interface. On the left, there's a navigation menu with 'My School', 'My Products', and 'Certifications'. Below it is the 'TestOut Proctoring Agreement' section, showing 'Current Status: Active' and 'Date of Agreement: April 11, 2016'. Below that is the 'TestOut Certification Exams' section, which is currently empty with the message 'There are no certifications to view at this time.' On the right, there's a 'My certifications' list with the following entries: Arnold, Wes (123warnold), Barnett, Aubrey (aubreybarnett), Blair, Sean (sblair), Clark, Ken (KennyC5), Coolidge, Jay (JCCoolidge), Davidson, Cameron (CamD), Davis, Rod (roddavis), Eller, Steve (123seller1), George, Stevie (Stevie), Hayward, Casey (chayward123), **Jacobs, Faith (FaithJacobs)** (highlighted with a red box), James, Matthew (MatthewJames2), James, S Jae (Sjae), and Mahoney, Kent (mahoney123). At the bottom right, there's a 'LABSIM' logo.

Click “Actions” across from the exam and select “Download Certificates”.

The screenshot displays the TestOut web application interface. At the top, the TestOut logo is on the left, and a user greeting "Welcome Colby" is on the right. Below the header is a navigation bar with tabs for "My School", "My Products", and "Certifications". The main content area is divided into three sections, each representing a different certification:

- TestOut Security Pro Certification:** Described as a performance-based assessment for IT security professionals. It lists associated classes: "CMP229 Spring 2014 LS70-640" and "SEC1234-Fall 2013", each with an "Actions" dropdown menu.
- TestOut PC Pro Certification:** Described as a performance-based assessment for PC hardware, software, and Windows operating system management. It lists an associated class: "CIT234 Multiple schedules", which is highlighted with a red box. An "Actions" dropdown menu is visible next to it.
- TestOut Network Pro Certification:** The bottom section, partially visible.

An "Actions" dropdown menu is open for the "CIT234 Multiple schedules" class, showing three options: "Schedule Exam", "View Report", and "Download Certificates". A red arrow points to the "Download Certificates" option.

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A new tab will open with the certificates for each student who passed the exam. A pop-up blocker could prevent the certificates from appearing. Be sure to allow pop-ups from www.testout.com or turn the pop-up blocker off.



TestOut[®] PC PRO CERTIFICATION
PC PRO

JAMES SULLIVAN

CERTIFIED PC PRO

100% PERFORMANCE-BASED

By passing your TestOut PC Pro Certification exam, you have demonstrated your skills in essential elements of computer hardware and operating systems.

- Audio
- CPU
- Expansion Slots
- External Devices
- Memory
- Motherboard
- Networking
- Power Supply
- Printing
- Security
- Storage
- System Management
- Video

Certification Date: **4/21/2016**
Candidate ID: **UV5GE**
Certificate ID: **CVETS**

Administered by:
123 College
A TestOut Education Center

Noel Vallejo
Noel Vallejo
President & CEO
TestOut Corporation
USA



Mouse over the bottom of the document to access the floating toolbar. (Depending on which browser you are using, the toolbar may appear slightly different from the example below.) This toolbar will allow you to save and print the certificates.



The students also have the ability to print certificates.

Be sure to congratulate the students!

This documentation is designed to assist you with administering a Pro Certification exam. However, you are welcome to contact a TestOut representative should you have any additional questions or need assistance.

1-800-877-4889

THANK YOU!