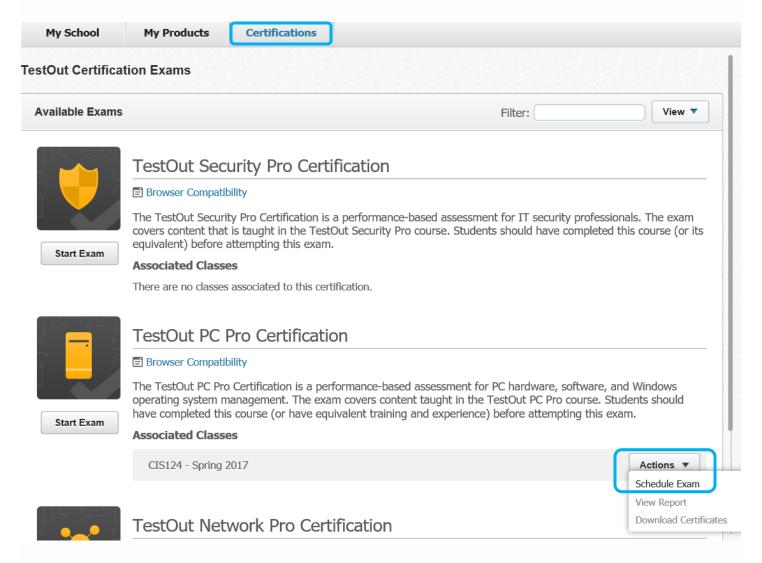
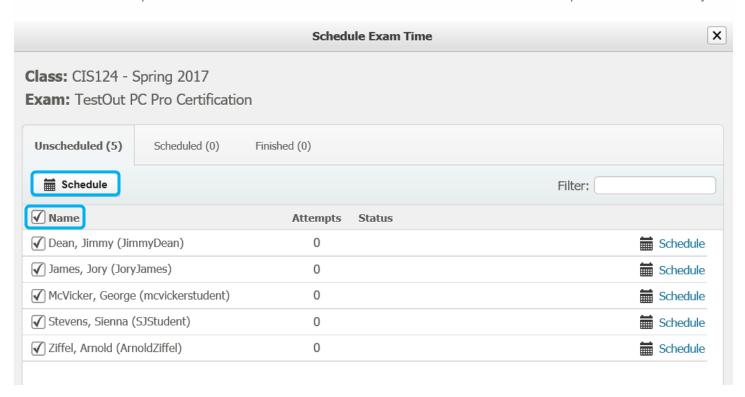
Scheduling Pro Certification Exams - Manual Scheduling

Students must be scheduled before they can take an exam. From your My School tab, select Certifications.

Under the respective certification your *Associated Classes* are listed. Press *Actions* and select *Schedule Exam.*



To schedule the date and time of the exam, click the *Name* box to select all the students and press the *Schedule* button or press *Schedule* across from the student's name to schedule that specific individual only.

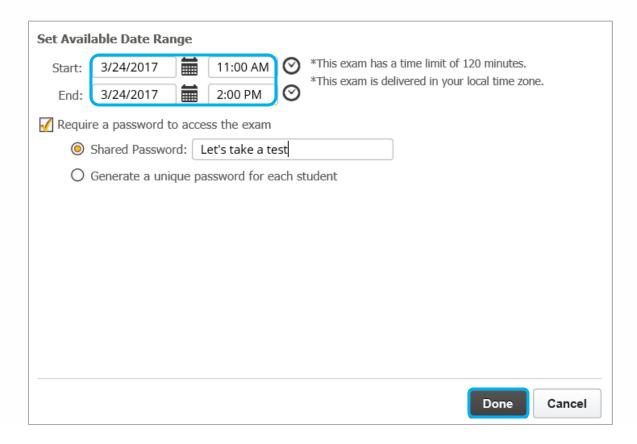


Enter the *Start* and *End* dates and times (this is simply the time the test will be available for the students to begin the exam). Once the students begin the exam they will have 2 hours to complete the test.

IMPORTANT NOTE: If you teach students in various time zones, the scheduled time is based off your time zone, so for instance an exam scheduled at 1pm eastern time, would be available for students in California at 10am.

Students can take the exam anywhere during the time you've selected. So if you want to ensure students come to the classroom or a testing center, you should password protect the exam. Please note that this password field is case sensitive and you will need to provide the password to the students or testing center personnel.

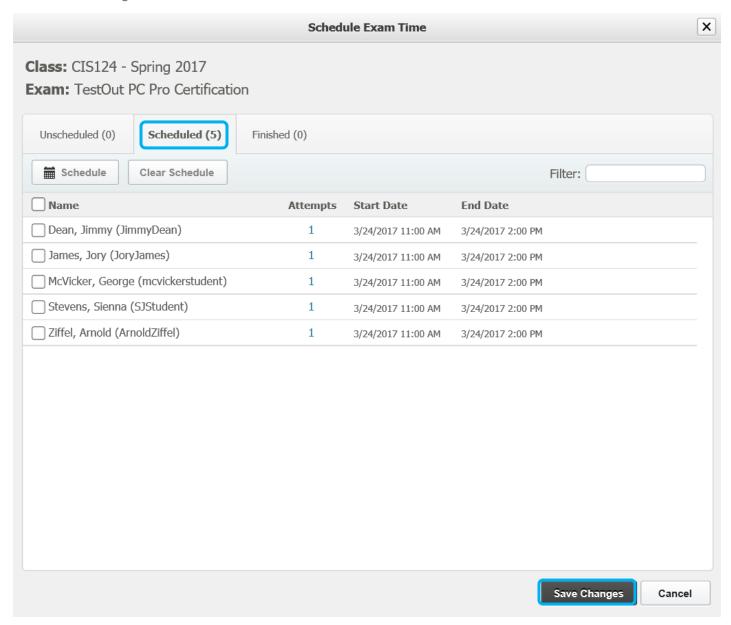
Click Done to save.



The students' names will move to the *Scheduled* tab. By default students have a onetime free take of any Procertification exam. However, you can reschedule an exam a student missed.

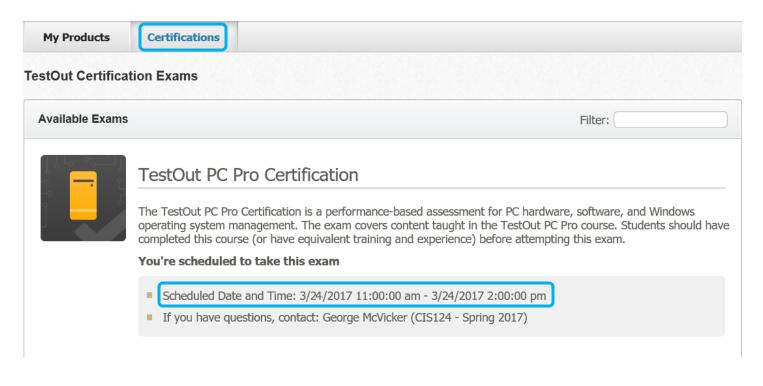
Students can take a Pro certification exam more than once, but they have to purchase a retake voucher to do so. Students will also need to be scheduled for any retake exams.

Press Save Changes to exit.

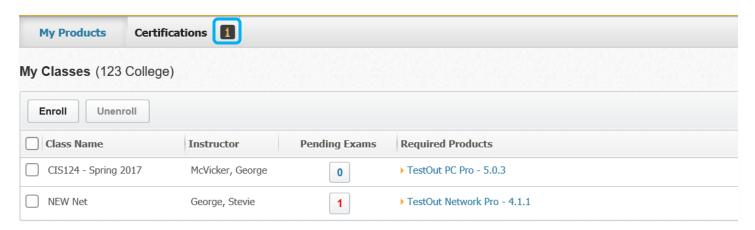


Taking Pro Certification Exams

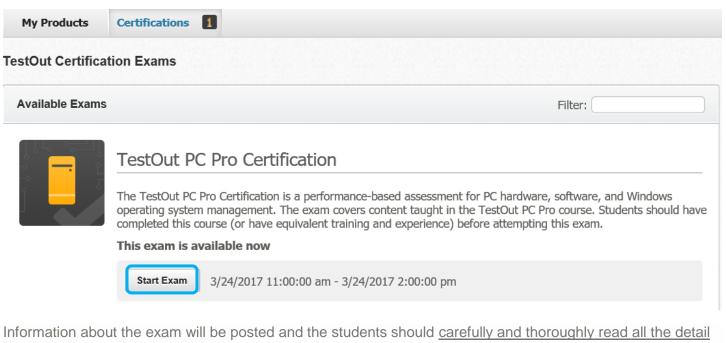
Students see upcoming certification exams under their *Certifications* tab. The date and time the exam will be available is listed.



Once the day and time for the exam arrive an indicator will appear in the Certifications tab.



When the students click Start Exam they will first be prompted to enter a password if you required one.



Information about the exam will be posted and the students should <u>carefully and thoroughly read all the detail</u> before clicking *Start Exam* (See information in screen capture below.) Students will have 2 hours to complete the certification exam. Any student you marked eligible for time extension will also have that additional time to complete the exam.

TestOut PC Pro Certification Exam

Important:

You may attempt this certification exam only ONCE.

Do not click the Start Exam button until you are ready to complete the certification exam.

The TestOut PC Pro Certification exam tests your ability to perform real-world tasks using the Windows operating system, common PC hardware and software, basic networking devices and printers, security features, and mobile devices.

While completing lab questions:

- Click Launch Lab to start the lab and complete the required tasks.
- When you are finished, click **Score Lab** to return to the exam interface and go to the next question.
- Do not click **Score Lab** until you complete all the required tasks. Once you click **Score Lab**, you are unable to return to the lab interface to change your answer.
- You are scored based on how many lab tasks you complete. Each task is scored individually, so complete as many as you can (even if you can't complete them all).
- Because this is an exam, you cannot return to previous questions or review your answers.

This exam has a two-hour time limit.

Budget your time so you can attempt every task and question.

This exam has a time limit of 2 Hours

Cancel Exam

Start Exam