# 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.*

| My School | My Products | **Certifications** |
|---|---|---|

**TestOut Certification Exams**

**Available Exams**        Filter: [          ]   **View ▼**

## TestOut Security Pro Certification

📄 Browser Compatibility

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**

There are no classes associated to this certification.

**Start Exam**

## TestOut PC Pro Certification

📄 Browser Compatibility

The TestOut PC Pro Certification is a performance-based assessment for PC hardware, software, and Windows operating system management. The exam covers content taught in the TestOut PC Pro course. Students should have completed this course (or have equivalent training and experience) before attempting this exam.

**Associated Classes**

CIS124 - Spring 2017

**Start Exam**

| Actions ▼ |
|---|
| Schedule Exam |
| View Report |
| Download Certificates |

## TestOut Network Pro Certification

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.

**Schedule Exam Time** ☒

**Class:** CIS124 - Spring 2017
**Exam:** TestOut PC Pro Certification

| **Unscheduled (5)** | Scheduled (0) | Finished (0) |
| --- | --- | --- |

📅 **Schedule**                                                                    Filter: [ ]

| ☑ **Name** | **Attempts** | **Status** | |
| --- | --- | --- | --- |
| ☑ Dean, Jimmy (JimmyDean) | 0 | | 📅 Schedule |
| ☑ James, Jory (JoryJames) | 0 | | 📅 Schedule |
| ☑ McVicker, George (mcvickerstudent) | 0 | | 📅 Schedule |
| ☑ Stevens, Sienna (SJStudent) | 0 | | 📅 Schedule |
| ☑ Ziffel, Arnold (ArnoldZiffel) | 0 | | 📅 Schedule |

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.

**Set Available Date Range**

| | | |
|---|---|---|
| Start: | 3/24/2017 📅 | 11:00 AM 🕐 |
| End: | 3/24/2017 📅 | 2:00 PM 🕐 |

*This exam has a time limit of 120 minutes.
*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 ]

The students' names will move to the *Scheduled* tab.  By default students have a onetime free take of any Pro certification 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.

**Schedule Exam Time**                                                             ✕

**Class:** CIS124 - Spring 2017
**Exam:** TestOut PC Pro Certification

| Unscheduled (0) | **Scheduled (5)** | Finished (0) |

📅 Schedule    Clear Schedule                                           Filter: [        ]

| Name | Attempts | Start Date | End Date |
|------|----------|------------|----------|
| ☐ Dean, Jimmy (JimmyDean) | 1 | 3/24/2017 11:00 AM | 3/24/2017 2:00 PM |
| ☐ James, Jory (JoryJames) | 1 | 3/24/2017 11:00 AM | 3/24/2017 2:00 PM |
| ☐ McVicker, George (mcvickerstudent) | 1 | 3/24/2017 11:00 AM | 3/24/2017 2:00 PM |
| ☐ Stevens, Sienna (SJStudent) | 1 | 3/24/2017 11:00 AM | 3/24/2017 2:00 PM |
| ☐ Ziffel, Arnold (ArnoldZiffel) | 1 | 3/24/2017 11:00 AM | 3/24/2017 2:00 PM |

**Save Changes**    Cancel

# Taking Pro Certification Exams

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

| My Products | **Certifications** |
|---|---|

**TestOut Certification Exams**

**Available Exams**                                                      Filter: [          ]

## 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 taught in the TestOut PC Pro course. Students should have completed this course (or have equivalent training and experience) before attempting this exam.

**You're scheduled to take this exam**

- Scheduled Date and Time: 3/24/2017 11:00:00 am - 3/24/2017 2:00:00 pm
- If you have questions, contact: George McVicker (CIS124 - Spring 2017)

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

| My Products | Certifications  1 |
|---|---|

**My Classes** (123 College)

[ Enroll ] [ Unenroll ]

| | Class Name | Instructor | Pending Exams | Required Products |
|---|---|---|---|---|
| ☐ | CIS124 - Spring 2017 | McVicker, George | 0 | ▸ TestOut PC Pro - 5.0.3 |
| ☐ | NEW Net | George, Stevie | 1 | ▸ TestOut Network Pro - 4.1.1 |

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

| My Products | Certifications 1 |
| --- | --- |

## TestOut Certification Exams

### Available Exams

Filter: [            ]

## 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 taught in the TestOut PC Pro course. Students should have completed this course (or have equivalent training and experience) before attempting this exam.

**This exam is available now**

[ Start Exam ]   3/24/2017 11:00:00 am - 3/24/2017 2:00:00 pm

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 ]