

# ADMINISTERING AN EXAM AS A PROCTOR



## TECHNICAL SUPPORT

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## PRIOR TO TEST DAY

1. LOG IN TO CERTIFY.AG
2. SELECT YOUR SCHOOL

Your Schools: (Click each school to schedule an exam or increase your Account Balance)

School	Account Balance	Your Role
<a href="#">ALTHA PUBLIC SCHOOL</a>	\$0.00	Proctor

To log a student into an exam, please enter that student's Registration Code into the field below, and then click "Prepare Exam."

Registration Code

3. CLICK MORE FOR THE APPROPRIATE SCHEDULED EXAM

**ALTHA PUBLIC SCHOOL** Account Balance: **\$0.00**

25793 N MAIN STREET ALTHA, FL 32421

[Schedule a new Exam now](#) [Add funds to school balance](#)

Exam	Location	Date & Time	# Registrations	Total Cost	More Options
Agritechnology Certification Exam 3.0	ALTHA PUBLIC SCHOOL	2/25/15 8:00 AM	2	\$170.00	<a href="#">more</a>
Agritechnology Certification Exam 3.0	ALTHA PUBLIC SCHOOL	2/25/15 5:00 AM	1	\$85.00	<a href="#">more</a>

4. PRINT REGISTRATION CODES

Registrant	Registration Code	Status	Score	Cert #	More Options
[registrant name]	2817	Open	(not yet finished)		
[registrant name]	2818	Open	(not yet finished)		

**1. LOG IN TO CERTIFY.AG ON EACH COMPUTER**  
**2. ENTER A REGISTRATION CODE FOR EACH STUDENT**

**Your Schools:** *(Click each school to schedule an exam or increase your Account Balance)*

School	Account Balance	Your Role
<a href="#">ALTA PUBLIC SCHOOL</a>	\$0.00	Proctor

To log a student into an exam, please enter that student's Registration Code into the field below, and then click "Prepare Exam."

Registration Code

**3. HAVE STUDENT ENTER PERSONAL INFORMATION**

Students will enter their own personal information, including their mailing address for their credentials. Have students stop after entering their information, before starting the exam.

**4. READ TESTING GUIDELINES**

1. You will have 120 minutes to answer 100 questions. After 120 minutes have expired, the system will end your exam and score it as is.
2. You are able to skip a question and return to it later.
3. You are able to change your answers to questions.
4. If your computer goes down, notify the proctor immediately to have the exam restored.
5. Upon completion of the exam, you will be notified immediately of your score.
6. When your exam is complete, please sit quietly or exit the room.
7. The proctors will not discuss the exam with you.
8. Please be sure you have nothing on the desk except paper, pencil and an FCAT type calculator.
9. If you have any electronic device – phone, iPad, etc. – you will be asked to leave the room and forfeit your exam fee.
10. The exam questions are randomly selected and no two exams in this room are identical.
11. If you must leave the room for any reason, you will have to be escorted in order to continue your exam upon return. Time will continue to count down while you are away. There is no way to stop and restart the exam.
12. Are there any questions? When all questions have been answered hit enter to begin the exam.

**5. STUDENTS MAY BEGIN EXAM**

While students are testing, it is the proctor’s responsibility to enforce the testing guidelines and insure that there is not talking and that electronic devices or additional resources are used.

The exam is scored immediately when the student clicks submit, and scores are available for you to view under “More Options.” (this is the same screen that registration codes were found.)