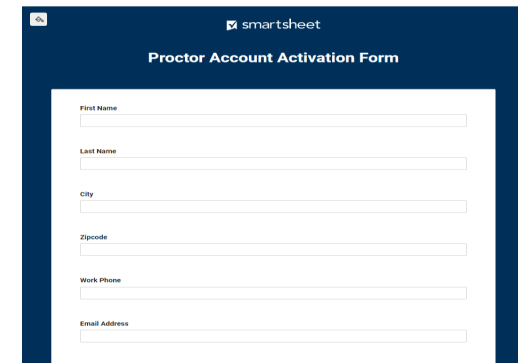# CNACC Certification Exam Information for Proctors

As workshop leader, you may choose to proctor the exam or designate someone else as the proctor. The exam must be proctored for the full 120 minutes (unless test-takers finish early). Here is a summary of the steps that proctors should take to prepare for and conduct the Signature Program certification exam.
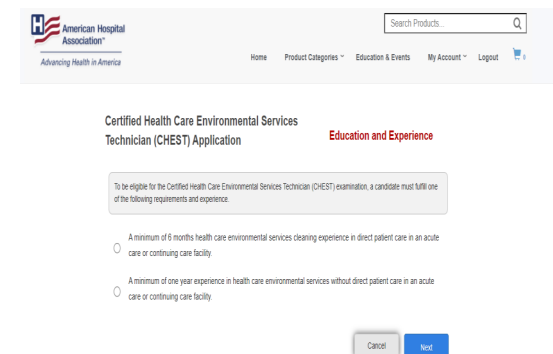
## Before Exam Day

**Seven days prior to the start of the class, the workshop leader or other proctor should complete the [Proctor Account Activation Form](#).** This form is required to administer exams through the PSI testing site. AHE will send the proctor an email with log-in information, a test date calendar with available test dates and times, and the invitation codes needed to schedule exams.
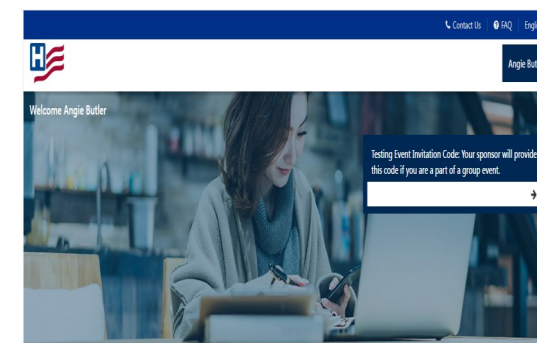
**On or before the first day of the workshop, have each participant complete the [CNACC Candidate Application on ahe.org](#).** They must create an AHE account to complete this form. When completing the form, participants should use the email address to which their Credly (digital badge) link should be sent. Please note: This form must be completed at least five days prior to the exam date.

**After participants complete the Candidate Application form, they may schedule their test date through PSI, the testing site.** The workshop leader or proctor will provide the testing invitation code that participants need to schedule the exam. To schedule the test date, participants will create an account with PSI, using the same email address they used for their AHE Candidate Application form. Participants will re-ceive an email confirming the exam date.
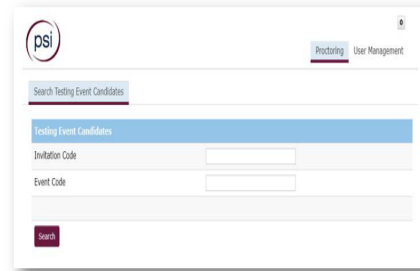
# Exam Day Procedures

**Log into the PSI test site** and click on the proctoring tab.

If you are locked out of your account when testing, please contact the PSI-Help Desk at (833) 333-4755.

**Using the invitation code or the event code, search for candidates registered for the exam to complete their check-in.** Select each candidate from the list, click on check-in, and then on OK to confirm. Candidates may be checked in up to one hour before the exam starting time, and up to 15 minutes after that time.

After all candidates have been checked in, you will receive an OTP code, which you will provide to candidates. This code must be provided to the candidate to start the exam.

**Candidates will log into PSI test delivery portal to take the exam.** They will need their candidate ID and OTP code to launch the exam. They have 120 minutes to complete the exam. Candidates click on "end test" to complete the exam and view their score.

# After The Exam

**You will mark candidates checked out after they complete the exam, when the candidate's status changes to "completed" from "test scheduled."** Mark any candidate who does not take the exam as absent. Each candidate will receive a status email indicating whether they passed.

**About 30 days after the exam, test takers will receive an email from admin@credly.com with an invitation to accept their digital badge and certificate.**

## Check-In

### Check-In
1) Select the Candidate from the list
2) Click on **Check-In**
3) Click **OK** to confirm