

Guide Summary

Supplemental exam launch requirements were added as an administrative function for CATCs in July 2017. Two optional items were created that would require a Test Candidate to meet certain criteria before being eligible to launch any Certiport certification exams using Compass for Windows, Compass for Mac, Compass Cloud, or Exams from Home.

Exam Launch Requirements Explained

Both requirements are similar in that they will check against information stored in the Certiport website under your CATC or under a Test Candidate's profile to ensure that a Test Candidate cannot begin an exam without one, or both, of the requirements in place:

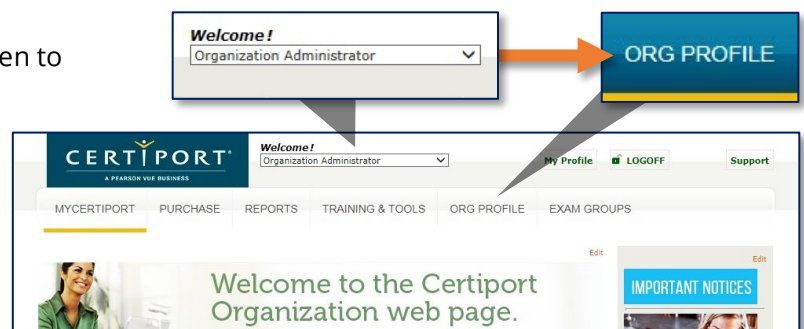
- **Require Exam Group and Teacher Name:** The first item will require that *Exam Groups* have an associated Teacher and that Test Candidates associate their exams with an *Exam Group* at the time the exam is launched.
- **Require Student ID:** The second item will require that a Test Candidate have a *Student ID* number present in their profile at the time the exam is launched. Student IDs are manually entered via the Test Candidate profile.

The requirements can be used separately or together; no additional requirements are created when both items are used in conjunction. For detailed information on Exam Groups, see our [quick reference guide](#).

Accessing and Applying the Requirements

To set either of the new requirements, you must log in to the Certiport website as an Organization Administrator (Organization Members cannot edit the Org Profile). See our [Managing Associations](#) page for more information.

1. Navigate to www.certiport.com and log in.
2. Change the dropdown at the top of the screen to **Organization Administrator**.
3. Click on the **Org Profile** tab.
4. The Org Profile page will appear. The requirements are located on the first **(Main Info)** tab.



Organization: Certiport Online Exam Test Center

Exam Launch Requirements

☒ Require Exam Group and Teacher Name (previously created exam groups will need to be updated to have an assigned teacher)

☒ Require Student ID

Microsoft Affiliations

Imagine Academy ID #:

MPN ID #:

Exam Launch Requirements

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☐ Require Student ID

Edit

5. Click the orange **Edit** button in the bottom right-hand corner of the page to edit the settings.

6. The two requirements are listed at the bottom of the page. Checkmark your desired options and then click **Update** in the bottom right-hand corner to save your new settings and exit editing mode.

Exam Launch Requirements

☒ Require Exam Group and Teacher Name (previously created exam groups will need to be updated to have an assigned teacher)

☒ Require Student ID

Update

The requirements are now in effect. Please note that although the settings force the requirements and prevent an exam from launching until the requirements are met, it is still up to the Test Candidate to ensure that they select an Exam Group when launching an exam, and to edit a Student ID in their profile (if missing). It will also be up to an Organization Administrator to ensure that Exam Groups are created, and that a Teacher is associated to each one (see next section).

Vetting the Requirements

Require Exam Group and Teacher Name: To ensure that you do not encounter errors when testing, an Organization Administrator can check their existing Exam Groups to see if they have an associated Teacher.

1. Navigate to www.certiport.com and log in.
2. Change the dropdown at the top of the screen to **Organization Administrator**.
3. Click on the **Exam Groups** tab.



EXAM GROUPS			
Name	Course Description	Exam Group ID#	Status
Miss Larsen's Class		1241262	Active *
MOS Testing - Fall 2017		1241255	Active

*" in the Status column indicates the Exam Group needs to have a teacher name assigned before exams for this group can be delivered.

EXAM GROUPS			
Name	Course Description	Exam Group ID#	Status
Second Exam Group		1241262	
First Exam Group		1241255	

*" in the Status column indicates the Exam Group needs to have a teacher name assigned before exams for this group can be delivered.

Note: A red message will appear under the table indicating that any Exam Group with an asterisk in the status column will require an associated Teacher before candidates can take exams in this Exam Group. The above example shows that "Miss Larsen's Class" is missing a Teacher.

Requiring an Exam Group:

When selected, this requirement is as simple as having the Test Candidate select an existing Exam Group from the dropdown list during the Compass exam launch pathway (Compass for Windows illustrated).

- ✓ **Tip:** For detailed information on Exam Group setup, please refer to the [Exam Groups quick reference guide](#).
- ✓ **Note:** If an Exam Group is not selected, or the selected Exam Group does not have an associated Teacher (previous section), an error will display upon launch.

Do you have an Exam Group ID today?

Please make a selection below and then click "Next" to continue.

Your Teacher or Proctor would have given you a special code or series of numbers.

Example Exam Group ID: xxxxx

Yes

In order to proceed, you must select an exam group from the list OR enter an exam group value

Select Exam Group

Select

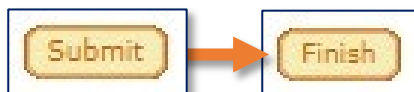
OR

Enter exam group

Requiring a Student ID:

To ensure you do not receive an error launching an exam with this requirement, a Test Candidate must have a Student ID populated in the Certiport profile. Organization Administrators or even Certiport Customer Service cannot enter the Student ID. A Test Candidate must perform these steps:

1. Navigate to www.certiport.com and log in.
2. Click on **My Profile**.
3. In the first tab (Certiport), click on the orange **Edit** button.
4. In the **Contact Information** section, fill in a **Student ID**.
5. To save the changes, click the **Submit** button.
6. To exit My Profile, click the **Finish** button.



Welcome !

Test Candidate

My Profile

Certiport Roles Profile Programs

Edit

CONTACT INFORMATION

Your email address will be required if you forget your username or password and for official Certiport communications. Certiport will not share your personal information with others (Certiport Privacy Statement).

Email: *

example@certiport.com

Phone:

Student ID:

123456

☐ Allow Certiport to contact me via e-mail regarding new programs, promotional offers, and events.

- ✓ **Note:** If a Test Candidate does not have a Student ID in their profile, an error will display upon launch.

Contacting Support

Find [Answers](#) online or Contact Support through Phone, Email, or Live Chat.
Support is available Monday through Friday 6am to 5pm MT
