

Certification Exam Process



Step 1: Proctor Agreement

The proctor administering the exam should review and sign the **Proctor Guidelines / Non-Disclosure Agreement**. The signed agreement must be returned to IE Class, Inc., PO Box 293902, Lewisville, TX 75057. The form should be returned at least two weeks before the time you wish to give the exam.



Step 2: Request an Authorization Code

Approximately two weeks before you plan on giving the exam, contact us with the number of students that you will be testing. You may request an Authorization code once every 30 days.

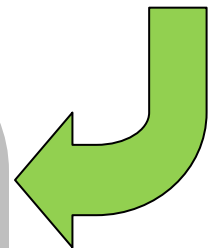
We will send you an **Authorization Code**. This code will allow you to log in and setup your class for testing. You should go to the www.wdcertified.com website and under **Teachers**, click on **Register**, enter your school information and you will be given a **Class Code**. Write down your Class Code so you can log back into the system to start and stop your exam.

Step 3: Giving the Exam

When you are ready to give the exam, log back into the teachers section using your Authorization Code and Class Code. Click **START testing**. This will allow your students to register and start taking the exam.

Write the **Class Code** on the board in the classroom or distribute it to each student and instruct students to go to www.wdcertified.com and click **Start Exam** under students. They only need the Class Code to get in. Each student will be given a unique **verification code**. Have them write this code down. If they get logged out of the test for any reason, they can pick back up where they left off.

Once everyone has completed the exam, you should log back into your teacher account and click **STOP testing**. You will then see who passed the exam. With your Authorization Code, you will receive a form to list the passing students that should receive a certificate. Just fax or mail the completed certification request form to us and we will process the certificates and send them to you!





Proctor Name: _____ Account / Proctor Number: _____

Proctor Email: _____ School: _____

Proctor Requirements

- The proctor must be a state certified educator with the accredited secondary institution listed above.
- The proctor must not have administered the Fundamentals of Website Design exam or been issued an authorization code within the past 30 days.

Exam Administration Requirements

- On the day of the test, the proctor should assure that each student has their own computer for testing and provide each student with the class code so they may access the exam.
- Students should be informed that their cell phones and any other electronic device, other than the computer they are using for testing, should be turned off and put away.
- The proctor should verify that students enter their correct first and last names in the testing system prior to starting the exam when registering. The names on the certificates will be exactly what the student enters when starting the exam; absolutely no name substitutions or name changes can be made.
- The exam must be given in an educational institution directly supervised by an approved qualified proctor. Home based and distance learning exams are strictly prohibited.
- Students must start and complete the exam in a single sitting. The exam will take approximately 1½ to 2 hours to complete.
- The proctor may not in any way assist test takers with any question and must ensure the integrity of the test. If a student does not understand or know the answer to any question and asks the proctor for help, the proctor is only to respond with "I'm sorry, I cannot help you with that". No assistance may be provided.
- Students may not communicate with each other or in any way may collaborate on any test question during the exam.
- The proctor must actively monitor test takers to assure that students do not look up answers or cheat in any way. Students may not open any other web pages or leave the testing screen for any reason during the exam. If they are found to have done so, they must be dismissed from the exam and their exam left incomplete.
- Students may only take the exam once under each class code authorization. If a duplicate name is found in a single class, the teacher will need to verify that matching names are for two separate students, otherwise the entire class's exams scores will be invalidated.
- If a student is found to have cheated, the student should immediately be dismissed from the exam and their test left incomplete.
- No time limit should be imposed on the exam; however if a student that is found to be sleeping, or intentionally delaying the completion of their exam, the student should be dismissed from the exam and their exam left incomplete.
- Students that are unsuccessful on the exam must wait at least 30 days to retest. Students that are dismissed from the exam for any reason are not eligible for retesting.

Exam Questions & Completed Exams

- The exam questions may not be printed or copied in any way. The completed exams are not released. Final score and pass/fail status of each student is made available to the proctor once the test for the class has been closed.
- Certificates for students that have passed the exam will be mailed to the registered school 2 - 3 weeks after the exam.

Proctor's Signature

Date

Administrator's Signature

Date

I agree to proctor the WD Certified Fundamentals of Website Design Exam according to the guidelines listed above.

I certify that that the proctor administering the Fundamentals of Website Design Certification Exam holds a valid state teacher certification.

Mail, Fax, or Email this completed document to IE Class, Inc.

PO Box 293902, Lewisville, TX 75029 * Fax: 972-221-0412 * Email: ieclass@outlook.com