BPI Field Testing System Instructions

At no time should the proctor share his/her ID and password with anyone.

Go to the Testing and CEU Portal via www.bpi.org/pros (you may want to save this address in your Favorites)

1. Select Proctor Portal tab at the top OR the BPI Proctor Login button and enter your BPI ID and Password (same credentials you use to login to your Proctor Account)
2. Select the Field Testing sub tab

If you would like to print a copy of the score sheet, select Available Exams from the left side menu. You will be given a listing of the field exams you are currently approved for.

3. Select Create Field Testing Session
   a. Enter the date by either typing in MM/DD/YYYY format or by clicking the date from the calendar icon on the right of the Date field (Please remember: the date entered should be the date the exam was given, NOT the date you are entering the exam into the system)
   b. Choose the Test Center Name from the dropdown list
   c. Click Create

   At this point you will see how many exams you have available for you to use

4. Verify information entered and click Activate then click OK
5. Scroll down and select Add Result
   Do NOT click Close; this will close the session and a new one will need to be created

   For existing candidates:
   a. Enter either the BPI ID (if candidate knows their BPI ID) OR
   b. Enter candidate information into one or more of the other four fields (you do NOT need to enter information into all fields to search):
      i. First Name
      ii. Last Name
      iii. Email

      This information does not need to be exact, you can enter the first couple of letters for a name and still search. Example: ‘Smi’ for ‘Smith’

      If a candidate’s name has a period in it, enter only the first part of the name. Example: ‘St.’ for ‘St. Lawrence’

   c. Click Lookup
   d. Find the correct candidate and click Select
If a candidate’s contact information has changed, do NOT create a new record! The candidate will be able to login to their Candidate Account after the exam and update their information.

For new candidates:
   a. Select **Register New Candidate** at the bottom of the page
   b. Have the candidate fill out the form using their legal first and last name; when finished proctor reviews and then clicks **Register**
   c. Click **Select**

6. Choose which field exam you will be entering for that candidate and click **Select**
7. Proctor must re-enter the date of the exam and select the **I confirm that I want to enter result** checkbox before clicking **Enter Result**

   **Note:** By clicking **Enter Result**, the field exam score sheet will pop up and you will not be able to go back to make any changes. Please make sure that all information up to that point is accurate. Your Test Center will be billed once **Enter Result** is selected.

8. Enter scoring (0, 1, or N/A)
   a. If scoring a candidate with (0 or N/A), use the space directly below that line item to enter a notation as to why the candidate was scored in that manner
   b. A green check mark will appear next to the score entered notating that your information has been saved
   c. Any general information that you would like to include can be added at the bottom in the **Notes** section
9. Proctor must select the **I confirm that I want to submit the field test result** checkbox before clicking **Submit**
10. Click **OK**
11. If entering another Field Exam, repeat steps 5 – 9
12. If done, click **Close** and then click **OK**

***Note: if a candidate is unsuccessful on any exam, they may not attempt the exam again for a period of 8 hours***

**If you have problems logging into the testing site, please contact:**
Test Center Department – testcenter@bpi.org
Certification Department – certification@bpi.org
or call (877) 274-1274 ext. 292

**If you have feedback regarding the testing process, please contact:**
Certification Development Department – certdev@bpi.org or 877-274-1274 ext 112
If referencing a question on the exam, please only use the number above the exam question (Vxxxx).

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