

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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