

BPI Online Testing System Instructions for Proctors

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

Go to [BPI's Testing and CEU Portal](http://www.bpi.org/pros) via www.bpi.org/pros
(you may want to save this address in your Favorites)

Steps 1 – 6 must be done for each group of candidates being tested NOT for each individual candidate (unless there is only one candidate being tested)

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 **Online Testing** tab
3. Select **Create Online Testing Session**
 - a. Enter the date by either typing in MM/DD/YYYY format
 - 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. **Write down the Online Id – You will need to use this code to login the candidates!**
6. Scroll to the top of the page and select **Logout**
Do NOT click Close; this will close the session and a new one will need to be created

To log each individual candidate into the Online Testing area, use the link at the top of this page and the instructions below

1. Select **Online Testing** tab at the top OR the **Online Testing Login** button
2. Enter your **Proctor ID** and the **Online Session ID**

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, click **Register**
 - c. Click **Select**
3. **Proctor must choose** which exam the candidate will be taking and click **Select**
 4. Allow candidate to read through the **Terms and Conditions**
 5. Candidate must select the **I agree with the Terms and Conditions** checkbox before clicking **Start Session**

Note: By selecting Start Session, the first question will be displayed and the exam will begin. Candidates 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 Start Session is selected.

Navigating through the Exam

1. Select the answer of your choice and select **Save** or hit **enter** on the keyboard
If a candidate clicks Next instead, an error message will come up in red, indicating that they must click Save
 - a. If you wish to skip a question and return to it later, check the box next to **Mark this question to review later**
 - b. click **Save**
2. Selecting the **Formulas** link will bring up the formula reference sheet
3. Selecting the **Resources** link will bring up a listing of all the BPI Technical Standards
4. Review Screen:
 - a. **Review All** – Click this if you wish to view all the questions again
 - b. **Review Not Answered** – Clicking this will bring you to the first question that is not answered and allow you to view only the unanswered questions
 - c. **Review Marked** – Clicking this will bring you to the first question you marked for review and allow you to view only the questions marked for review.
5. Read and then select the three check boxes
6. Select **Finish & Grade** when you are sure you are finished. Once you select this button the exam is over and you cannot go back.
7. Have the candidate click **Exit**

*****Note: Once an exam is completed, candidates must wait a minimum of eight (8) hours before a retake exam may be attempted*****

Closing out the session

*After all candidates have finished their exam(s), refer back to steps 1&2 at the very top of this instruction document and log back into the **Proctor Portal***

4. **Make sure that all of the candidates have finished their exam(s)**
5. You may search for your **Online Id** by any of the fields in the gray box and then click on **Filter/Search** OR
6. If you know your **Online Id**, you may select the corresponding **Session#** (in blue numbers) from the listing at the bottom of the page
7. Click **Close** then Click **OK**

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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