

# Exam Instructions and Administration Procedures

1. Do NOT share answers with other officials in the State
2. Officials requiring support with exam administration are approved for assistance

**All clinic candidates (new) and officials attempt to move up (upgrading) in rating will take a timed 90-minute exam. Officials taking the exam will correct to 100% with a rule reference. If the score does not commensurate with the desired rating, a second exam must be taken.**

**All veteran officials will take an untimed exam. Officials taking the exam will correct to 100% with a rule reference. If the score does not commensurate with the desired rating, a second exam must be taken after correcting the prior exam to 100% with a rule reference.**

## **Exam Login Instructions:**

1. Log-in to NYSCVOA Website at NYSCVOA.ORG.
2. Choose Members menu
3. Choose Members Exam
  - Member exam test selection will not be visible unless dues are paid
4. Follow instruction on web page and confirm E-Mail address and chairperson
5. Continue to exam instruction Page
  - New/Upgrading – 90 minute timed exam
  - Veteran Member – Un-timed exam
6. Follow Instruction and choose the correct exam

Exam Guidelines: New/Upgrading Member – 90 minute TIMED exam will begin immediately

You **CANNOT** use the back arrow

You **CANNOT** refresh or reload the window of your browser

You do have the ability to scroll up and down within the window.

If any question is unanswered it will be marked incorrect

You CANNOT let your computer go to its screensaver – you will be logged out of the exam

Exam Completion:

Check Submit exam

Results will show be shown on the webpage after submitting exam

Proceed to email to see expanding version of exam results

Incorrectly answered questions will be listed

Correct exam to 100%; including rule reference and emailed to Board Chair

## **NOTES**

If you don't remember password, contact your local board chair for a reset of your password.

Check member profile to ensure information is correct. Make sure you have a functional e-mail address. The e-mail address must be unique to you and not shared with another board member.

Go to Member tab and select **2017-2018 State Exam** from the pull-down.

Once you submit your exam, the results will be sent to you and your Board Chair.

In case of a power outage, or a problem with the internet, please contact your Board/Chapter Chairperson

**DO NOT USE TABLETS OR CELL PHONE TO TAKE THE EXAM** - Please use a laptop or desktop computer with the browser cookies turned on