

Guide Summary

An Exam Group number is a unique identifier that can be set up to track a Test Candidate’s exam results and open up additional reporting features. Exam Groups are an optional feature configured within the **Organization Administrator** (Org Admin), **Organization Member**, or **Teacher** roles. Whenever a Test Candidate begins an exam, they may enter this number, which will then record their history under the Exam Group they choose. You can create as many Exam Groups as you like. If you are using Exam Groups in conjunction with an Offline CATC, please [click here](#).

Initial Exam Group Setup

1. Log in to www.certiport.com.
2. Select the **Organization Administrator**, **Organization Member**, or **Teacher** Role.
3. Click on the **Exam Groups** Tab.
4. Click **Add Exam Group**. If you are a Teacher creating an exam group and are associated with multiple centers, select your CATC in the dropdown first.

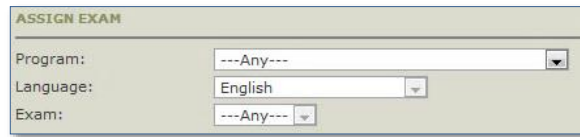
Entering Exam Group Details

1. **(Optional)** Select a **Teacher** from the dropdown menu. Only those associated to your school as a teacher will appear here. If you are a Teacher, you will be automatically assigned to the exam group.
2. **(Required)** Enter an **Exam Group Name**.
3. **(Optional)** Enter a **Description**.
4. **(Optional)** Enter the **Location**.
5. **(Optional)** Enter the **Number of Students**
6. Leave the **Status** set to active.
7. **Offline Classroom:** Will be grayed out unless you are a designated Offline CATC. See the [Offline](#) section.
8. Select if Test Candidates will be able to **Print Exam Results**.

9. Select **Allow Open Enrollment** if exam group members will be testing in multiple test center locations.

Assigning an Exam (Optional)

1. Select the **Program**, **Language** and **Exam** that the Test Candidates will be taking with this specific Exam Group.



The screenshot shows a form titled "ASSIGN EXAM" with three dropdown menus: "Program:" set to "---Any---", "Language:" set to "English", and "Exam:" set to "---Any---".

Note: *By specifically assigning the program (e.g., Microsoft Office), you are then required to pick an exam (e.g., Excel) as well. If this option is selected, students will not be able to take any other exam while using this exam group number. This and other Exam Group settings can be changed at any time.*

Taking a Practice Test at Home

This feature is no longer applicable and can be left at the default setting of “No”.

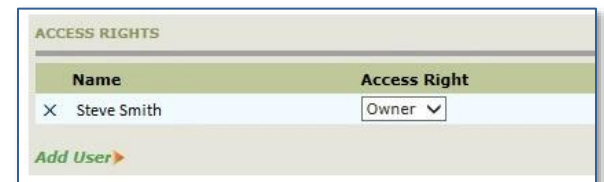
Proctor Associations

1. If you would like specific proctors for this Exam Group only, then create a **Proctor List**. You must add the proctors via their Certiport [Usernames](#).
2. **(Recommended)** If you would like to give all proctors associated to the CATC (Certiport Authorized Testing Center) the ability to proctor for this Exam Group, select **Use any associated proctor**.
3. If you’d like to allow any proctor (globally) to be able to proctor for this exam group, select **Use any authorized proctor**.

Access Rights (Optional)

If additional Org Members need editing access to this Exam Group, you will use this feature. (Org Admins automatically have access.)

Click **Add User**, then by using the **Find Users** tool, search for the person you are adding. In the results list, click the Last Name of the person.



The screenshot shows a table titled "ACCESS RIGHTS" with two columns: "Name" and "Access Right". The table contains one row for "Steve Smith" with an "X" icon in the Name column and a dropdown menu set to "Owner" in the Access Right column. Below the table is an "Add User" button with a right-pointing arrow.

1. Select **Permissions** for these users, Owner Viewer or Editor.
 - **Owner:** Can edit or remove an existing Exam Group. Can edit or remove User access to the Exam Group. Can see exam results and the exam/student views. The Teacher that created the Exam Group, or any Org Admin, have Owner rights whether they are listed here or not.
 - **Editor:** If the User listed here is only an Org Member, they can edit the Exam Group but cannot modify User access. Can see the exam results, but can only see the exam summary view only.
 - **Viewer:** If the User listed here is only an Org Member, they can only view the Exam Group details. Can see the exam results, but can only see the exam summary view only.

Note: *The Access Rights section is for establishing the permissions of who may edit the Exam Group itself, not who may Test or Proctor with it.*

Finalization & Review

1. Click **Update** to review your selections.
2. Click **Done** to create the Exam Group.
3. Note the **Exam Group ID number**:



For a test result to be associated to an Exam Group it must be selected by the Test Candidate during exam launch. The Teacher will give the Test Candidate the Exam Group number and it is manually typed in (Compass Exam Group section shown).

Exam Group

Do you want to associate your exam with an exam group?

No
 Yes

Select Exam Group

Select

OR

Enter exam group

The only exception to a manual entry would be if the Test Candidate is pre-associated to the Exam Group. (See next section.)

Pre-Association to an Exam Group

Normally a Test Candidate manually enters an assigned Exam Group number when starting a test. By **pre-associating** a Test Candidate to an Exam Group, it allows a user to select which Exam Group number they would like to use from a pre-populated dropdown list as opposed to a manual entry. [Offline users](#) must be pre-associated.

Note: *Being pre-associated to an Exam Group does not automatically assign the Test Candidate's exams to said group. They must still select the Exam Group number each time they launch an exam.*

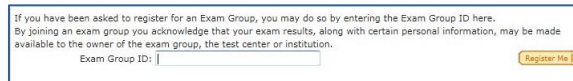
1. Log in to www.certiport.com under the **Teacher** role.



2. At the bottom of this page, use the **Add Additional Users** section to locate Test Candidates by searching for by the Username.

Note: *Test Candidates can be pre-associated to as many Exam Groups as a Teacher would like.*

3. Test Candidates may also pre-associate themselves to an Exam Group by logging in to their profile at www.certiport.com and entering the Exam Group number at the bottom of the landing page.



Adding a Result to an Exam Group After the Fact

A Test Candidate may begin an exam without entering an Exam Group number whether they are pre-associated or not. Should a Test Candidate forget to pick an Exam Group, it is still possible to associate their result to an Exam Group after the test is over. (This process is only performed by the Test Candidate.)

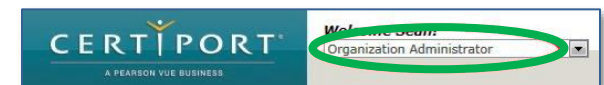
1. Log in to www.certiport.com under the **Test Candidate** role.
2. On the landing page, search the exam results page for the result in question. If eligible, the entry will have a green link titled **"Add"** under the Exam Group ID column.

Exam	Date	Score	Status	Certiport ID	Exam Group ID
IC3 GS4 - Living Online - BETA	9/27/2012	929	Pass	90039477	Add
IC3 GS4 - Computing Fundamentals - BETA	8/20/2012	963	Pass	90039477	Add
IC3 GS3 (Windows 7/Office 2010) - Living Online	6/8/2012	956	Pass	90039477	Add

3. Click **Add** and then select an Exam Group from the dropdown (if pre-associated), or join a new Exam Group by typing the number in.

Viewing Exam Group Reports

1. Log in to www.certiport.com under the **Organization Administrator, Organization Member, or Teacher** role.



2. Mouse over the **Exam Group** tab.
3. Click the dropdown for **Exam Group Reports**.
4. Select the name of the **Exam Group**.
5. Select the **Date Range** for the report.

6. For more detailed results, various options may be selected such as a skill set breakdown or student view.

Note: By employing Exam Groups you open up your date range beyond the standard one-year limit.

Printing Exam Group Reports

1. Log in to www.certiport.com under the **Org Admin**, **Org Member**, or **Teacher** role. Ensure you are using Internet Explorer version 11 only.
2. After the options for the report have been selected and the report is pulled up as a PDF, print the document by using the Adobe controls found within the viewing window. (Do not use the browser's "File → Print" options when printing any report displayed in an embedded browser window from Certiport's website).



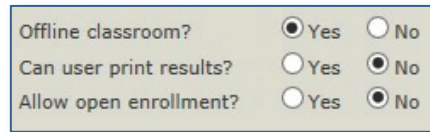
Using Exam Groups at an Offline Center

When using Offline Mode, you must employ the use of Exam Groups so that all users and exams stay in sync due to the fact that the exam workstations (clients) will not have internet access.

The process for creating Exam Groups to use with an Offline CATC is the same as the process outlined above but with specific options that must be selected during setup, and that all users must be added prior to taking an exam.

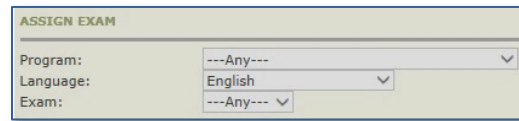
Follow the instructions for Initial Exam Group Setup and Entering Exam Group Details contained in this [guide](#) up to the **Offline Classroom** item.

1. Select **Yes** for "Offline Classroom".
2. Select **No** for "Can user print results".
3. Select **No** for "Allow open enrollment".



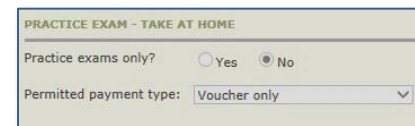
Offline classroom?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Can user print results?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Allow open enrollment?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Everything in the Assign Exam section will be grayed out. You cannot select the programs for Offline exams as they are restricted through the purchase of the bundled inventory.



ASSIGN EXAM	
Program:	---Any---
Language:	English
Exam:	---Any---

You will also not be able to select any items within the Practice Exam – Take at Home or Proctors section because this feature is no longer applicable.



PRACTICE EXAM - TAKE AT HOME	
Practice exams only?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Permitted payment type:	Voucher only

4. Proceed to [finalize](#) the Exam Group and then you can [pre-associate](#) (manually add) Test Candidates to the group. If you are adding users via Bulk Registration (preferred) please refer to the [quick reference guide](#).

Important: Ensure that all Test Candidates are selecting the Exam Group you are creating for Offline Mode on the Exam Confirmation screen when launching the exam.

Additional Training Resources

Webinar Training Sessions:

Certiport's [pre-recorded training sessions](#) are available in either YouTube videos or downloadable files. With any available live sessions, you will be able to see recordings of the trainer's desktop online as he or she demonstrates and explains administrative account management and test delivery.

Contacting Support

Find [Answers](#) Online

Test Candidates: 888.999.9830, Opt. 2
(M – F 6am to 5pm MT)
Customerservices@certiport.com

CATC Customer Service: 888.999.9830, Opt. 3
(M – F 7am to 5pm MT)
CATC Technical Support: 888.999.9830, Opt. 1
(M – F 6am to 5pm MT)