Guide Summary

Supplemental exam launch requirements were added as an administrative function in July 2017. Two optional items were created that would require a Test Candidate to meet certain criteria before being eligible to launch any Certiport certification exams using Compass for Windows or Compass for Mac.

Launch Requirements Explained

Both requirements are similar in that they will check against information stored in the Certiport website under your CATC or under a Test Candidate's profile to ensure that a Test Candidate cannot begin an exam without one, or both, of the requirements in place:

- **Require Exam Group and Teacher Name:** The first item will require that *Exam Groups* have an associated Teacher and that Test Candidates associate their exams with an *Exam Group* at the time the exam is launched.

- **Require Student ID:** The second item will require that a Test Candidate have a *Student ID* number present in their profile at the time the exam is launched. Student IDs are manually entered via the Test Candidate profile or populated during Bulk Registration.

The requirements can be used separately or together; no additional requirements are created when both items are used in conjunction. For detailed information on Exam Groups, see our quick reference guide.
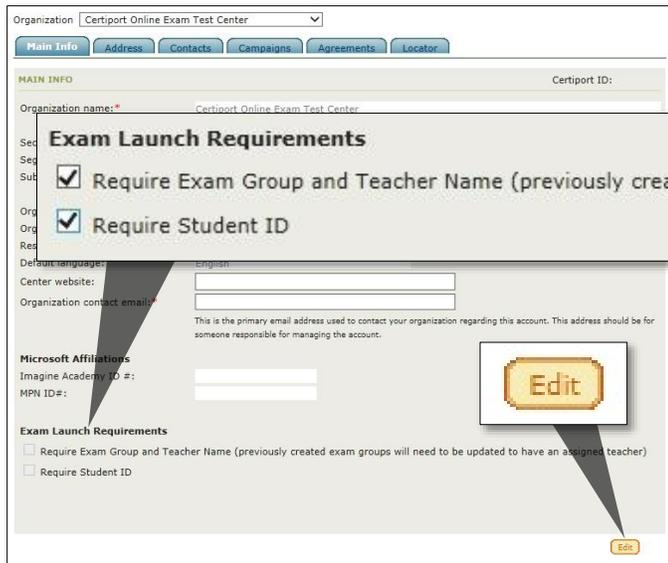
Accessing and Applying the Requirements

To set either of the new requirements, you must log in to the Certiport website as an **Organization Administrator** (Organization Members cannot edit the Org Profile). See our Managing Associations page for more information.

1. Navigate to www.certiport.com and log in.
2. Change the dropdown at the top of the screen to *Organization Administrator*.
3. Click on the *Org Profile* tab.

4. The Org Profile page will appear. The requirements are located on the first (*Main Info*) tab.

Exam Launch Requirements
☑ Require Exam Group and Teacher Name (previously created exam groups will need to be updated to have an assigned teacher)
☑ Require Student ID

5. Click the orange *Edit* button in the bottom right-hand corner of the page to edit the settings.

6. The two requirements are listed at the bottom of the page. Checkmark your desired options and then click *Update* in the bottom right-hand corner to save your new settings and exit editing mode.
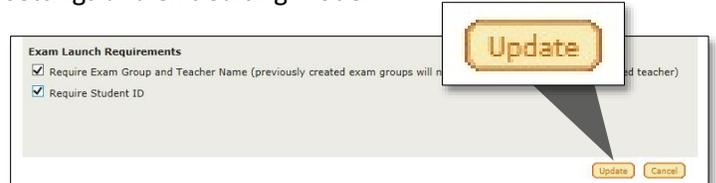
The requirements are now in effect. Please note that although the settings force the requirements and prevent an exam from launching until the requirements are met, it is still up to the Test Candidate to ensure that they select an Exam Group when launching an exam, and to edit a Student ID in their profile (if missing). It will also be up to an Organization Administrator to ensure that Exam Groups are created, and that a Teacher is associated to each one (see next section).

Vetting the Requirements

Require Exam Group and Teacher Name: To ensure that you do not encounter errors when testing, an Organization Administrator can check their existing Exam Groups to see if they have an associated Teacher.

1. Navigate to www.certiport.com and log in.
2. Change the dropdown at the top of the screen to *Organization Administrator*.
3. Click on the *Exam Groups* tab.

EXAM GROUPS

EXAM GROUPS

Name	Course Description	Exam Group ID#	Status
Miss Larsen's Class		1241262	Active *
MOS Testing - Fall 2017		1241255	Active

"*" in the Status column indicates the Exam Group needs to have a teacher name assigned before exams for this group can be delivered.

A red message will appear under the table indicating that any Exam Group with an *asterisk* in the *status column* will require an associated Teacher <u>before</u> students can take exams in this Exam Group. The above example shows that "Miss Larsen's Class" is missing a Teacher.

Requiring an Exam Group:

   When selected, this requirement is as simple as having the Test Candidate select an existing Exam Group from the dropdown list during the Compass exam launch pathway.

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

- No
- Yes

Select Exam Group

Select

OR

Enter exam group

Tip: For detailed information on Exam Group setup, please refer to the Exam Groups quick reference guide.

Note: If an Exam Group is not selected, or the selected Exam Group does not have an associated Teacher (previous section), an error will display upon launch.

Requiring a Student ID:

   To ensure you do not receive an error launching an exam with this requirement, a Test Candidate must have a Student ID populated in the Certiport profile. Organization Administrators or even Certiport Customer Service cannot enter the Student ID. A Test Candidate must perform these steps:

1. Navigate to www.certiport.com and log in.
2. Click on *My Profile*.

CERTIPORT
A PEARSON VUE BUSINESS

Welcome !
Test Candidate   My Profile

3. In the first tab (*Certiport*), click on the orange *Edit* button.

CERTIPORT
A PEARSON VUE BUSINESS

Certiport | Roles | Profile | Programs

Edit

4. In the *Contact Information* section, fill in a *Student ID.*
5. To save the changes, click the *Submit* button.
6. To exit My Profile, click the *Finish* button.
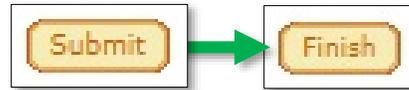
Note: If a Test Candidate does not have a Student ID in their profile, an error will display upon launch.

Important Note on Bulk Registration: If your CATC is going to employ Bulk Registration, you must populate one of the columns with a Student ID in the Unicode export file, or the Test Candidate will need to manually enter an ID as described above. Please refer to the Bulk Registration quick reference guide for detailed information.

Contacting Support

Find Answers online or Contact Support through Phone, Email, or Live Chat.
Support is available Monday through Friday 6am to 5pm MT