

Industry Certification Exams on iCEV — Proctor Script (Read-Aloud)

Introduction

Before we get started with your certification exam today, I'm going to go over some very important instructions. Please listen carefully, and do not touch your keyboard or mouse until I tell you to begin.

Before Starting the Exam

- Once you're logged into the iCEV platform, **do not click anything** until I tell you to.
- You will have **two hours** to take this exam, so take your time and read each question carefully.
- **Calculators:** You may use a **non-programmable, handheld calculator**. **Not allowed:** graphing/programmable/storage/internet- or Bluetooth-enabled calculators, and no calculator apps on phones or computers.
- **Bathroom breaks:** Bathroom breaks are **not permitted** during testing **unless there is an emergency**. If you have an emergency, please raise your hand and wait for the proctor. Your test time will continue and you may not access any devices or materials during the break.
- **Prohibited items:** Scratch paper is **not allowed**. Smart devices — including cell phones, smart watches, earbuds/headphones, fitness trackers — and any unauthorized materials are **not permitted** during testing. All devices must be powered off and stored away before the exam begins.
- When you click on something, **only click once** and then wait.
- Even if it looks like nothing is happening, the system is working — so please be patient.
- While you're testing, do not have any other tabs or windows open. If you leave the test or open another tab, the system will think you're done and will log you out automatically.
- Also, **do not use the arrow keys on your keyboard**. Only use the arrow buttons that appear on the iCEV platform itself.
- Every question counts, so **don't skip any questions** or leave any blank.
- The passing score for this exam is **70 out of 100**.
- When you're finished with your test, please completely shut down your device.

Exam Instructions

- When you're moving through questions, **do not use the Back or Refresh buttons** at the top of your browser. Instead, always use the **Next** button that appears on the exam page.
- Before you submit your test, you'll have a chance to **review all your answers**. After you answer **question 100**, click **Review** to double-check everything.
- When you're satisfied, click **Finish** to submit your exam.
- Once you submit, you'll see **two circles** on your screen. Your percentage score will appear in the right-hand circle — that number is your point score.
- When you're done, click **Log Out** at the top of the page. Leave your **login card at your computer**, and then you may **quietly leave the room**.
- If you have a question during the exam, **please raise your hand** and I'll come to you.

Check-In Process

- Now we're going to begin the check-in process.
- To check in, **mark the checkbox** on your screen and then click **Check-In**.
- I'll approve each person one at a time. Once I approve you, you'll be able to **launch your exam**.
- This process can take up to **five minutes**, so please be patient while I go through each student.
- Once I've approved you, your exam will begin and you may start testing.
- **You may now begin the check-in process. Good luck!**