

A55K Professional Certification Test Instructions

Congratulations on being prepared to take the A55K Professional Certification Test!

You will be taking a web-based test through the Proctorio remote proctoring service. There is facial recognition and artificially intelligent monitoring to ensure a secure testing environment.

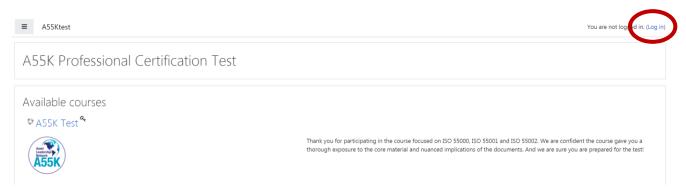
For example, you will be asked to turn on your camera, your ability to use other programs will be temporarily suspended and you will be advised to not take the test in an area where people can be seen moving behind you.

If the service identifies something odd about your conditions it will stop the test. But don't worry, we will arrange for you to take the test for no additional cost when the issue is resolved.

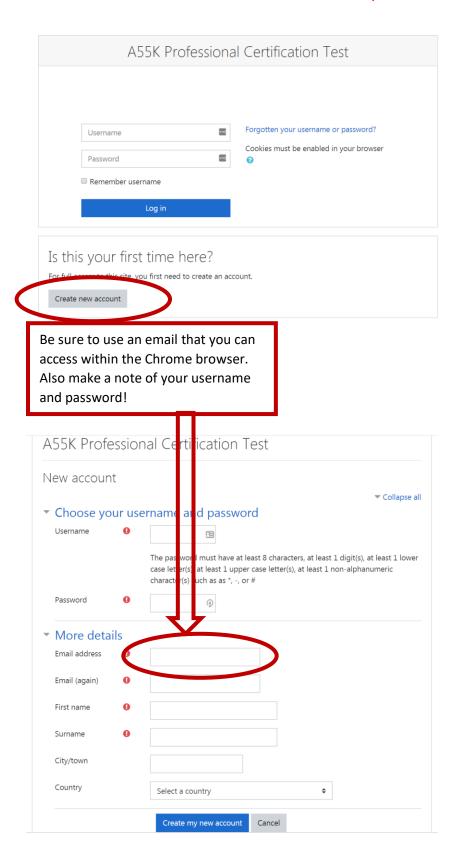
The following, 10-step instructions should be all you need. But if you have questions, you can contact either Mike Bordenaro at mbordenaro@AssetLeadership.net or (312) 307-3732 or Nick Knoke at nknoke@AssetLeadership.net.

Technical requirements:

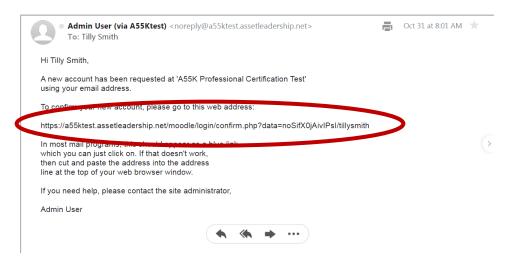
- 1. Computer with Camera (webcam)
- 2. Chrome browser
- 3. Email that you can access via the browser
- 1. Go to https://a55ktest.assetleadership.net/moodle/ and click "Log in" in the upper right.



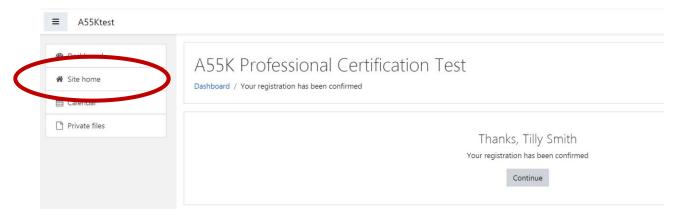
2. Create a new account. Note that this is not your AJAG course login!



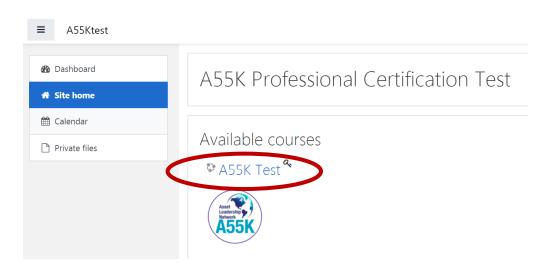
3. Go to the confirmation email in the appropriate inbox and follow the link to your dashboard.



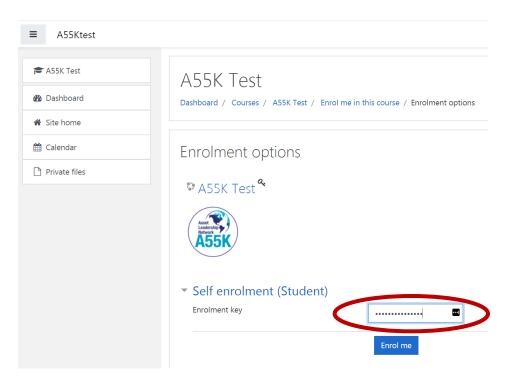
4. Click on the dropdown menu in the upper left and click "site home".



5. Now click "A55K Test" under "Available Courses" (center page).

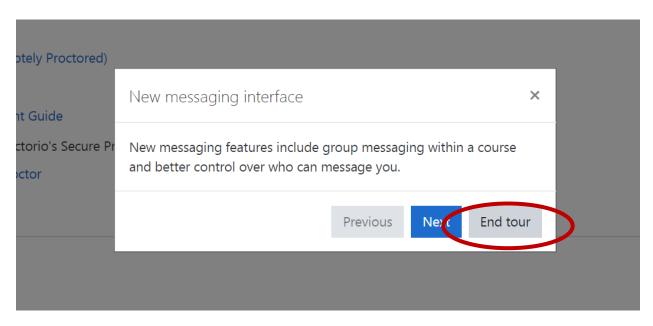


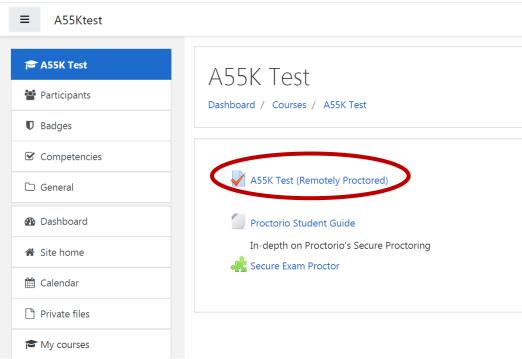
6. Then, enter the self-enrollment key: assetleadership



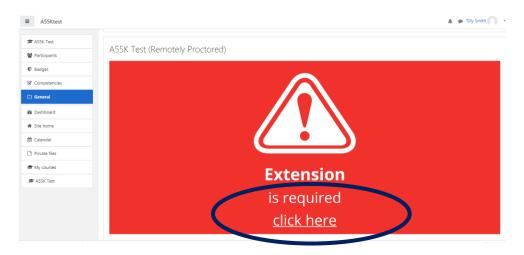
7.a continues on the next page

7.a Then, click "A55K Test (Remotely Proctored)". You may get a popup box that says "New messaging interface"; if so, click "End tour".



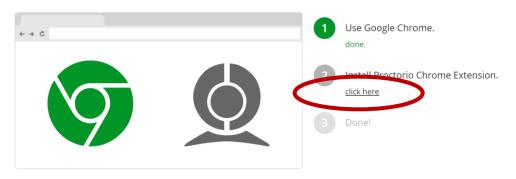


7. You will get a message "Extension is required, click Here." This installs the Proctorio remote proctoring extension. Click on the link to install, and follow the prompts. (Note* this install may be disabled on work computers, so if the Proctorio extension doesn't download and install, try using a personal computer.)



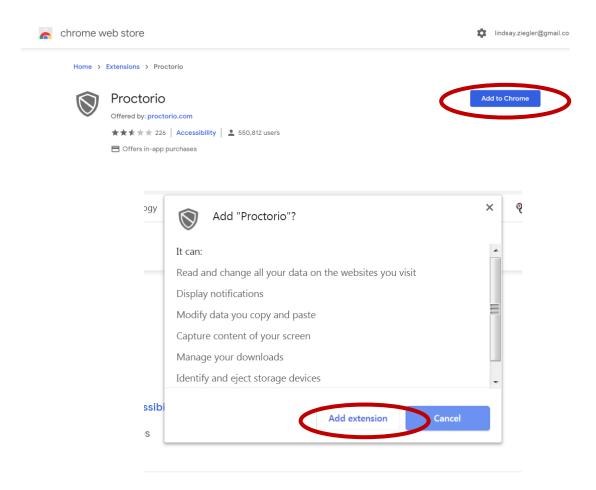
Proctorio Chrome Extension

This course requires you to install an extension into your browser.



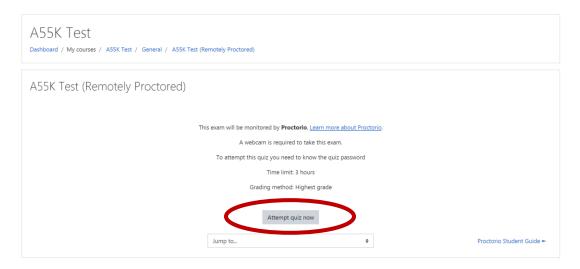


Continuation of step 7



If you get a popup that says "Turn on sync", just click on the X in the upper right to close. Then return to the Moodle tab on your browser.

8. When you are ready, click "Attempt Quiz Now". The system will require you to shut down all browser tabs except for the Moodle exam tab.



- 9. Follow instructions to verify a secure testing environment.
- 10. Whew! Finally, you can take the test! Thank you for your patience through this laborious process.