Guide Summary

An Exam Group is a unique identifier that tracks the exam results for a group of Test Candidates and provides additional reports. 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 enter the number representing their group, which will then record their history under the Exam Group they choose. You can create as many Exam Groups as you like.

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 the 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. Select if Test Candidates will to be able to **Print Exam Results.**
8. Select **Allow Open Enrollment** if exam group members will be testing in multiple testing 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.

Note: By specifically assigning a program (e.g., Microsoft Office Specialist), you are also required to pick an exam (e.g., Excel). 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.

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 profile's Username.
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 have access by default.)

1. 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.

2. Select **Permissions** for these users, "Owner", "Viewer" or "Editor".

- **Owners:** 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 Admins have Owner rights whether they are listed here or not.

- **Editors:** If the user listed here is only an Org Member, they can edit the Exam Group but cannot modify user access. They can see the exam results but can only see the exam summary view only.

- **Viewers:** If the user listed here is only an Org Member, they can only view the Exam Group details. They 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 or may not Test or Proctor with it.*

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Finalization & Review

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

> **Exam Group ID#**
> 1352884

For an exam 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 will be manually entered (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 an exam. 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.

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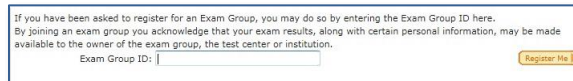
1. Log in to www.certiport.com under the **Teacher** role.

> **CERTIPORT**
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> Welcome Sean!
> Teacher

2. At the bottom of this page, use the **Add Additional Users** section to locate Test Candidates by searching for them via their 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 into their profile at www.certiport.com and entering the Exam Group number at the bottom of the landing page.

> If you have been asked to register for an Exam Group, you may do so by entering the Exam Group ID here.
> By joining an exam group you acknowledge that your exam results, along with certain personal information, may be made available to the owner of the exam group, the test center or institution.
> Exam Group ID: Register Me ▶

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 exam 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 section for the result in question. If eligible, the entry will have a green link titled **"Add"** under the Exam Group ID column.

> **EXAM RESULTS**
> **Internet and Computing Core Certification**
>
> | 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 the Exam Group by manually entering in the number.

Viewing Exam Group Reports

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

> **CERTIPORT**
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> Welcome Sean!
> Organization Administrator

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.

Tip: By employing Exam Groups you also extend your date range window 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.
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 controls found within the viewing window on the page. (Do not use the browser's "**File ➔ Print**" options when printing any report displayed in the embedded browser window from Certiport's website).

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 exam delivery.

Contacting Support

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

www. certiport.com