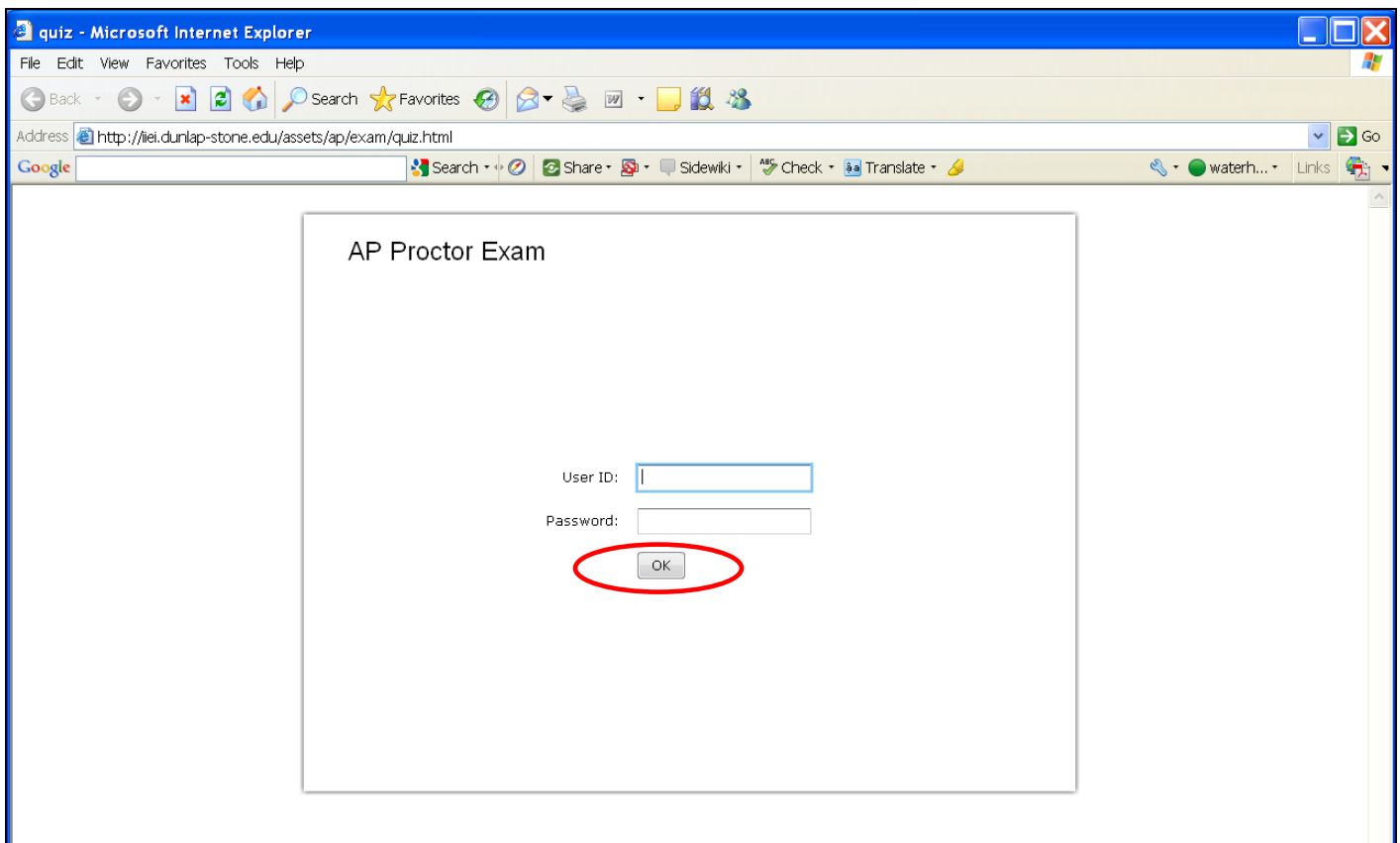


## Sample AP Proctor Exam:

The purpose of this Sample AP Proctor Exam is to understand the functionality of the online test. This exam will guide you in explaining to your students on how to use the online program. This exam has 7 questions.

### Please follow the steps below

- Copy and paste the exam link provided by HIEI into your internet browser.
- This link will take you to a Password Protected Page.
  - Enter your **User ID**
  - Enter your **Password**
  - Click **OK**



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://iei.dunlap-stone.edu/assets/ap/exam/quiz.html>. The main content area of the browser displays a form titled "AP Proctor Exam". The form consists of two text input fields: "User ID:" and "Password:". Below the "Password:" field is a button labeled "OK", which is circled in red. The browser's address bar also shows a search bar with the Google logo and various navigation icons.

- Next enter in the requested information, making sure names are spelled correctly before clicking the **Start** button.

AP Proctor Exam

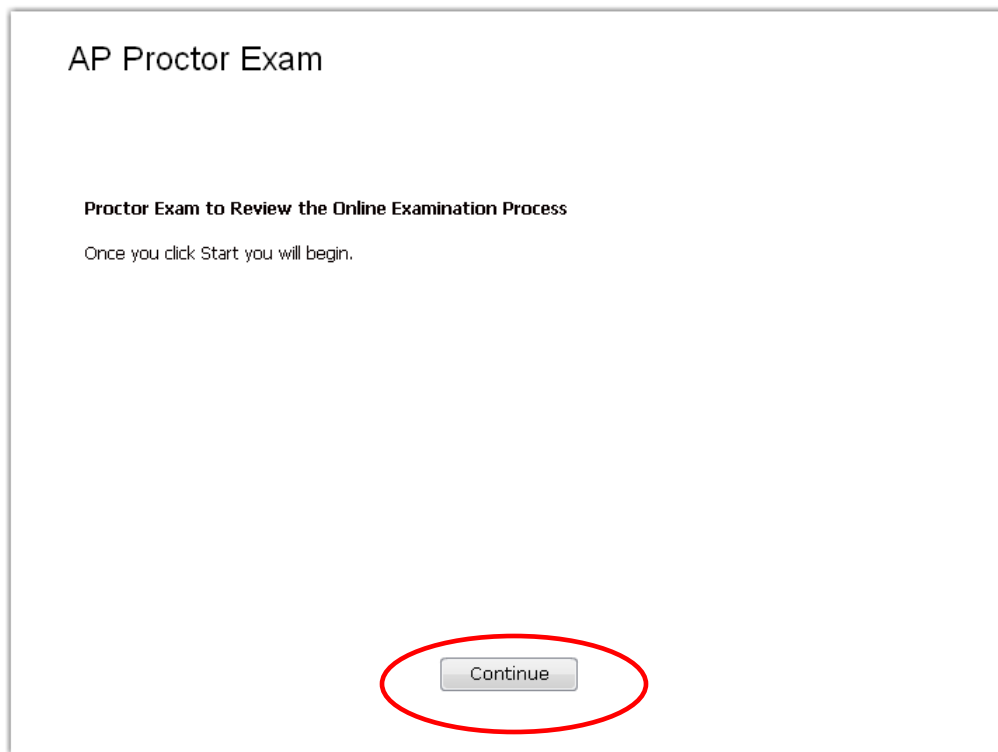
E-mail: \*

First Name: \*

Last Name: \*

School Name: \*

- This is where the exam will begin. Once **Continue** is clicked, the exam time will start.



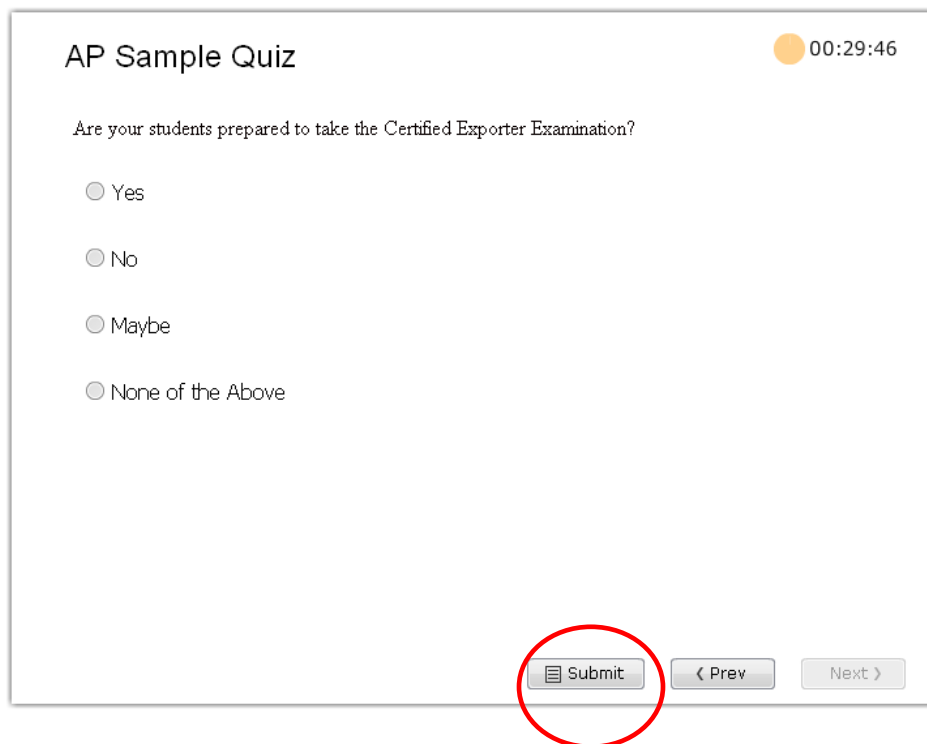
- Notice the format of this window.

**Time Remaining  
on Test**

The screenshot shows a quiz interface titled "AP Sample Quiz". In the top right corner, a timer displays "00:27:59" with a yellow warning icon, circled in red. The question asks, "Are the students allowed to talk during the exam?". There are four radio button options: "Yes", "No" (which is selected), "Maybe", and "None of the above". At the bottom, there are two buttons: "< Prev" and "Next >", both circled in red. A callout box next to the "Next >" button says "Next: Will take you to the next question". Another callout box next to the "< Prev" button says "Prev: Will take you to the previous question".

- Click on the circle to choose your answer.
- You can skip a question by clicking **Next** and go back to a question by clicking **Prev**. However please understand that the **Prev** button only goes back one question at a time.
- Make sure students keep an eye on the time and understand that their CE Examination has 100 questions with two hours to answer the questions.

- The last question of the exam will have a **Submit** button. Clicking Submit will complete the exam.
  - If students have enough time to go over the previous questions, they can click on the **Prev** button. This can take them back to the beginning of the test, but only one question at a time.



AP Sample Quiz 00:29:46

Are your students prepared to take the Certified Exporter Examination?

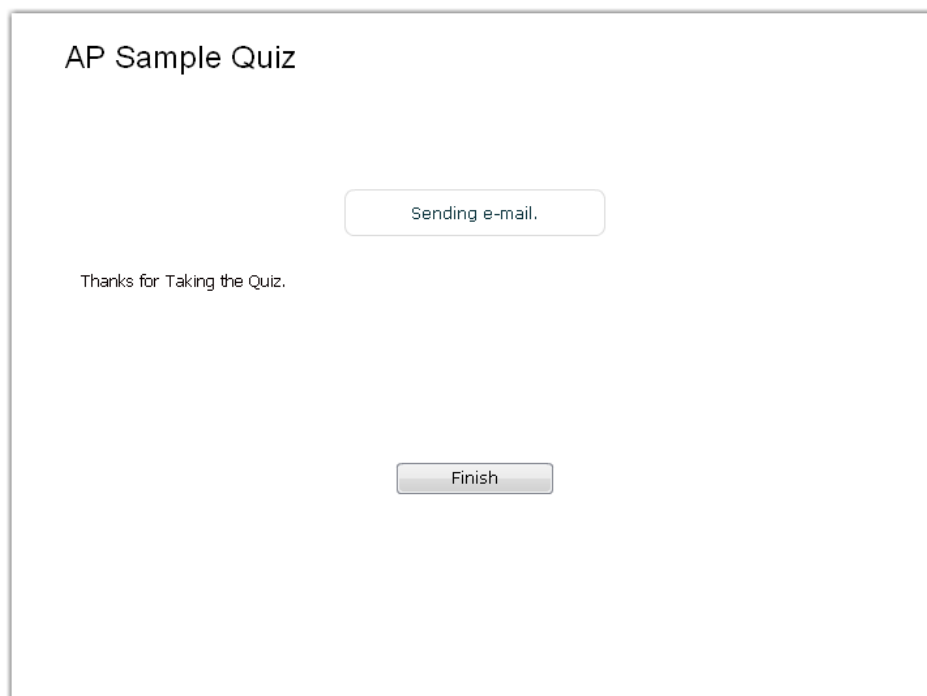
Yes

No

Maybe

None of the Above

- The last page will show an email being sent containing the answers of the email to IIEI.



AP Sample Quiz

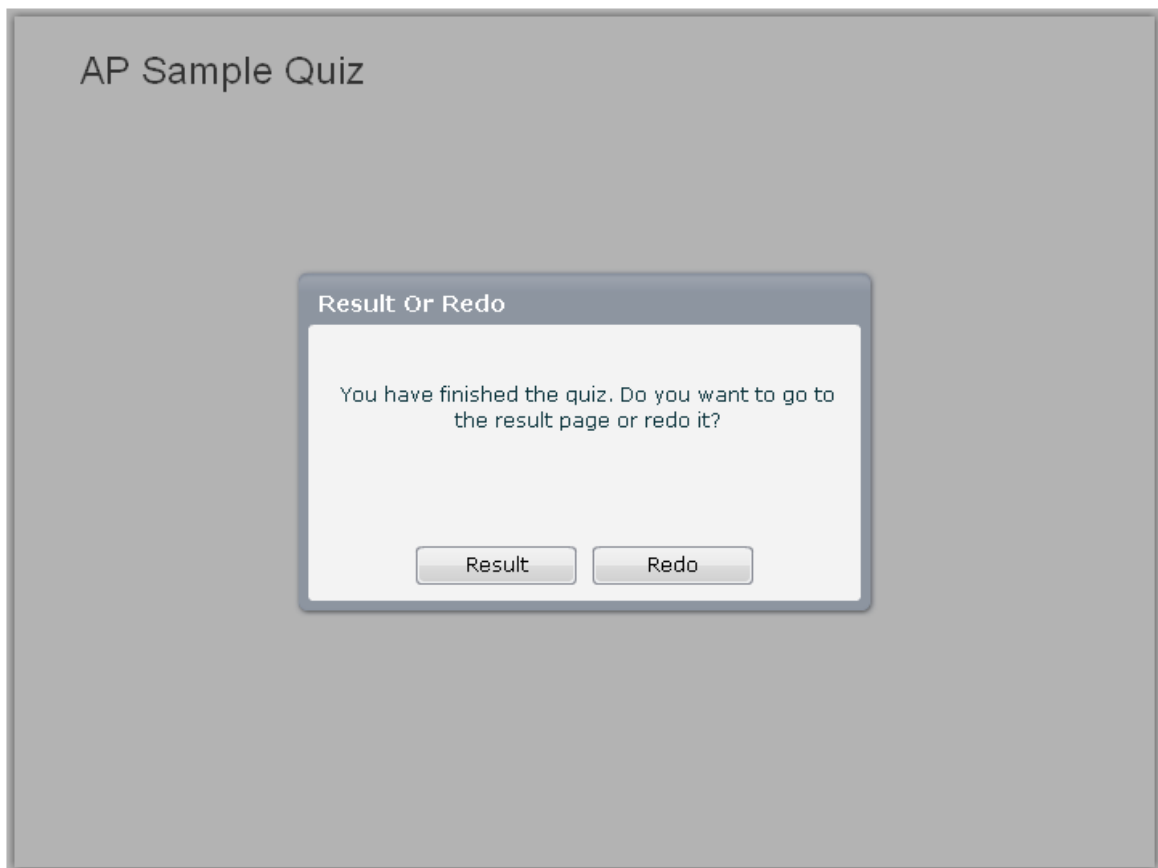
Sending e-mail.

Thanks for Taking the Quiz.

## Results

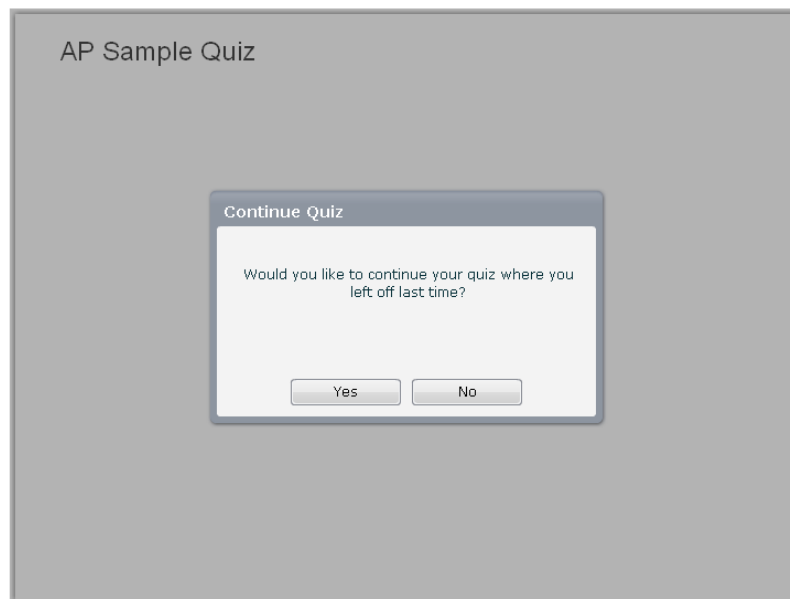
IEI will review the results of the examination. Students who successfully pass the CE examination will receive a Certified Exporter® Certification (PDF format). These Certifications will be emailed to the Approved Provider Contact.

- **Only available for the Sample AP Proctor Exam.** You can re-take this exam.
  - Click the link to the exam and login using the same User ID and Password.
  - Click on **Redo** to start the test over.

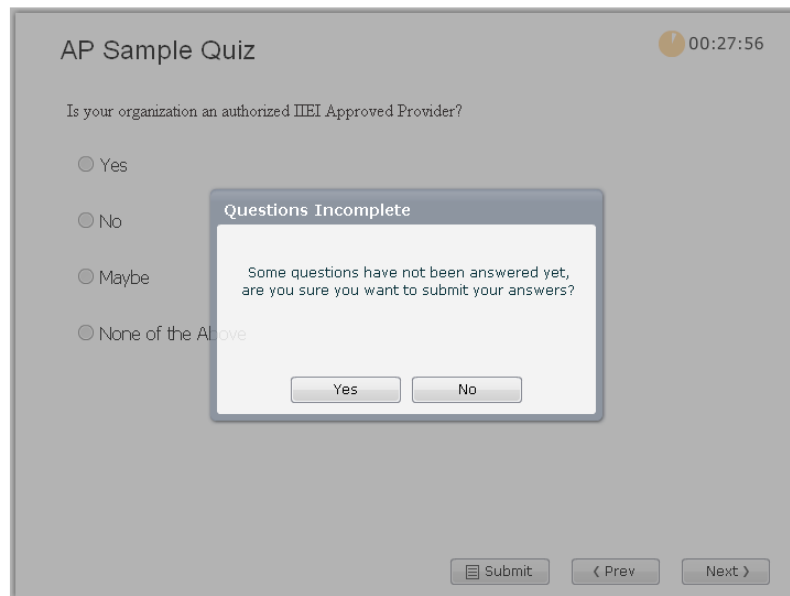


**Miscellaneous :**

- If your student is accidentally Logs off or gets disconnected from the internet. Have them log back in and make sure they answer the question, **Yes**.



- If a student clicks **Submit** at the end of the exam and has a few questions unanswered with time remaining on the exam, the program will let them know.



Any questions or need assistance?  
Contact Kelly Waterhouse at  
[kwaterhouse@dunlap-stone.edu](mailto:kwaterhouse@dunlap-stone.edu) or call 602-648-5750