

## Certification Examination Guidelines Test

**Please read the following carefully. Your success in taking your Professional Certification Exam may depend upon your following these guidelines closely.**

1. Exam is Internet-based. You will receive an email from “ExamBuilder” with your Student ID and Password. Should your email change, see the information at the end for changing instructions.
2. You have 48 hours (of your choosing) once you begin to complete the 150 questions. *(this is a modification from previous testing)*
3. If exam is incomplete, you will be required to apply for re-testing at a cost of \$50.00.
4. Your work is to be completely your own. Collaboration in answering the exam is strictly prohibited and will result in disqualification from the program.
5. This exam is open book. You may refer to whatever texts you choose, as often as you choose. The questions are mostly, but not exclusively, derived from information in the recommended text listed on the IoPP website at [www.iopp.org/certify](http://www.iopp.org/certify).
6. THE EXAM QUESTIONS CANNOT BE PRINTED AND COPIED.
7. Be sure to fill in your **Student ID** – (your email address) and **Password** (IoPP Member I.D) on the electronic form
8. When you are ready to begin – Check the box marked “This is a timed exam. I understand that logging out will not stop the timer.” This is required each time you log on. Then **press “CONTINUE”** Your exam will be listed on the left hand side and you will click the **“Green Arrow”** on the right. You have 48 hours to complete this exam. A timer will display time remaining throughout the test.

Three options are available for each question.

Submit Answer

Skip Question

Flag Question

9. You may review any questions, at any time by selecting **“Review Questions”** Select the question and make changes by selecting **“GREEN ARROW”**, then enter your answer. If you skipped or flagged a question, it will be marked.

It is to your advantage to choose the one best answer for each question. Each question is worth one (1) point.

## Certification Examination Guidelines Test

10. Once you have completed the 150 questions, click on **“SUBMIT EXAM”**.  
Check the **“Progress”** before submitting to insure you answered all 150 questions.  
You will be unable to make any changes after submitting the exam.
11. Tests are graded automatically, with immediate feedback.
12. Your score will be the number of correct answers. Each question is worth one (1) point with a maximum score of 150 points. Passing is 80% or 120 correct answers. You will be advised of a pass/fail results only, not your numeric score.
13. IoPP is interested in continually improving the exam. We are particularly interested in knowing if you found specific questions difficult to understand, ambiguous or otherwise confusing.
14. To change your email address, sign in with the information Exambuilder has given you.  
  
Click on “your name in the upper left hand corner” to change your email address or password. Then click on “Save Your Changes”. To proceed to the exam, click on “Exams “ or you can log out and sign in later using your new email address and password. Your password is your IoPP member ID.