HISD | College & Career Readiness
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CTE Instructors,

We have some great news for teachers who facilitate industry-based certification exams through Certiport. These exams include ACA, AutoDesk, MOS, ESB, and QuickBooks, among others.

To accommodate the large number of students who are learning remotely this year, **Certiport exams will now be proctored online.** The online test, referred to as Exams from Home (EFH) will be the method of exam delivery for ALL students taking Certiport tests—those students who are at home and those who are at school for in-person learning.

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Here is a link to a list of exams offered from Certiport via Exams form Home: https://certiport.pearsonvue.com/Support/Install/Exams-from-Home/Exams-List
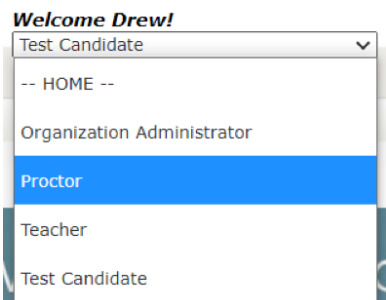
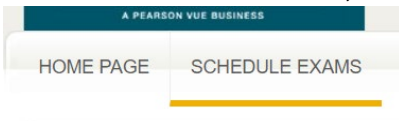The link below is an excellent resource for teachers who are offering Certiport exams. The page provides an introduction and FAQ about Exams from Home. https://certiport.pearsonvue.com/Support/Install/Exams-from-Home

Steps for administering an Exam from Home certification test:

- Log into Certiport here: https://www.certiport.com/portal/SSL/Login.aspx using the login credentials you were provided. If you need help locating your credentials or to obtain a Certiport site license for your campus, email Maria Flores MFLORE48@houstonisd.org.
- Once logged in, at the top of the screen, under the Welcome message, select *Proctor* as your role.

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- From the Proctor role screen, select the *Schedule Exams* tab

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- Scroll down to the bottom of this page to schedule your tests. You will be presented with several options for registering your students to take an exam. The blocks for scheduling are broken up by type of test: (Any test except AutoDesk or AutoDesk) and the number of test-taking students: (1-5 or 6-10). Exams with accommodations are limited to 1-2 students per test administration.
- Click *See Times* on the appropriate block.
- Select a date/time you want to proctor the exam.
- Enter your details on the next screen.
- Click *Book.*
- Expect to receive email approval with testing links to disseminate to your students within two business days.

We anticipate the testing date reservations to fill up; so, schedule your exams as soon as possible.

Additional important considerations:

- Exams from Home can be taken on a desktop, laptop, Mac, or Chromebook. (Student PowerUP devices qualify).
- *This document* contains important customer service information from Certiport.