

CSP e-Exam Taking the National Exam

This document provides instructions on how to take CSP exams online using the new National CSP online Exam delivery site. The document covers the necessary steps to setup your system and complete the Practice Quiz.

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Introduction

Welcome

Welcome to the CSP online Exam delivery site. The instructions below provide information to help you take the CSP National Exam online.

About the Technology

The process uses a number of technology pieces:

1. A product called "Moodle"
 - Moodle is the tool that stores all of the questions and delivers, marks the exam and prints the certification upon completion.
2. Respondus "LockDown Browser"
 - This is a special browser that you will use (once you setup your computer/laptop/notepad) to access the online Exam delivery site and takes a Practice Quiz and the CSP National Exam.

Getting Ready:

About the Process (General)

The process is broken down as follows:

1. A general Log-in Process where you can go through and setup your device but also take some initial training on what to expect and how things work in general
2. Taking a Practice Quiz to make sure that you have the proper connection and access to the CSP online Exam delivery site.
3. Taking the CSP National Exams that are available to you (CSP National Exam and/or CSP National BLS/CPR Exam)

National Exam Process

1. Login into the e-Exam Server with the following Link
2. Enter the proper credentials for your userid and password
3. You should now be logged into the Moodle e-Exam server

In the future, you will only need to use the Respondus LockDown Browser to access the site. However, the first time you use the site, you must go through the setup process.

Getting Ready for Taking the National Exam

The following steps will guide you through the steps to successfully take a National Exam online. The steps guide you through some training on what to expect, downloading of the "Respondus LockDown Browser" .

Prerequisites

You must have completed the Practice Quiz or at a minimum downloaded the Respondus LockDown Browser. It is important that you do the quiz to get comfortable with the system prior to taking the National Exam itself.

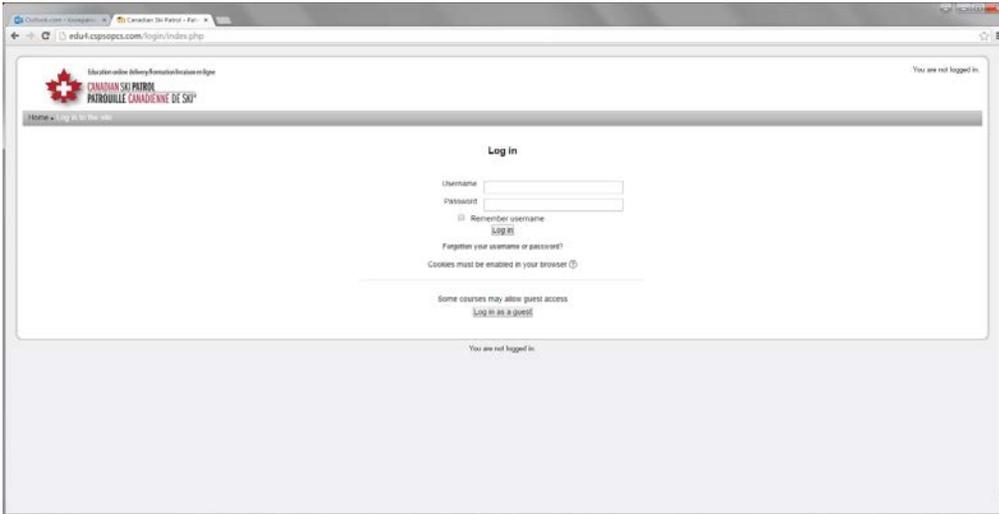
Let's get started...

STEP 1: Logging into the National Online Exam Deliver Site

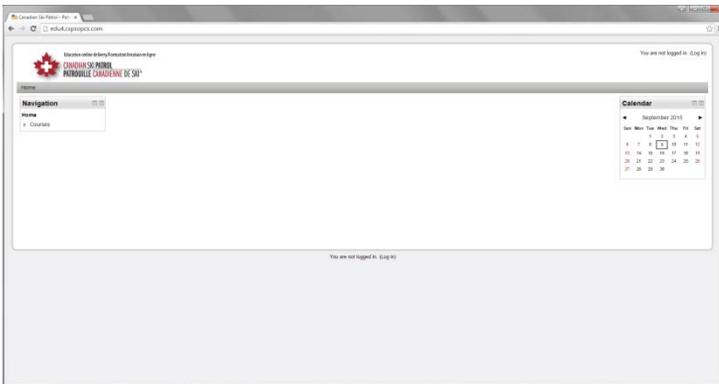
Using the Respondus LockDown Browser should take you directly to the main login page for the exam site.



This should take you to the following web page:

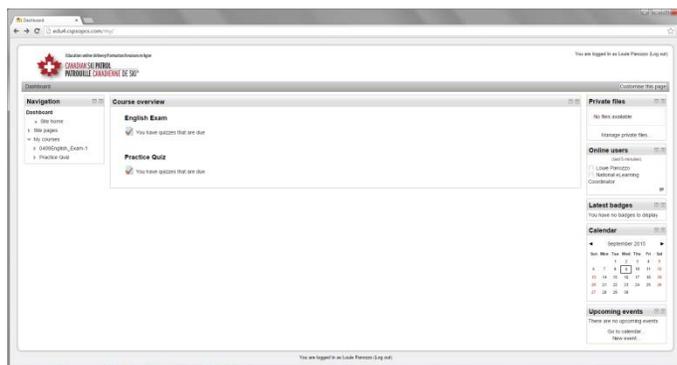


Enter the username and password. If you are successful in your login attempt, you will see one of the following screens:



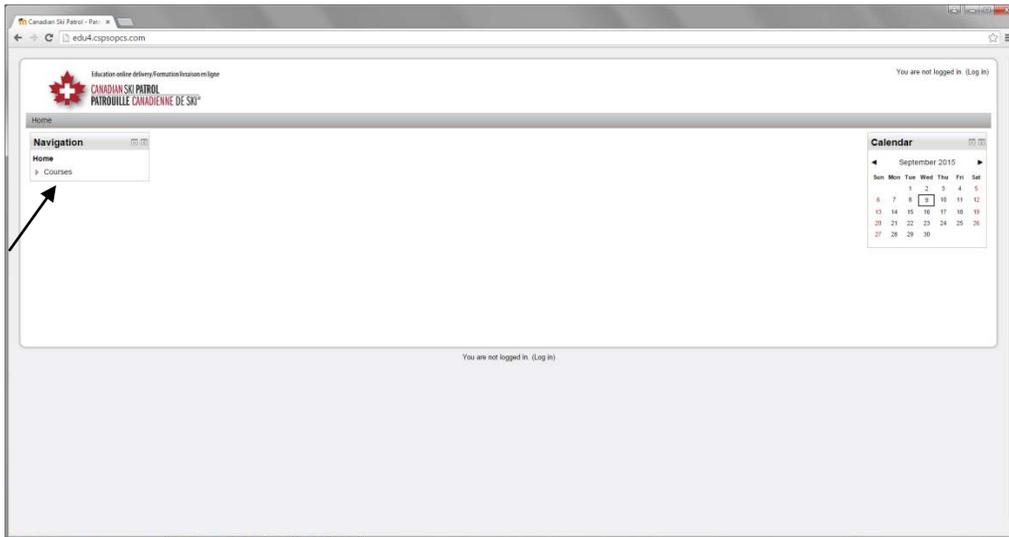
< - Screen 1 (possibly on your first try)

Or Screen 2 below ->

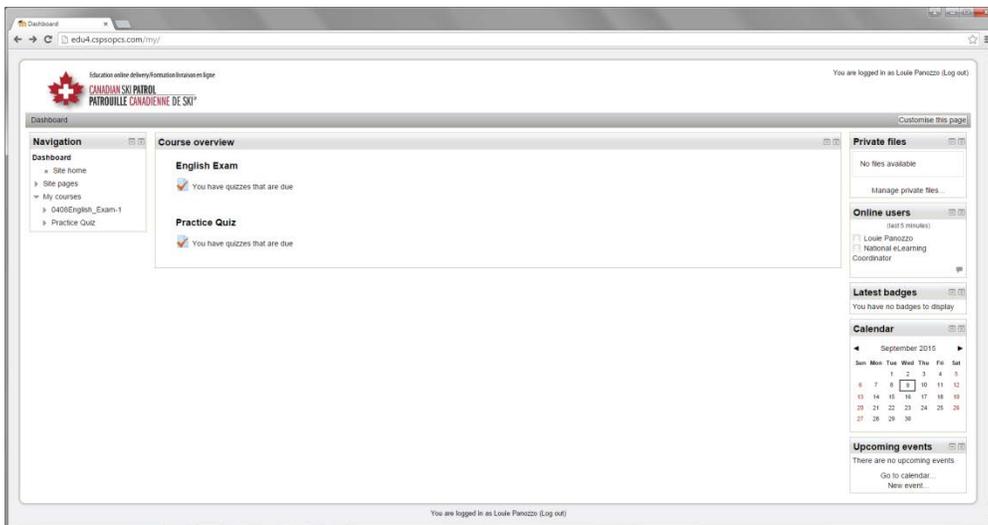


If you get Screen 1 (otherwise skip to next step)

There is a possibility that you will get **screen 1** from the above possible screens. If so, then the next step is quite simple. Simply click on the “My Courses on the left which should expand the list and give you **screen 2**. Once you see **screen 2**, then simply continue with the next step.



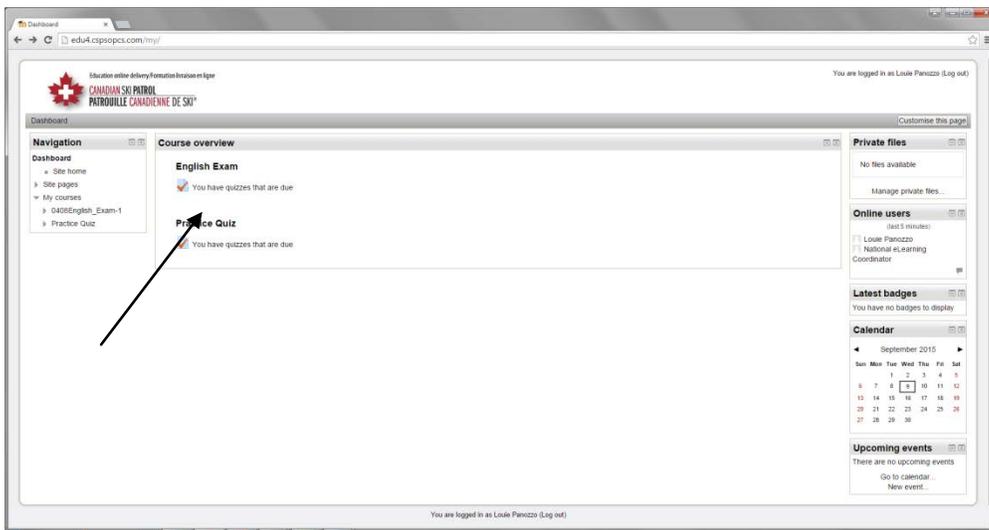
You should now see “**screen 2**” similar to the picture below.



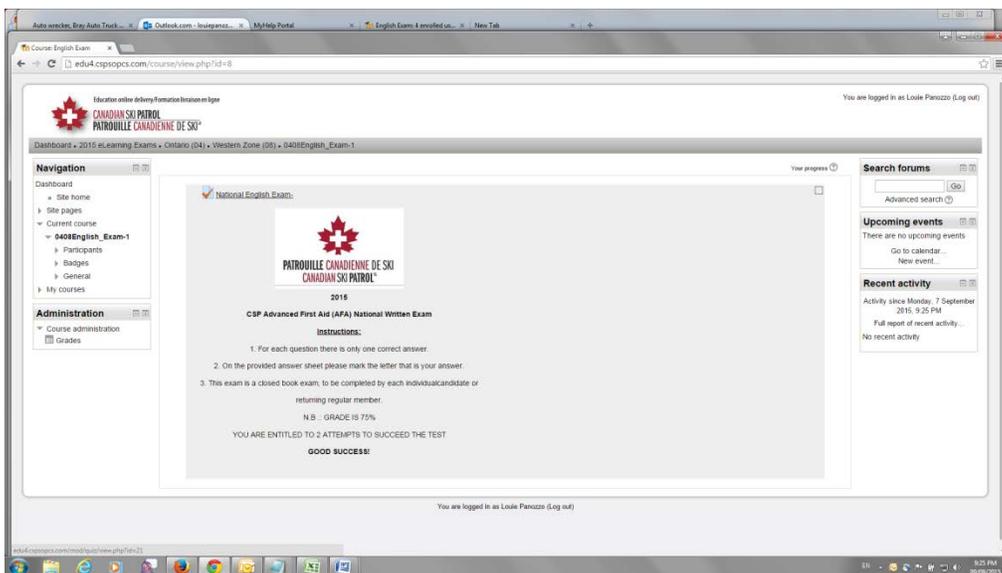
Step 2 : Selecting the National Exam

From here you will need to enter the National Exam area and take the National Exam. You may see one or more courses at this point – the Practice Quiz and your National Exam .

Click on the link for the “English Exam”.



If you are successful, you should see the following screen:



Step 3: Taking the National Exam:

You are now ready to take the National Exam... Good Luck.

NOTE: You must take the exam with the Respondus LockDown Browser. If you try to take the exam using any other browser, you will get the following error:



Summary

The Exam is timed for 2hrs and you will have 2 attempts at writing the exam. Your coordinator will get a message when you are completed the exam and it will automatically mark to 100% if you attain the min grade of 75%. There should also be a certificate that you can print out – while not necessary it might be nice to have.