

CSP e-Exam Quick Start Guide

This document provides instructions on how to prepare 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)

LOG-IN 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 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" and check that you are ready to go through the use of a practice quiz.

About the Practice Quiz

The Practice Quiz is more than just a quiz as it provides links and important information to make certain that you can successfully take the National Exam.

The Practice Quiz has a number of parts to it:

1. Please Read This First
 - a. This has a video that you can run and introduces the tool and set the proper expectations
2. Practice Quiz – Requires Respondus LockDown Browser
 - a. This quiz simulates the taking of a CSP National Exam. To do so, you are required to use a special browser called “Respondus LockDown Browser”. The browser prevents and limits functions which could compromise an exam.
 - b. Here you will find a link to the Respondus website where you will download a specific version of the browser configured for the CSP.
3. Practice Quiz
 - a. This is the actual Practice Quiz which you can open only through the browser you downloaded in step 2.

You should be able to find the Practice Quiz under the “My Courses”. There may be other courses as well but you must start with the Practice Quiz the first time to understand what you need to do.

Let’s get started...

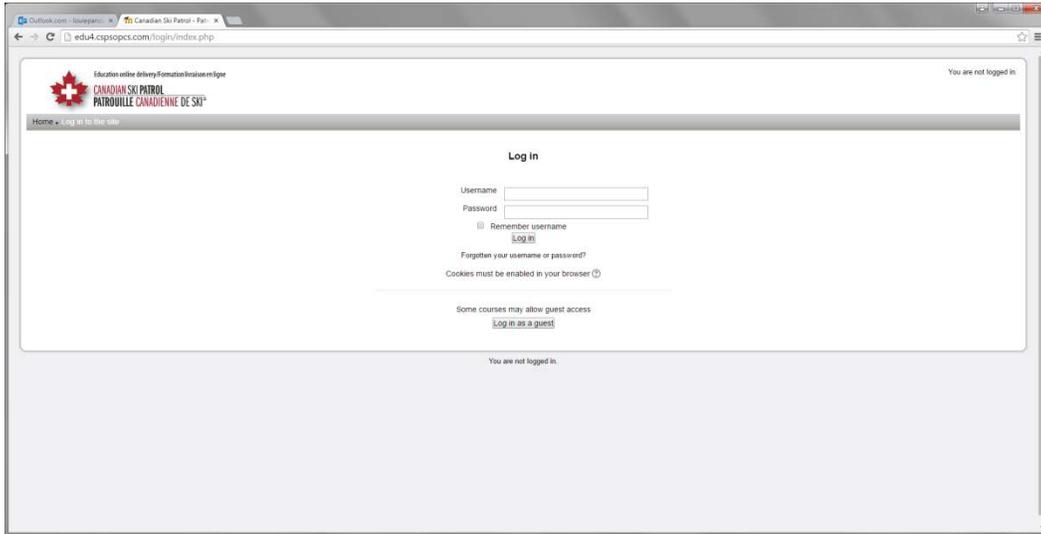
STEP 1: Completing the Pre-Requisites

In this section we cover the steps to complete the requirements (pre-requisites) to take an exam from the CSP online Exam delivery site.

1A Logging into the CSP online Exam delivery site

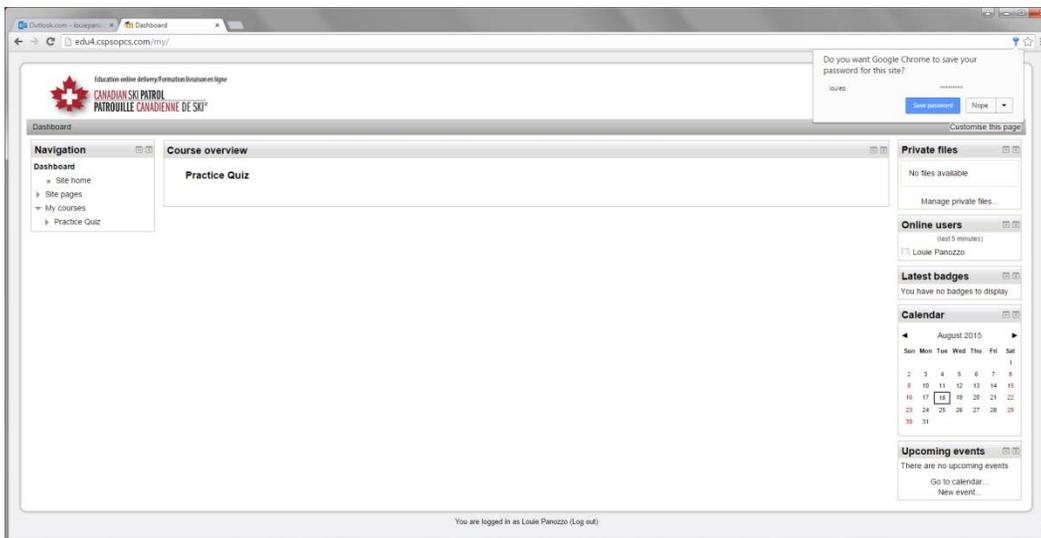
Use the following link to connect to the CSP online Exam delivery site <http://edu4.cspsopcs.com/login/index.php>

This should take you to the following web page:



Enter the username and password emailed to you. If you are having problems logging into the system, please use the tools on the webpage to reset your password. If you are still having issues, please contact your coordinator. **DO NOT LOGIN AS GUEST.**

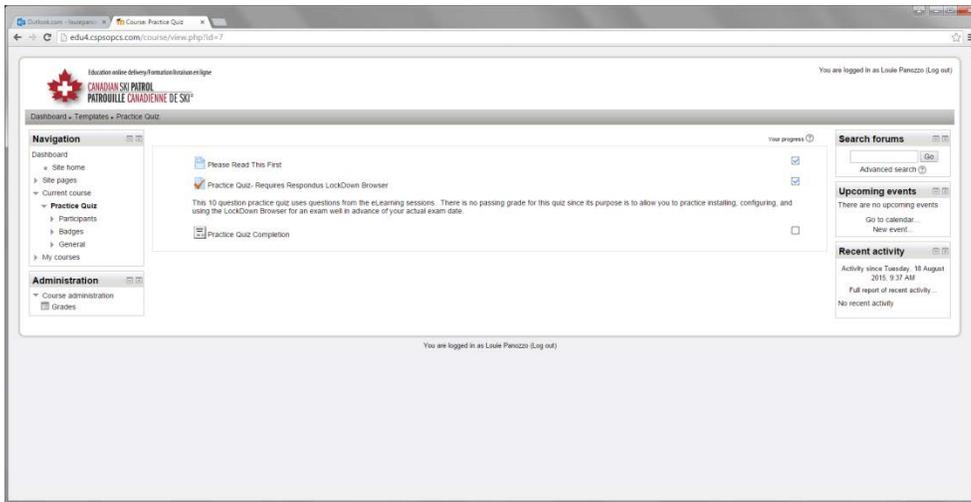
If you are successful in your login attempt, you will see the following screen:



1B Taking the Necessary Training

From here you will need to enter the Practice Quiz area and being the process of going through the training and downloading the “Respondus LockDown Browser” that will be used to take the actual quiz and CSP National Exams.

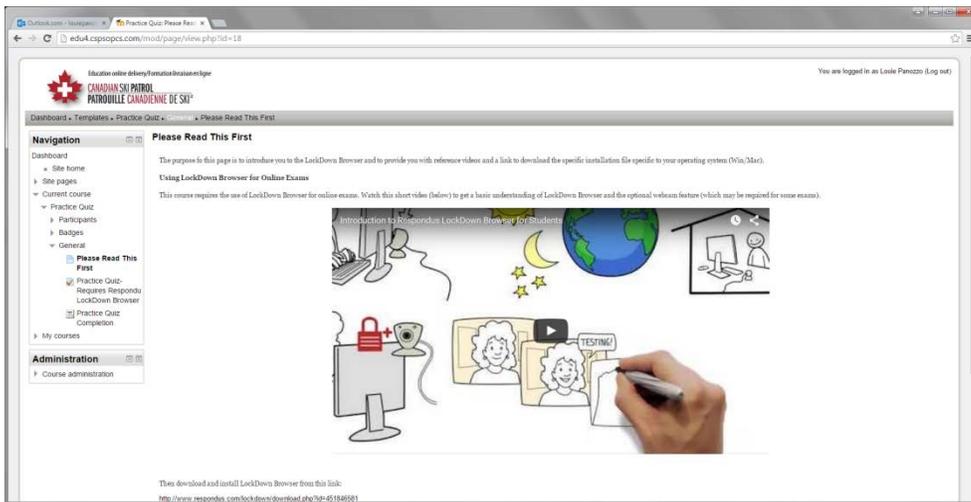
Select the Practice Quiz by clicking on the link. If you are successful, you should see the following screen:



Your screen may differ as this shows a Practice Quiz that was completed. However you should see the following:

- Please Read This First
- Practice Quiz- Requires Respondus LockDown Browser
- Practice Quiz Completion Certificate
- Practice Quiz

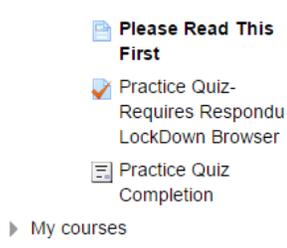
Select the Readme First link and you should see the following screen



Follow the steps to complete this part of the Practice Quiz. Any questions should be directed to your Coordinator.

1C Downloading the Respondus LockDown Browser

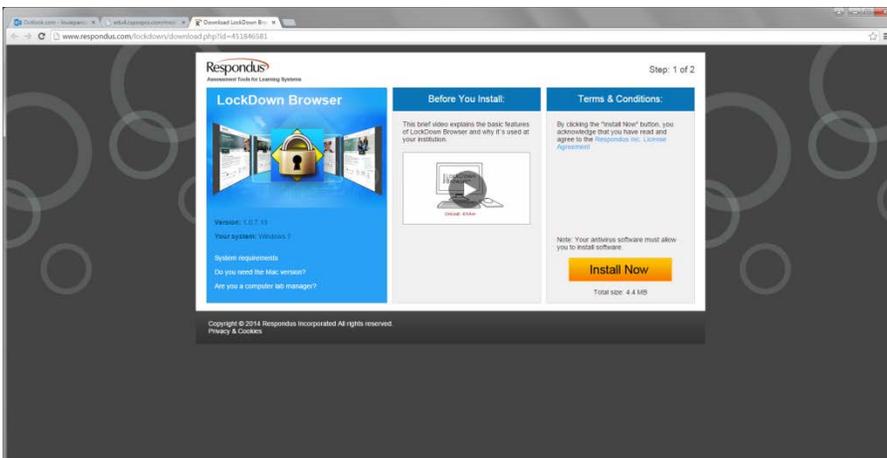
Once you have completed this portion of the Practice Quiz, click on the **Practice Quiz- Requires Respondus LockDown Browser** on the lower left hand side of the screen as seen below (Navigation Bar).



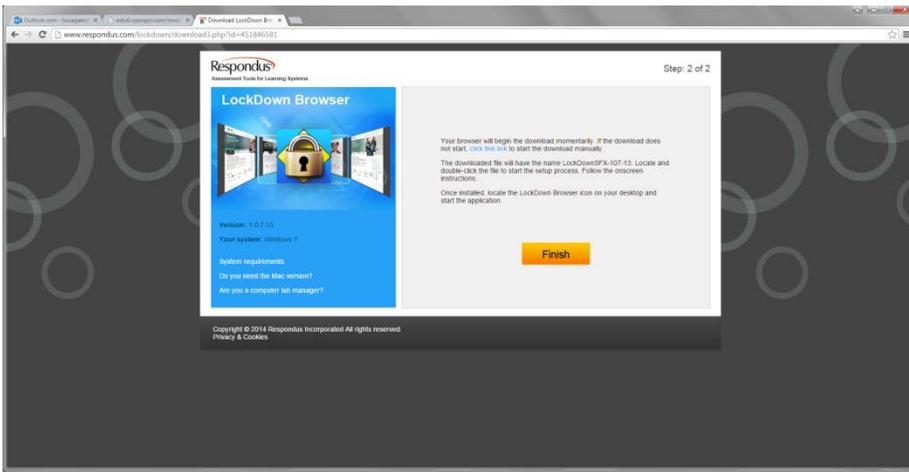
By selecting the **“Practice Quiz- Requires Respondus LockDown Browser”** from the Navigation bar you will be directed to the download page for the **“Respondus LockDown Browser”**.



Note that this browser has been configured especially to access the CSP online Exam delivery site. Use the link provided to download the browser from the Respondus website. A separate tab will open.



Make sure that you meet the requirements and any special instructions. Once you have confirmed the requirements click the **“Install Now”** and follow the instructions.

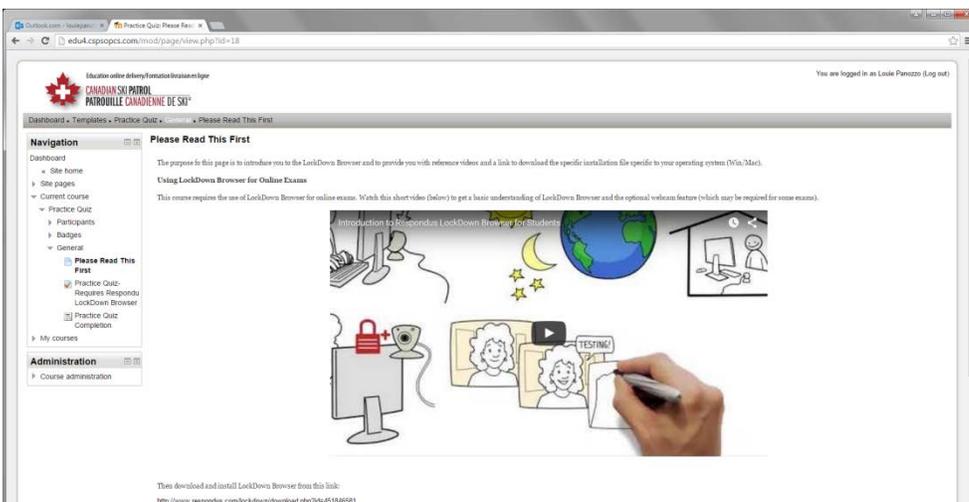


Once this portion is completed, please click the FINISH

You will now be returned to the following screen



Click the back arrow on your browser to take you back one more screen:



1C Summary

If you have installed the Respondus LockDown Browser and completed the training you may now logout and close your browser. You should have now completed the necessary steps to complete the training and setup the Respondus LockDown Browser. You may now take the Practice Quiz using the new browser you downloaded.

The browser should have a link from your desktop or start menu (depending on your system). Please confirm that you can locate the browser before you begin the next step.



2 Using the Respondus LockDown Browser

You need to use the special browser provided in the previous steps to take the Quiz as well as the CSP National Exams (if available).

2A Starting the Respondus LockDown Browser

Locate the Respondus LockDown Browser that was installed in the previous steps and start the browser.

PLEASE READ THE FOLLOWING:

The Respondus LockDown browser prevents certain functionality from being used during the exam taking. This is done to protect the integrity of the exam process. You will be asked to close other browsers and/or tools which may be used to compromise the integrity of the CSP National Exam process. You will be forced to close these or have the browser try and close the before you can continue.

Once you are in the Respondus LockDown browser, you will NOT be allowed to leave.

Once you start the Respondus LockDown browser, you will be automatically be logged into the CCSP online Exam delivery site where you can then take the Practice Quiz and National Exams.

2B Starting the Respondus LockDown Browser

Locate the Respondus LockDown Browser and enter your login credentials as you did in the initial login using your favourite browser.



DO NOT USER ANY OTHER BROWSER;you will not be able to take the Practice Quiz or any other Exam.

2C Take the Practice Quiz

Locate the practice Quiz and take the Quiz itself. The quiz will be marked and the proper answers provided (thus marking the Exam to 100%.

2D Printing your certificate of Completion

Once you have successfully completed the Quiz, you may now print out your certificate by visiting the Quiz and clicking on the "Get your certificate" button.

