

AREA XI OFFICER SELECTION

ONLINE EXAMINATION INSTRUCTIONS

Online Exam

Part 1: Students Log-into the Online Exam

Step 1: Students access the testing system at <http://quiz.judgingcard.com/login>

Step 2: Students will be asked to enter a passcode to access the exam. The passcode is **2022area11**. Enter this passcode in the left (One-Time Passcode Login) box. You will then be asked to enter your First Name, Last Name, and Chapter Name before choosing "Next".

Step 3: Read all of the information provided before selecting "Start Exam."

Step 4: Begin the examination. **YOU WILL HAVE 60 MINUTES TO COMPLETE THE EXAMINATION.** Every time you advance to a new question or save an answer your "Time Remaining" clock will update.

Note: The examination will only be open from 8:00 a.m. on Monday, May 16, 2022 to 5:00 p.m. on Wednesday, May 18, 2022. You may take the exam one time and one time only. Once you begin the exam, you cannot stop or pause the timer.

Part 2: Students Complete Examination

- Read all of the information provided before selecting "Start Exam."
- You will be given 50 multiple choice questions. You must click the bubble next to your answer to select the answer.
- After selecting the answer, you must click "Save and Continue" to advance to the next question. If you do not click "Save and Continue," your answer may not save.
- A list of question numbers is available at the top of your screen. You can select any question by clicking on the question number. Remember that you must save your answer for each question.
- As you answer questions and save, the question number for that question will turn **BOLD** at the top of your screen.
- You will be allowed to go back to questions previously answered by clicking on the question number at the top of your screen. Remember to save if you select a different answer.

Part 3: Exam Completion

- After you save your answer to the last question, a button will appear reading "Submit Exam." If you are finished with your exam, you may click "Submit Exam."
- If you want to check previously answered questions, you can select a question by clicking the question number at the top of the screen.
- You can submit your exam at any time after you have answered all 50 exam questions. The "Submit Exam" page is located at the top next to the question numbers.
- If time expires before you finish your exam, it will be automatically submitted. All unanswered questions will be marked "Incorrect."
- After your exam has been completed, you will receive a confirmation page to be printed or saved for your records. More information about interview selection will be provided to you through email following the examination period.
- Your test administrator must submit the "Online Examination Administrator Certification" form that is available on the Area XI website on the "Area XI Convention" page and under "Area Officer Elections" at the bottom of the page. The form can also be emailed to your test administrator. Please contact Amy Hartman (ahartman@schulenburgisd.net to have form emailed to Test Administrator). The form can be scanned and emailed to ahartman@schulenburgisd.net. More information about submission is provided on the form. **The form must be submitted by NOON on Thursday May 19, 2022.**

TROUBLESHOOTING

- If your computer crashes or you are kicked off of the system, you may log back in. You will be taken back to the beginning of a new exam and will start over. If you have technical issues, please contact Tyler Wieghat at (979) 246-2826 or tyler@wieghatgraphics.com
- Please email ahartman@schulenburgisd.net or text/call 979-450-2124 should you have questions regarding the online examination process.

****You have from 8:00 a.m. on Monday, May 16, 2022 to 5:00 p.m. on Wednesday, May 18, 2022 TO COMPLETE THE EXAM AND WRITING EXERCISE. ****