Online NI Certification Exams

From the convenience of your home or office, you can now take most NI Certification exams in a secure online environment. Online exams provide the freedom to schedule your exam for the date, time zone, and start time of your choice. Some aspects of the online environment may affect your decision. Review this document carefully to properly set your expectations and determine if an online exam is the right format for you.

Contents

What Are Online Exams?

The online exam format allows you to take an NI Certification Exam from the convenience of your home or office in a secure online environment. The exam content is the same as an exam proctored in-person at a test center, your office or an NI facility. The main difference is that a trained proctor monitors your progress remotely through the online environment.

How it works:

- You schedule a time for your exam online.
- At the time of your exam you receive access to a secure virtual machine prepared for you with the necessary software and exam instructions.
- You take the exam in this secure environment while a trained proctor monitors your screen and your webcam remotely, ensuring that the exam integrity is maintained.
- At the end of the exam:
    - Multiple-Choice exams are graded immediately.
    - Performance-based exams (CLD, CLA, and CTD) are sent to NI for grading.
- When you pass the exam, your Certification and badge are issued.
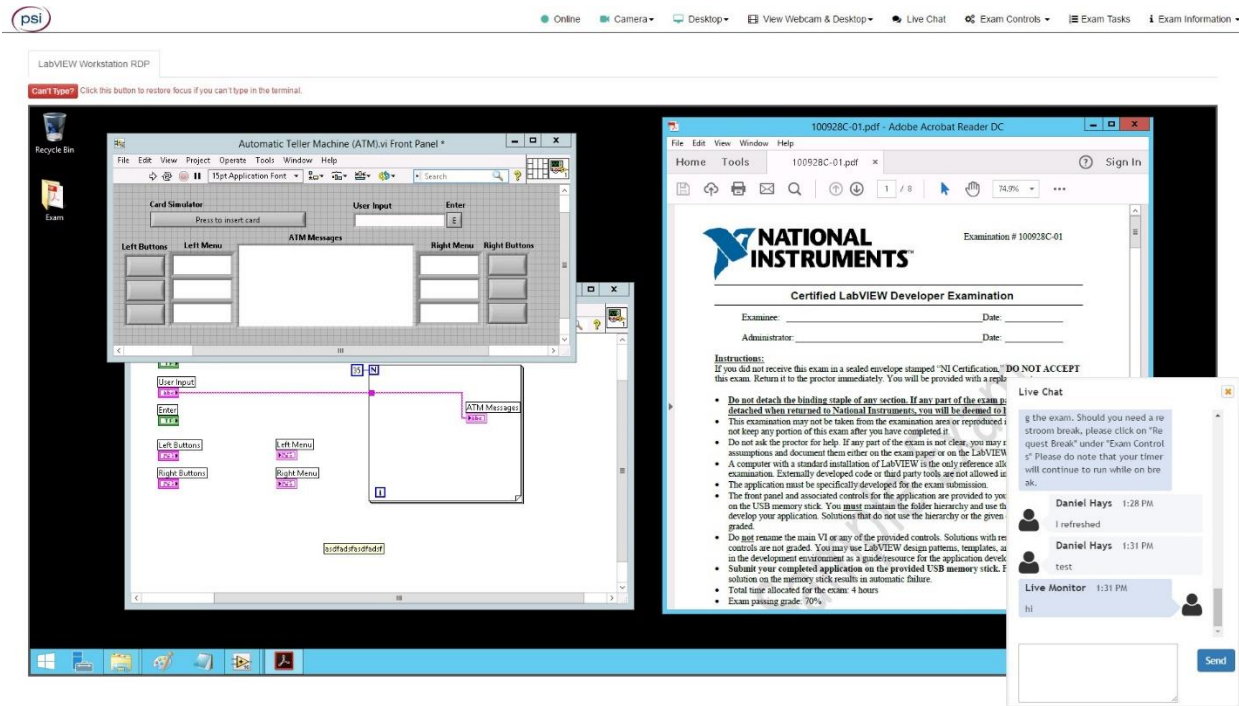
The Exam Environment

Figure 1: Example of an Online Exam Environment.

NI has partnered with an online exam provider, PSI, and your exam is delivered through their online system. When you sign into the system, you are essentially remoting into a virtual machine.

Note that you can only use one monitor during the online exam, so use the largest monitor available to you to maximize your working space. You can close and reposition windows and set the browser to full-screen.

For performance-based exams, the virtual machine is pre-installed with

- The NI Software necessary for the exam (LabVIEW or TestStand)
- An Exam folder on the desktop containing seed files to be used during the exam.
- Other standard programs which install with Windows (MS Paint, Notepad, and so on).
- The exam specification PDF.

The virtual machine will *not* have access to the Internet.

Please note that LabVIEW shortcuts do not work during online exams.

The Exam Rules

The same rules for taking the exam in person apply in the online environment, along a few online-exam-specific rules. Violations of rules, depending on severity, may result in immediate termination of the exam. For less severe violations the proctor will pause the exam and give a warning and, at the third occurrence terminate the exam.

- Do have a webcam to enable remote proctoring
- No papers or books may be in reach. Before starting the exam, the proctor will ensure your desk is clear of all items. This includes blank paper to ensure that no notes on the exam are taken out of the exam environment. If you wish to take notes during the exam, you may use the applications that are installed in the exam environment. For example, Notepad and MS Paint are readily available for basic note-taking. You may want to practice this when you are attempting the sample exams.
- Ensure you are in a quiet, private space. If other people are present, the proctor will not start the exam. If someone walks into your room during the exam, the proctor may terminate the exam or give a warning, depending on whether exam-relevant communication appears to occur.
- Do not use your cell phone or other devices (this includes headphones) during the exam.
- Do not open any other programs or browser tabs outside of the testing virtual machine.
- Do not read the exam prompt aloud or talk during the exam.
- Do not repeatedly look off the screen at another location, because this could be an indication that you are reviewing notes or other resources.

Is an Online Exam Right for You?

Here's a few factors that may help you decide. Compared to taking an exam at an NI office with an in-person proctor, online exams:

- Are more flexible regarding scheduling. You don't need to wait for an NI representative to become available, and you can schedule your exam for nearly any time.
- Are easy to reschedule. So long as it's done with more than 24 hours left before your exam time.
- Do not require you to travel.
- Can be scheduled as little as 24 hours before you want to take the exam.
- Make use of your webcam, so the proctor can see you and your surroundings.
- Prohibit taking notes on paper, because this presents a security risk for the exam materials. You can, however, take notes in the online environment.
- Require you use only one monitor on your computer. If you have a small monitor, this can make the exam difficult as you balance working with LabVIEW or TestStand and reviewing the exam requirements document.
- Work best when you have a fast Internet connection. If you have a slow Internet connection, you may experience some lag in your interactions with the online exam

environment. This can be especially negative for performance-based exams in LabVIEW, where moment-by-moment cursor location is critical. See the "Verifying your Computer..." section immediately below.

IMPORTANT: Overall, it is your decision which format you use. Review this document carefully to properly set your expectations before deciding whether to schedule an online exam.

Verifying Your Computer and Workspace Compatibility

The online exam makes use of your computer, Internet connection, and webcam. It is important that you verify your intended system and location meet the requirements of the online exam system.

1. Be sure that you are using the Google Chrome web browser. If you need to install it, you can do so at google.com/chrome/browser/desktop/index.html
2. Open the CHROME Browser
3. Log into your NI account at NI.com
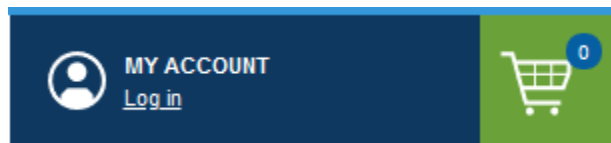
   a. NOTE: The First Name and Last Name for this account must match the name on the official government ID you will present to the proctor/invigilator during your exam session.
   b. NOTE: Ensure that the email address associated with your NI.com account is current. All email communication regarding your exam will go to that email address.
4. Go to https://education.ni.com/badges/certifications
5. Click on the icon or link for the exam you wish to take.
6. Click on the bright orange button.

Performance-Based Exams: Multiple-Choice Exams:

   a. NOTE: For **Recertification** Exams (CLD-R or CLA-R only):
      i. Do NOT click the orange button. Instead:
      ii. Instead, click on the "Details" link

i.
iii. Scroll down the Recertification section
iv. Click on the "Register to take your [ExamName] link
7. You will be redirected to NI's page on PSI's exam system.
8. Click on the "Schedule Exam" button.
9. For Multiple-Choice exams,
    a. select "Remote Online Proctored Exam" in the Popup "Please select a delivery mode…"
    b. Click "Continue" to close the Popup window
    c. (Skip this selection step for Performance-based exams)
10. Select the Exam Language from the options available in the Drop-Down Menu
    a. NOTE: Not all exams are available in all languages
11. Check system compatibility:
    a. Click the "HERE" link at the end of the first full line of text.
        (red oval on image below)
    NOTE: Do this step on the actual system you will use for testing.
    NOTE: Address any issues surfaced by the system compatibility check before beginning your exam. It is the test-takers responsibility to ensure their system can support the remote exam environment.

After your computer is set up, may want to verify that the place you intend to take the exam will meet the requirements:

- Room must be quiet, private and well lit. Public spaces such as coffee shops, stores, etc. are not allowed.
- Desk must be clear of all notes and electronics.
- Examinee should reside in the center of the camera frame
- No bright lights or windows behind the examinee

If your office or desk at work does not meet those requirements, you are welcome to take the exam at home or any other location you choose, so long as it meets the requirements. If no appropriate system/environment is available, please do not attempt to take the exam online. Instead, choose another delivery method.

If you have questions or concerns, please contact certification@ni.com.

Preparing for Your Exam

You can find our preparation materials at the following links:

- CLD: **ni.com/cld-prep**
- CLA: **ni.com/cla-prep**

Remember that you cannot take notes using pen and paper during the exam. Therefore, when you take a sample exam, practice taking your notes on your computer in Notepad, MS Paint, and so on. Additionally, limit your practice to a single monitor to more accurately simulate the online exam environment.

Registering for Your Exam

Start by following stes 1-11 in "Verifying Your Computer and Workspace Compatibility section above. Then...

12. Select the Country and Time Zone in which you will take your exam.
13. Select the Date and Start Time for your exam from the available dates and Start Times.

14. Press the "Continue" button.
15. Verify the Exam name, Scheduled Date and Start Times in the Popup window.
    a. Press Continue in the Popup Window
16. System will display a "Booking created successfully" Popup.
17. Enter your payment information. To pay with a:
    a. Credit Card, simply enter card information in the payment screen
    b. License, credit, discount or other voucher
        i. Contact our Certification team (certification@ni.com)
        ii. The Certification team will ensure that you are eligible for the exam and will issue the appropriate Voucher.
        iii. Enter the Voucher in the Voucher field of the payment screen.
    c. Purchase Order:
        i. Contact your local NI representative or office to request an online exam.
        ii. They will bill you for the exam, then forward your information to our Certification team (certification@ni.com)
        iii. The Certification team will ensure that you are eligible for the exam and will issue and email to you a Voucher to take the exam.
        iv. Enter the Voucher in the Voucher field of the payment screen.

18. Click the box affirming "I acknowledge that I have read and understood all information and agreements attached, and agree to abide by and be bound by these Terms & Conditions."
19. Press the "Pay Now" button.
20. Wait for the "Request was processed Successfully" Popup to briefly appear.
    a. You may print confirmation at the final page

Dashboard > Certified LabVIEW Associate Developer (CLAD)

EXAM NAME
Certified LabVIEW Associate Developer (CLAD) - Scheduled for Test

CONFIRMATION NUMBER:
E64312379

EXAM DATE:	EXAM TIME:	EXAM DURATION:
May 18, 2020	09:00 AM	60 minutes
	Time Zone:	
	America/Chicago	

Print Acknowledgement   Print Receipt   Reschedule   Launch Exam   Cancel Schedule

Security Procedures

Please note that smoking, eating, or drinking is not allowed while taking your exam.

If you are taking your exam via Web Delivery, note the following:

- You must take your exam in a private room, free from distractions.
- To check your system compatibility, please visit the following link and follow the directions provided: CLICK HERE for a System Compatibility Check
- You can launch the exam within 30 minutes of your appointment time.

Required Identification Documents

Government-issued ID

Note: Please refer to your program's Candidate Information Guide for additional required documentation

21. Confirm the details, and reschedule if necessary.
22. You will receive a confirmation email from no-reply@psiexams.com
    a. If you do not receive this email, check your email's Spam folder

Taking your Exam

NOTE: Details can be found in this video overview of what you can expect when taking an exam online.

Before the Exam:

- Ensure your intended exam space will be clear, quiet, and free from distractions, and meets all exam room requirement for online exams.
- Perform a System Compatibility Check and verify your computer system meets all computer system requirements for online exams.

- Start Your Exam on Time:
    - You can log into the online system up to 15 minutes prior to your scheduled exam time by following the same process you used to sign up for your exam.
    - You *must* start your exam no later than 15 minutes after your scheduled start time. If you do not start your exam within 15 minutes of your scheduled start time, the system automatically marks you as a No-Show and you cannot take your exam.

Launch your exam by:

- Following steps 1-6 of "Verifying Your Computer and Workspace Compatibility" section above.
- This will take you to the screen shown in step 20 of "Registering for an Exam" section above.
- Click on the "Launch Exam" button.
- An Online Proctor will greet you through a Live Chat and
    - Confirm your identity, verifying that the government-issued picture ID you present is yours and matches the name under which you signed up for the exam.
    - Verify your workspace and equipment meet all relevant criteria.
    - Launch the exam
    - Monitor your system remotely rather than being in the room with you. Gives you instructions about the various controls in the environment such as "request break."

    - Tells you when you can start your exam.
    - Warn you when you have 10 minutes and 5 minutes remaining in the time limit.
- When you are finished,
    - Verify that your exam solution is saved according to instructions provided.
        - Exam content not saved correctly may not be gradeable.
    - Then click **End Exam**.

After your Exam

After you have finished, your exam will be graded.

- Multiple-choice exams (CLAD, CLD-R, CLA-R, CLED-1, CTA) will be graded and your results displayed immediately. You will also receive an email confirming the results.
- Performance-based exams (CLD, CLA, CTD) files are sent to NI and will be graded and reported in the same way on-site exams are graded. Once your performance-based exam is submitted, all further communications about your exam will be from certification@ni.com.