



In-Classroom Exam Setup Instructions

Updated: 22 February 2022



Contents

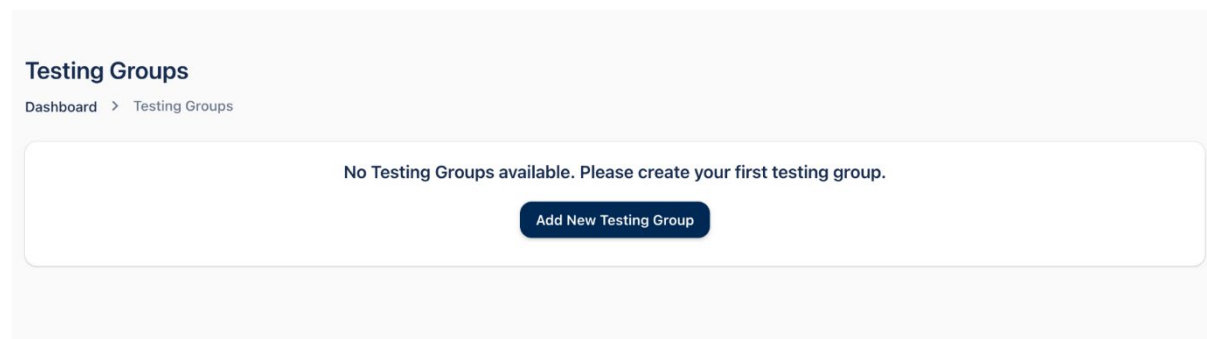
Part A – Teacher/Proctor Instructions	2
Step 1: Create a new testing group by accessing.....	2
Step 2: Submit the following information.....	2
Step 3: Proctor activates the Exam	3
Part B – Student Instructions	4
Step 1: Students starting the exam.....	4
Part C - Results	6
Step 1: Viewing results and accessing credentials.....	6

In-Classroom Exam Setup Instructions

The following steps will need to be taken before starting an exam session in the classroom.

Part A – Teacher/Proctor Instructions

Step 1: Create a new testing group by accessing <https://platform.knowledge-pillars.com/testing-groups> and click “Add New Testing Group”



Step 2: Submit the following information

Group Name: this can be any unique name which applies to the exam group.

Teacher: select the teacher assigned to this exam.

Proctoring: select “Classroom”.

The Online Proctoring option does not apply to classroom proctored examinations. This is a full remote proctoring service provided only to students working remotely when a teacher or school Proctor is not available to administer the examination. Student activity will be recorded and requires access to a video camera.

Proctor: select the teacher that registered and accepted the “Proctor” terms. The Proctor must be different from the teacher selected in the previous step.

Exam Code: select the applicable code for your exam for example: for the WordPress exam please select “WCE”. These exam codes can be found on the Knowledge Pillars website.

Select Payment Type: choose between “License inventory” and “Student inventory”. For classroom exams you will need to select “License inventory”.

Payment types explained:

- “License inventory” will use your school inventory
- “Student inventory” will request the student to provide a personal voucher

License: select the available license from the dropdown

New Testing Group

Dashboard > Testing Groups > Add New Group

Add Testing Group

Group Name

Teacher

Proctoring
Classroom

Proctor

Exam Code

Select Payment Type

[Add Testing Group](#)

Step 3: Proctor activates the Exam

Both teachers and Proctors will be able to view and access test groups previously created.

Testing Groups

Dashboard > Testing Groups

Select Exam Code Add New Testing Group

Group Name	Exam Code	Proctoring	Teacher	Status	Actions
feb 20th	WCE	Classroom	Ana Costache	New	Start Exam

Rows per page: 5 1-1 of 1

On the day of the exam click “Start Exam”. Verify that all the information is correct on the next screen and click “Start Exam” again to initiate the exam launch.

The following screen will contain a classroom testing group “Exam Code”.

Exam Code

Dashboard > Testing Groups > Exam Code > Exam Code

Exam Code

Back Finish Exam

Share this unique code with all the students participating in this exam. All students must be present in the classroom to perform this step. When the exam is finished, click the “Finish Exam” button. This will block any unsolicited access to this specific test group and utilize the exams from the inventory.

Part B – Student Instructions

Step 1: Students starts the exam

Students will need to login in at <https://certify.knowledge-pillars.com/> to take their exam. These credentials were created and can be found at <https://platform.knowledge-pillars.com/>

Exam Selection: select the exam name for example: WordPress and then select the applicable exam code for example: WCE

Exam Selection

Select your program

WordPress

Please select your Certification Exam:

Exam Code	Exam Name
WCE	WordPress Certified Editor

NEXT

Click “Next” and follow the next steps. Students must verify their details and accept the Terms & Conditions regarding the exam. You can review these conditions here:

Exam group: select “Yes” and enter the test group code provided by the Proctor.

Exam group

Are you a part of an exam group?

Select **Yes** to associate your exam with an exam group or select **No** to continue.

Yes

No

Enter Group Code

IMPORTANT: THIS PAGE CANNOT BE REFRESHED DURING THE EXAM. In case this happens, and the student cannot continue the exam please contact support@knowledge-pillars.com and provide the **username/email or name of the student** and our team will reactivate the exam for the student.

If for any reason the WordPress WCE exam does not start correctly, please contact support@knowledge-pillars.com and provide the **username/email or name of the student** and we will reactivate the exam session.

Part C - Results

Step 1: View results and access credentials

When the Proctor clicks the “Finish exam” button a “View results” button will appear. This will display the exam results for this specific test group.

Note: There may be a delay of up to 1 hour between the time the students finished the exam and the results being displayed. In this time the score will be displayed as 0.



Once the results are displayed and the student is successful, the student will automatically be issued a digital credential sent by email. The certificate and digital badge can be downloaded, printed, and verified at any time. In case the student cannot receive emails from 3rd party sites due to school firewalls or security policies please let us know and we will forward the credentials to the teacher.

Credentials will be sent via: info@knowledge-pillars.com

Example of credential e-mail sent:

