



NOVALIS LEARNING ONLINE PROCTORED EXAM INFORMATION

The Illinois Auction Law mandates that a "proctored" exam be passed before credit can be given for any continuing education course taken, and we are pleased that you have considered Novalis to proctor your test using our convenient "online" technology. Each student utilizing this service will be required to have access to the Internet, along with a computer and camera that is capable of streaming "Zoom" or a similar video-conferencing platform. The fee for this service is \$20 per exam during normal business hours (8:00 - 4:00 C.S.T.), or \$25 per exam for any administered outside normal hours. You must visit the Novalis website to register and pay for this service.

Following is an overview of the steps that are part of the online proctoring process:

1. The student must complete the top part of a "Proctor Application" form (see attached) and return it to the Novalis office.
2. The Novalis proctor (proctor@novalislearning.com) will contact you to arrange a convenient time and date to take the exam.
3. At the appointed time, the proctor will initiate a Zoom meeting and will ask you to confirm your identity by showing a photo I.D. before the testing begins. Note that the proctor must be able to both see and hear you while the exam is being taken or no credit will be given. The proctor will then provide you the password for the 25 question T/F exam that is stored on the TalentLMS website where you viewed the course material.
4. Upon completion, the exam will be automatically graded by the computer. If you receive a score of at least 70% then you will have passed the course and Novalis will generate a "Course Completion Certificate" and notify IDFPR. If you do not receive a 70% score, you will be able to see what questions you missed and then have one additional opportunity to pass the exam.

If you have any questions before proceeding, please contact the Novalis proctor at proctor@novalislearning.com, Sue Wiseman at sue@novalislearning.com, or call 888-346-5411.