



IPMI CAPP Exam Scheduling Guide

1. When approved for the CAPP exam when you receive the below email:

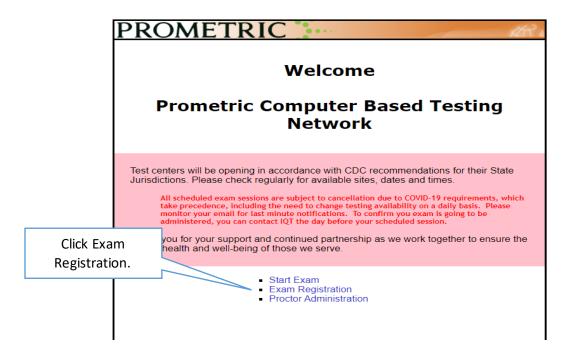
Version: Liv	e Con	nmunication Type:	Preregistered Letter	Subject:	Online Candidate R	egistration Exam: E	xamName	
Dear FullName								
ou have now be	en approved by	ClientName to make	an appointment to sit for you	ır examination. Ple	ase proceed as follov	/5:		
2 Using the op	me page: www.I(tion "Exam Regisi D and Password to							
JserID: userid Password: pass	word							
3Select the Or Select the exam	ganization: Cont ExamName	ractName .						
	please follow the		ns for making an appointment.					
Please note that		hin this date range:	BeginDate to EndDate .					
Reschedule/Ca not be allowed to exam. However,	you must test wit ncellation Policy sit for your exan if an issue arises of a rescheduling	If you fail to show You will be conside that prohibits you fro	BeginDate to EndDate , up for your examination at th ered a "No-Show", your exami om making it to your scheduler or request. If it is less than	nation fees will be d exam, you may r	forfeited, and you wi eschedule prior to (5	ll be required to re-reg) calendar days before	ister and pay all fees prior to s your scheduled exam date. Y	sitting for the ou may be
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2. To schedule your exam, you will get to the following link: https://www.iqttesting.com/

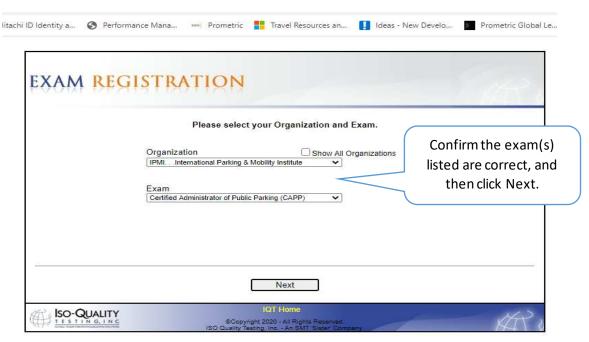




3. You will click on the Exam Registration option.



4. Exam confirmation page.



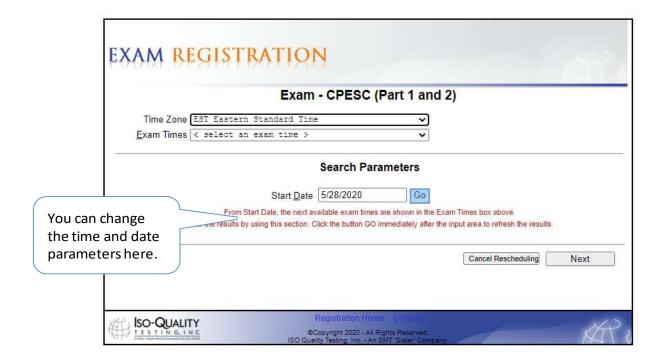




5. Profile Screen. Your information should populate in the Exam registration screen. If there are any updates that need to be made, please email us at capp@parking-mobility.org.

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Confirm your		EnvirCan62	8	Home Phone		
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correct, and then		EnvroCan62last	8	Work Phone		
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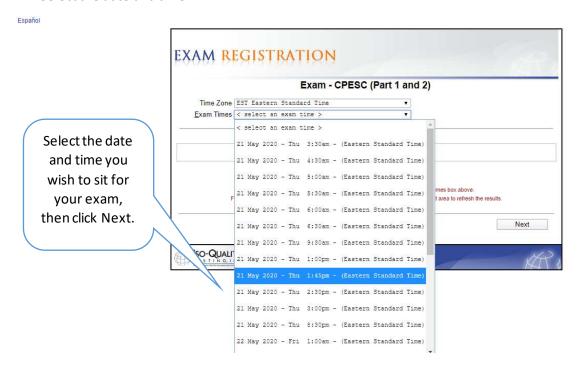
6. Exam Scheduling Page.







7. Select the date and time.



Scheduling confirmation page.







9. The Admission Letter will provide you with all pertinent information you will need to take your exam. Save the letter on your desktop for easy access.

Version: Live Communication Type: Examination Admission Subject: [ExamName] Pro-Proctor Examination Admission Letter Your appointment for the computer-based |ExamName| is confirmed. Please find the confirmation details that follow: | Confirmation | ExamName | Candidate ID: | Userid | Passcode: | Password | ExamDate | ExamDate | ExamTime: | ExamDate | Confirmation: |ConfirmationNo| Test Location: Remote Delivered Exam Surname for launching exam: |LastName4| Due to high candidate volumes, it may take up to 45 minutes to be assigned a proctor for your exam session. Do not sign out or close the testing browser during this period. Please be patient, and your exam will be assigned in the order it was received. Thank you for your patience. For an optimal exam experience, it is preferred that you use a windows based computer when accessing the remote proctoring system. GLOBAL TEST SECURITY PROCEDURES Prometric takes our role of providing a secure test environment seriously. During the check-in process, we inspect any and all eyeglasses, jewelry and other accessories to look for camera devices that could be used to capture exam content. You will be required to remove your eyeglasses for close visual inspection. These inspections will take a few seconds and will be done at check-in and again upon return from breaks before you begin or resume testing to ensure you do not violate any security protocol.
 Jevelry outside of wedding and engagement rings is prohibited. Please do not wear other jewelry during testing. Hair accessories, ties and bowties are subject to inspection. Please refrain from using ornate clips, combs, barrettes, headbands, tie clips, cutf links and other accessories as you may be prohibited from wearing them during testing and asked to remove these items. Violation of security protocol may result in the termination of your exam and notification to your test sponsor. WHAT'S NEXT? ... BE PREPARED FOR EXAM DAY CLICK HERE to review the ProProctor User Guide in preparation for your exam.
Carefully read the Remote Proctoring Regulations listed below and adjust your testing environment accordingly.
PRIOR to your exam launch, CLICK HERE to install the ProProctor Application and perform a System Check REMOTE PROCTORING REGULATIONS: IMPORTANT PLEASE READ CONFIDENTIALITY OF EXAM CONTENT/SYSTEMS The remote proctoring application, computer-based test delivery system, tutorial, exam content, and survey are the published, confidential, and proprietary materials or intellectual property of Prometric and/or your test sponsor. Communicating, publishing, reproducing, or transmitting any part of an exam, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly ANY reproduction or disclosure will result in immediate notification to your test sponsor and potential filing of administrative, civil and/or criminal charges against you and anyone directing or conspiring with you. ENVIRONMENTAL REQUIREMENTS Your office or home setting must meet the following requirements: Testing location must be indoors (walled), well lit, with a closed door and free from background noise and disruptions.

No third party, may be accept in the good or agree the complete the duration of the good. If this party was a contract the complete the duration of the good or agree the good or agree the duration of the good or agree the good or agre