



Guide to Testing Candidates Online

Have each candidate follow this procedure at the time of online testing:

1. Log in using your username and password at www.nims-skills.org.
2. On the *Edit Profile* page, scroll to the bottom and click **Skip**. From the *Welcome* page, click **Purchase Test** on the left menu, then select the appropriate test and then click **Add to Cart**.
3. The next page will request payment. Pay using a credit card or a pre-arranged account code provided by NIMS and then click **Submit Payment**.
4. Follow the on-screen prompts to begin the test.
5. The test name, test ID and a button labeled **Take Test** should appear in a box. Click **Take Test**. This will copy the test ID into the coordinating box below.
6. The proctor will personally enter his or her proctor code. It is imperative that proctor codes are known ONLY to proctors. Codes may not be shared under any circumstances.
7. Click **Start Test** and then follow the on-screen prompts to access test questions.

Tips for testing:

- a. All exams have a 90 minute limit and a countdown is on-screen.
- b. If a candidate must pause or stop mid-test, or if a power failure occurs, the site will the candidate's progress and the time of interruption.

The candidate can finish the test anytime and should follow steps 1-2 and then choose **Take Test**. From there follow steps 7-9 above.

- c. A pass or fail grade will be displayed on screen after scoring. Candidates who pass will receive a certificate by mail within 7-10 business days.

Candidates who do not pass may re-test at any time. Test fees are assessed on re-tests and proctors are required.

Candidates who do not pass a Level II or Level III exam should contact NIMS staff for special instructions before re-testing.

Contact Support:

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