



Guide to Testing Candidates Online

PURCHASE THE TEST

Have each candidate follow these steps at the time of online testing.

1. Go to www.nims-skills.org and click **Log in / Register** in the top-right corner.
2. Enter your username and password, then click **login**.
3. On the *Welcome* screen, select the **testing center** option.
4. On the *Testing Center Welcome* screen, select **purchase test** on the left-side menu.
5. Select the appropriate test and click **add to cart**.
6. Enter credit card information or select the *use account code* option if a code has previously been arranged.

Once payment info is entered, click **submit payment**.

7. The test fee is now paid. A receipt will automatically be emailed to the candidate. The current screen may be printed as a receipt, as well.

Click **done** or **take test** (on the left) to begin the test.

TAKE THE TEST

While logged in, candidates follow these steps after the test is purchased.

1. Click **take test** on the left-side navigation.
2. Find the appropriate *Credential Name* (a.k.a. test name) and click the **take test** button next to the *Test ID*.
3. The *Test ID* will now appear in the *Your Test ID* field at the bottom of the page.
4. At this time, the proctor ***personally*** types in his or her *Proctor Code*.
5. Click **start test**.

NOTES

- Proctor codes are to be known ***only*** to proctors. **Code sharing is prohibited.**
- All theory exams have a 90-min. limit. A timer appears on-screen. If testing is interrupted, the candidate's progress and time remaining will be saved.
- A pass or fail grade is displayed immediately upon completion.
- For those who pass, a link to the credential is automatically emailed to the candidate and to his or her account administrator (sponsor).
- Re-takes may occur anytime. Fees and proctors are required for all re-takes.
- Candidates who do not pass a Level II or Level III exam should contact NIMS staff for special instructions before re-testing.