Please carefully read this entire document prior to your planned test date.

Congratulations!

Your site is now registered with WebXam as an official A*S*K Institute exam site. You can now login to www.webxam.org using the following administrator credentials:

| User Name: | Password: |

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Overview of the online testing process:

I. **Register the Proctor** who will monitor the testing process by completing the form included with this document. Fax it to MBA Research (614-486-1819) or send it via email: service@mbaresearch.org.

II. **Register each student.** This is the actual creation of the student testing accounts.

III. **Enable each student.** “Enable” allows an individual student to login to the WebXam site.

IV. **Recognition Registration.** Make sure students enter an email address for the digital badge.

V. **Activate each student** who will actually begin taking a test within 60 minutes of activation on test day.

VI. **Ensure the Proctor** completes and returns the exam certification form to certify results.

VII. **View the scores** of your students.

**Administrator accounts** are used to create, enable, and activate student accounts and to view exam scores.

**Student accounts** are used to register students and allow them to take exams.

**Proctors** are responsible for overseeing the testing process and deter dishonest behavior.

**Enabling** a student allows the student to log into the WebXam system

**Activating** a student allows the student to log into his/her WebXam student account and begin the test within 60 minutes

The A*S*K Institute is a partnership among MBA Research, state education departments, and businesses throughout the nation. The day-to-day operation of the A*S*K Institute is provided by MBA Research.
I. Register the Proctor
1) Read the Policies and Procedures for Proctoring A*S*K Institute Certification Exams on page 9 of this document.
2) Read and complete the "Proctor Registration Form" on page 10 of this document. Fax it to MBA Research (614-486-1819) or send it via email: service@mbaresearch.org.
3) REMINDER: The Proctor and the Teacher may NOT be the same person.
4) CAUTION: Exams administered locally without proper proctor registration IN ADVANCE will not be honored. No certificate will be issued. No exceptions. This strictly enforced rule is to protect the integrity of the exam and to increase the perceived value for those who successfully meet criteria and earn the certificate.

II. Register each student
1) Log into http://www.webxam.org/ with the user name and password provided on the first page of this document.
2) From the menu on the left select “Students” ➔ “New”
3) Verify that the “Administrator” field listed in the top portion of the screen is correct.
   Email ASKInstitute@MBAResearch.org if it is incorrect.
4) Enter the required information (marked with *) for each student.
   • **Localid** is a unique identifying number that you create for each student.
5) Select tests for the student by clicking on the test that this individual student will be taking at any future date. You may select more than one test. Test codes are as follows:
   ME05 Fundamental Business Concepts
   ME06 Fundamental Marketing Concepts
   ME23 Concept of Finance
   ME22 Entrepreneurship/Management
   M192 Fundamentals of Ethics
6) Accommodation is for students who need an accommodation of time. This must be selected when setting up a student’s account or prior to activating a student’s test. This cannot be selected once a test is activated for a student.
7) Click “Create User” to register the student.
8) Repeat steps until all students are registered.

III. Enable each student and print a master list of student login info
Now you must enable the students that you have just registered. Once you enable the students, they are able to access their WebXam records, but not an actual test.
1) From the buttons on the left click Students ➔ List to see all of the students who you have entered.
   • If you entered more than 10 students, you can list all of them on one screen by increasing the number listed per page in a box at the bottom of the list.
2) Check the box in front of each individual name.
3) After marking each student who you wish to enable, click the Bulk Action button and select “Enable/Disable”
4) Go to the next box and toggle between Disable and Enable and click Apply.
5) Next, print a master list of the students’ users and passwords from the same screen where your enabled the students in the previous step.
6) Increase the number of students listed per page to the number of students that you registered.
7) Click the “Show Passwords” box (above the student list).
8) Print the list with passwords. You will need to give each student her/his login name and password so that s/he can access WebXam to register for the recognition package and take the exam.
IV. Recognition Registration

Students who wish to receive a badge for their passing test score MUST ENTER EMAIL ADDRESS BEFORE TAKING THE ASK EXAM OR THEY WILL NOT RECEIVE A DIGITAL BADGE.

V. Activate students and administer the test

1) Before a student can access and take an exam, you must activate the exam.
2) Be certain that all students who will take the test have been “enabled.” (See “Enable Each Student,” Section III)
3) Log in as teacher/administrator, using the user name and password provided on the first page of this document.
4) Select from the menu on the left “Activate Test”
5) You will see Select the Teacher (this should show your school name)
6) Click Next
7) Select the test type – select Posttest (even if you’re giving a pre-test), click Next
8) Pull down the menu below Select the Pathway – Select Show All Tests, click Next
9) Pull down the menu below Select the Course – Select the exam you want to activate
10) Click Next
11) You are now prompted to select the students that are going to test. Click the box next to their last name(s) and click Activate in the lower right side.
12) Now they may log in and begin their exam. Students have 100 minutes once they begin testing to complete the exam. Once they log in, they will see the test that has been activated for them, with a green “Take Now” button to the right of the exam name.
13) When the student is finished testing, they must click the submit button.

When the tester submits their exam they will immediately see their results. You will be able to view results by clicking on the Reports tab on the main menu.

If for some reason a test is interrupted (fire drill, etc.) the proctor should direct students to close their browsers, do not click submit. Closing their browsers will allow you to reactivate their tests when they return. The items they’ve completed will be saved and they can continue where they left off.

VI. Certify the test results

1) After the test is completed, be sure that the proctor completes the Exam Certification Form included in this document. An exam certification form must be completed for each group of students taking the exam at any given time.
2) Fax the form to MBA Research at 614-486-1819 or email to service@mbaresearch.org.

VII. View the test results for your students

1) Student scores are available immediately after the exam is complete.
2) Login to http://www.webxam.org using your administrator username and password.
3) On the left side, choose “Reports” and then “Individual”
4) Choose the desired Test and the desired year and click the “Run Report” button.
5) Click on any students’ name to see a detailed breakdown of their score.
6) Instructional Areas and Codes for Aggregate Results are as follows:
NOTE: Instructional areas covered on each A*S*K exam vary. For breakdown of specific exams, go to www.askinstitute.org and click on “Exam Specifications”→“Exam Content.”

For additional information, visit the following websites:

www.askinstitute.org

On this site, you will find general information about the A*S*K Institute and its policies and procedures. The site provides information about exam specifications, pricing, sponsors, and links to our partners in business education.

www.webxam.org

As the online vendor for administering the exams, WebXam is operated by The Ohio State University and delivers many different exams to various states and organizations. On this site, you must first register and enable student accounts with the user name and password provided by MBA Research staff.
F.A.Q.’s and Troubleshooting

Q: How long do students have to complete the test?
A: After they log in to take the exam, they are allowed a total of one minute per question. Individual questions are not timed. (100 questions = 100 minutes total)

Q: Do all of my students have to take the practice exam?
A: No. Only one person (you or the test administrator) is required. You are encouraged to have your students take the demo exam. This will help to orient them to the WebXam system. You will NOT be charged any test credits for taking the demo test. The demo exam is just a fun ten-question quiz designed to familiarize students with the testing process AND to test the compatibility of your labs’ computer network and the WebXam system

Q: I have used A*S*K online testing for several tests. Is it still necessary to take the demo test each time?
A: If you are completely comfortable with the online testing environment AND you previously administered tests on the SAME computer network to be used this time, the demo test is considered optional.

Q: It has been over a month, and I have not gotten certificates in the mail from my students. Why?
A: Please email askinstitute@mbaresearch.org

Q: I am trying to activate a large number of students at once; nothing happens when I click the “activate” button, what do I do?
A: The system will only allow you to activate 40-50 students at once. Try activating the students in several smaller batches of students.

Q: I am taking the test and the web page navigation is behaving strangely. The browser seems confused and the pages appear to be in the wrong order. What is happening?
A: A network proxy server causes these symptoms. Contact your network administrator and ask them to disable proxy caching of www.webxam.org

Q: I am attempting to login to www.webxam.org and I see the error “Access Denied” or “Cannot display page due to security settings. What should I do?
A: These errors are seen when your network restricts access to the web via IP filtering. Contact your network administrator and ask them to allow access to www.webxam.org.

Q: My student’s name isn’t listed when I go through the Activate Test process.
A: First check the student list to make sure the student is listed as Enabled. If not, add a checkmark next to each student you want to enable, click Bulk Action, then select Enable/Disable. Change Disable to Enable and click Apply. Next, make sure the test is assigned to your student. Expand the student’s info and check “Test Assigned” for that test. Use the “Add Test” Bulk Action to add tests.

Q: I activated a student’s exam, but the student did not start the exam within 60 minutes. What should I do?
A: You can reactivate the exam up to an hour before the student plans to test. Go to www.webxam.org. From the main menu, go to “Activate Tests” → “Select the Teacher” → “Saved Tests.” Select the appropriate exam from the drop-down menu. Click on the box next to the student’s name, and then go to the bottom of the page and click the “Activate” button. The student has 60 minutes to log into WebXam and begin the exam.
Q: I am not sure if a student submitted his/her exam. How can I verify that the exam has been submitted?
A: Go to www.webxam.org, and log into your administrator account. On the left side of the screen, select Reports→ Individual. Select the appropriate exam from the drop-down menu and make sure the “Year” field is set to the current year. Then, click “Show Report.” The list of students who have submitted the exam will appear along with their scores. If the student’s name and score appears in the list, the exam has been submitted.

If the student’s name and score does not appear in the individual results, go to “Activate” → “Saved Tests.” Select the appropriate exam number.” If the student’s name appears in this list, reactivate his/her account and have the student log back into WebXam using his/her user name and password to submit the exam.

Q: When a student submitted his/her exam, s/he saw an error message. What happened?
A: Chances are that everything is fine and the exam submitted. In the WebXam system, the student only needs to click the submit button one time for the test to submit. If the student double clicks, an error message might appear.

To verify that the exam has been submitted, log into your WebXam administrator account and select “Reports” → “Individual”. Select the appropriate exam from the drop-down menu and make sure that the “Year” field is set to the current year. Then, click “Run Report.” The list of students who have submitted the exam will appear along with their scores. If the student’s name and score appears in the list, the exam has been submitted.

If the student’s name and score does not appear in the individual results, go to ‘Activate” → “Saved Tests.” Select the appropriate exam number. If the student’s name appears in this list, have the student log back into WebXam using his/her user name and password to submit the exam.

Q: I spelled a student’s name incorrectly and/or entered the incorrect test code. How can I make changes and corrections to student accounts?
A: Occasionally you may need to change a student’s account—to correct an incorrect name spelling, change a phone number or e-mail address, or change the test the student should be taking. To edit student accounts:

Log into WebXam using your administrator user name and password.
Click on Students → List. A list of your student should appear. Click on the green button by the student’s first or last name that you want to change.
Click on “Edit User.” Make the appropriate changes, and then click “Save Changes.”

Q: I have a student who needs special accommodations to take the exam. What do I do?
A: When you create the student’s record, there is a drop down menu that allows you to request special accommodations for students (e.g., additional time). Select the appropriate option for that student when you create his/her student record/account. You can set accommodations anytime before the exam is activated. (See previous question regarding changing student accounts.) Once the student’s exam has been activated, you cannot make changes to the student’s account, including the accommodations.
A*S*K Business Institute
Policies and Procedures for Proctoring
A*S*K Institute Certification Exams

Acknowledgement

Testing administrators and proctors acknowledge that A*S*K exams are proprietary and have substantive monetary value. They further acknowledge liability for any action that results in the actual breach of security of exam questions or in a perceived breach of security that would diminish the overall value of the exams, certificates, Institute, or sponsoring organizations.

Testing Procedures

A*S*K exam proctors are expected to maintain a professional decorum typical of all high-stakes testing environments throughout the entire testing process (e.g., quiet room, no communication of any kind among examinees). Proctors may utilize their own professional judgment to determine responses to specific requests or circumstances within the overall context of a positive, credible testing process.

To minimize data complications, proctors are encouraged to allow students to log in and begin testing as they arrive. It is not necessary (and not preferred) that all students begin or end at precisely the same time.

Proctors may supervise a maximum of 30 examinees at any one point in time. If more than 30 are to be tested concurrently, an assistant proctor must be present.

Proctors for A*S*K exams must meet all of the following criteria:

- Minimum of 18 years old on the day of testing.
- Not a teacher within the department sponsoring the exam. (Exception: Department Chair may serve as proctor if none of the examinees are a current student of said Chair.)
- Not a student within the sponsoring department at any time during the current academic year.
- Not a current examinee.
- Physically capable of observing activities throughout the testing site.
- Able to be present during the entire testing period and willing to actively supervise the exam process throughout the entire time.
- Willing to enforce all policies and procedures for testing.
- Willing to document his or her role as a proctor by submitting the Exam Certification form within one hour of the completion of the exam period.

Examinees are allowed:

- Use of calculators.
- Use of scratch paper. (NOTE: Scratch paper is to be collected and destroyed at the conclusion of testing.)

Examinees are not allowed:

- References or resources of any kind.
- Use of other websites while logged in to WebXam.
- Communication with other students or the test administrator.
- To record in any manner any element of the exam.

Proctor registration forms:

Proctor registration forms are to be completed prior to testing by the test administrator and faxed or emailed to MBA Research.

Exam certification forms:

Exam certification forms are to be completed and submitted at the conclusion of the testing in order to validate the examination process and to ensure that examinees are eligible for certification and other recognition. The proctor must certify the process by completing the Exam Certification Form and faxing or emailing it to MBA Research.
A*S*K Business Institute

Proctor Registration Form

Instructions:

1. Prior to selecting a proctor(s) for your exams, please read carefully the section titled Policies and Procedures for Proctoring A*S*K Institute Certification Exams.

2. For extended testing periods or other special circumstances, you may use one or more assistant proctors. Assistant proctors must meet the same criteria as the lead proctor. Only the lead proctor is required to register in advance.

3. A single lead proctor may oversee testing for a maximum of 30 examinees. If your site will test more than 30 at any single point in time, an appropriate number of assistant proctors must be used. At the conclusion of the exam, the proctor must submit via fax the Exam Certification form.

4. Complete and fax or email this Proctor Registration Form before testing.

PRINT Name of Test Administrator:

Legal Last Name ________________________ Legal First Name ________________________ M.I. ________________________ WebXam username ________________________

PRINT Testing Site:

_________________________________________ ________________________ ______/____/____
School/Institution City State Exam Date

PRINT Name of Lead Proctor:

______________________________ ________________________ ______/____/____
Legal Last Name Legal First Name M.I. Birth Date

______________________________ ________________________ ________________________ ______/____/____
Complete Mailing Address City State ZIP

(_______) _______ _______ - _______ _______ _______ Complete E-Mail Address

Preferred Telephone Number

Occupation or nature of relationship of proctor to exam site and test administrator

With my signature below, I certify that the lead proctor scheduled for the above exam date(s) meets all criteria set for in A*S*K Business Institute policies and that said proctor has agreed to supervise testing on this date(s) and to abide by all policies of the Institute.

______________________________ ______/____/____
Signature of Test Administrator Date

Return this form to test administrator prior to the scheduled exam or fax it to the A*S*K Institute c/o MBA Research and Curriculum Center. Fax: (614) 486-1819. Email: service@mbaresearch.org

A*S*K Institute exams are administered by the MBA Research and Curriculum Center, Columbus Ohio www.MBAResearch.org
A*S*K Business Institute
Roster of Examinees

<table>
<thead>
<tr>
<th>Testing Location School/Institution</th>
<th>City</th>
<th>State</th>
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<tbody>
<tr>
<td>Test Date: _______________________</td>
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<td>Lead Proctor: ____________________</td>
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<table>
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<tr>
<th>Signature of Examinee</th>
<th>PRINT Name of Examinee</th>
<th>Name of Exam</th>
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This is page ____ of ____ total pages (photocopy this page if additional space required).
A*S*K Business Institute
Exam Certification Form

Thank you for assisting with this A*S*K Exam! Your time is appreciated by all of us working to establish the A*S*K certificate as a viable proof of learning for students of business worldwide!

This form is to be completed only by the individual responsible for proctoring A*S*K Business certificate exams. Examinees must be listed on part two of this form to be eligible for consideration in the A*S*K Business Institute’s recognition program.

Instructions
1. There are two parts to this form. Both should be completed during the exam process.
2. Part two (roster of examinees) may be duplicated as needed. Only examinees listed on the roster will be considered for recognition. Please be certain that all examinees are properly listed.
3. Please number each page in the space provided at the bottom.
4. After completing both parts, please fax the form to MBA Research after exams are completed.

<table>
<thead>
<tr>
<th>PRINT Name of Lead Proctor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Last Name</td>
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</table>

<table>
<thead>
<tr>
<th>PRINT Name of Assistant Proctor (if used):</th>
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</thead>
<tbody>
<tr>
<td>Legal Last Name</td>
</tr>
</tbody>
</table>

Contact Information (Lead Proctor)

<table>
<thead>
<tr>
<th>Complete Mailing Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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<td>(_______) ____ _____ - _____ _____</td>
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</table>

Business or Preferred Telephone Number  | Complete E-Mail Address (Optional)

Exam Information:

<table>
<thead>
<tr>
<th>School/Institution</th>
<th>City</th>
<th>State</th>
<th>Date of Exam</th>
<th>Start Time</th>
<th>End Time</th>
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</thead>
</table>

Test Administrator:

<table>
<thead>
<tr>
<th>Legal Last Name</th>
<th>Legal First Name</th>
<th>M.I.</th>
<th>WebXam Login ID</th>
</tr>
</thead>
</table>

With my signature below, I certify that I have read the Policies and Procedures for Proctoring A*S*K Institute Certification Exams and that I meet all criteria to serve as a lead proctor. All exams under my supervision on this date were administered in accordance with the testing procedures required by A*S*K.

Signature of LEAD Proctor DATE  | Signature of Assistant Proctor OR WITNESS DATE

TWO signatures and date are required.

For quickest processing, send this form to A*S*K Institute c/o MBA Research and Curriculum Center. Fax: (614) 486-1819; Email: service@mbaresearch.org
A*S*K Exam
Local Administrator Checklist

My WebXam User Name:____________________ My WebXam Password:____________________

School/Site Name: _________________________ Testing Date(s): __________________________

________ Print a hard copy of all instructions and forms
________ Select qualified individual(s) to proctor each scheduled exam session
________ Complete and fax the proctor registration form(s) before testing day
________ Register students on WebXam (www.webxam.org)
________ Enable student accounts
________ Print master list of students with their user names/passwords
________ Take the Demo Test (01 PR) by logging in as one of the students*
________ Copy and distribute student instructions for completing recognition package
________ Ensure that each student has their user name and password to access the exam on test day
________ Complete the “roster of examinees” form
________ Activate students within 60 minutes of testing on test day
________ Have student take the proctored A*S*K Exam
________ Ensure that the proctor promptly completes and faxes the EXAM CERTIFICATION form for each testing session
________ Fax roster of examinees with completed exam certification form
________ View students’ scores and obtain desired reports

*Contact your school technical coordinator/network specialist if experiencing technical problems.

A*S*K Business Institute
P.O. Box 12279 ● 1375 King Ave. ● Columbus, OH 43212-0279 ● PH: 800-448-0398 ● FAX: 614-486-1819
www.askinstitute.org
Administrators/Proctors: If desired, duplicate and use this form to distribute student login and exam instructions to your examinees.

Student's Name ____________________________

User Name ____________________________ Password__________________________

Instructions

1. Go to www.webxam.org
2. Enter the above user name and password (case sensitive) in the appropriate fields and click on the "Login" button.
3. Click if you agree to the User Agreement. Click Save.
4. When prompted enter your personal email address.
5. Verify that your name and test are correct on the screen.
6. Click the Take Now" button that is located at the right-hand side of the screen.
7. When finished, click the "Submit" button one time.
8. If you must leave in the middle of the exam, CLOSE OUT of the window---DO NOT SUBMIT.

Student's Name ____________________________

User Name ____________________________ Password__________________________

Instructions

1. Go to www.webxam.org
2. Enter the above user name and password (case sensitive) in the appropriate fields and click on the" Login" button.
3. Click if you agree to the User Agreement. Click Save.
4. When prompted enter your personal email address.
5. Verify that your name and test are correct on the screen.
6. Click the Take Now" button that is located at the right-hand side of the screen.
7. When finished, click the "Submit" button one time.
8. If you must leave in the middle of the exam, CLOSE OUT of the window---DO NOT SUBMIT.
Online Assessment Glossary of Terms

**Administrator Account:** An account that allows authorized individuals (usually classroom teachers) to create, change, enable, and activate student accounts, and to retrieve test scores and reports.

**Student Account:** A record of each student’s exam information, history, and results. Each student is assigned a unique user name and password to access the WebXam system upon his/her registration. The student account must be enabled for the student to access the account, but cannot access the actual test until the student’s account has been activated.

**Local Administrator:** All testing schools/sites have a local administrator, most often this individual is the classroom teacher. The administrator can manually register students, change student accounts, enable and activate student accounts, and retrieve test scores and reports.

**Credit (Exam Credit):** Credits are the number of exams purchased; one credit = one exam.

**User name and Password:** Security measures that allow individual administrators and students to access designated information at the WebXam online testing center.

**Localid Number:** A unique sequence of alpha and/or numerical numbers that is required when manually creating a student account.

**Enable:** The function carried out by the designated administrator that allows students to access their individual student accounts. Once enabled, the student has the opportunity to change limited types of information, such as their WebXam passwords. NOTE: Student exams cannot be activated until their accounts are enabled.

**Activate:** The function carried out by the designated administrator to allow selected students to access and take their exams within 60 minutes of the activation time. Student accounts must be enabled before they can be activated.

**Proctor:** An individual who is responsible for overseeing the testing process to deter dishonest behavior.

**Test Number:** Numerical designation in the WebXam system for the various exams offered.