

iCEV TUTORIAL

# ADDING A CERTIFICATION EXAM PROCTOR



As the teacher, you are automatically listed as the certification exam proctor. However, some states do not allow teachers to proctor a certification exam. If this is the case in your state, you can assign a proctor to the certification exam your students will take. Check your state and district guidelines to learn if your state allows teachers to proctor industry certification exams or if you will need to add a proctor to the certification exam settings.

## Adding a Certification Proctor

### STEP 1

#### Select Certification

On your "My Courses" page, click the "View" button for the certification you will be adding a proctor to.

The screenshot displays the 'My Courses' page in the My iCEV system. At the top, there is a navigation bar with the user's name 'Dusty Moore' and links for 'My Profile', 'Tutorials', and 'Log Out'. Below this, there are buttons for 'iCEV Coach Live Chat Help' and 'Schedule Online Training'. A blue banner welcomes the user and provides instructions on how to manage courses. The main content area is titled 'My Courses' and features a '+ Add New Course/Certification' button. A table lists three courses, each with a 'View' button. A red arrow points to the 'View' button for the 'Southwest Airlines Professional Communications Certification' course. At the bottom, there are links for 'Roster Management', 'My Archived Courses', and 'Student Certification Reports'. A footer contains copyright information and a timestamp: '©2019 - All Rights Reserved. (Dev) You last accessed this site 8/13/2019 at 2:28 PM from IP 218.167.154.246'.

## STEP 2

### Manage Proctors

Scroll to the bottom of the “Lessons” page and click “Manage Proctors” under the “Proctors” menu.

Business Letters & Memos	<input checked="" type="checkbox"/>	<a href="#">View</a>
Researching Strategies & Tactics	<input checked="" type="checkbox"/>	<a href="#">View</a>
Presentation Strategies & Tactics	<input checked="" type="checkbox"/>	<a href="#">View</a>
Public Speaking Basics	<input checked="" type="checkbox"/>	<a href="#">View</a>
Extemporaneous Speaking	<input checked="" type="checkbox"/>	<a href="#">View</a>
Introduction to Digital Communications - UPDATED	<input checked="" type="checkbox"/>	<a href="#">View</a>
Telecommunications Basics	<input checked="" type="checkbox"/>	<a href="#">View</a>
Steps to Superior Customer Service	<input checked="" type="checkbox"/>	<a href="#">View</a>
Managing Diversity	<input checked="" type="checkbox"/>	<a href="#">View</a>
Conflict Management	<input checked="" type="checkbox"/>	<a href="#">View</a>
Teamwork & Collaboration	<input checked="" type="checkbox"/>	<a href="#">View</a>
Leadership Styles	<input checked="" type="checkbox"/>	<a href="#">View</a>
Southwest Airlines Professional Communications Certification Review	<input checked="" type="checkbox"/>	<a href="#">View</a>

#### Settings

- [Archive this course](#)
- [Delete this course](#)
- [Lesson Visibility Show Settings](#)
- [Lesson Assessment & Activity Hide All | Show All](#)
- [Lesson Assessment & Activity Answers Hide All | Show All](#)
- [Printable Activities Hide All | Show All](#)
- [PowerPoint & Video Hide All | Show All](#)

#### Proctors

- [Manage Proctors](#)
- [Proctor the exam](#)

## STEP 3

### Invite Proctor

On the “Manage Proctors” page, type the required information for the proctor under the “Invite Proctor” section. Once the information is entered, click “Invite.”

NOTE: You can also view the assignment and availability status of your proctors on this page, as well as view the guidelines for proctoring a certification exam on the iCEV platform.

[Dusty Moore | My Profile | Tutorials | Log Out](#)

[Schedule Online Training](#)

## Manage Proctors

My Courses > Southwest Airlines Professional Communications Certification > Manage Proctors

### Invite Proctor

\* indicates a required field

\* First Name

\* Last Name

\* Email

[Invite](#)

### Guidelines

Guidelines for proctoring certification exams on the iCEV platform



## NEED ADDITIONAL HELP?

Contact Our Dedicated Customer Support Team

[customersupport@cevmultimedia.com](mailto:customersupport@cevmultimedia.com)

800.922.9965