

National Association of Career Colleges

NOEL Exam System Walk-Through-College & Proctor Version

Electronic Proctoring with Proctorio (revised November 2024)



proctorio





NOEL

NACC Online Examination Learning

For College Use Only

THIS DOCUMENT IS FOR COLLEGE USE ONLY

DO NOT DISTRIBUTE THIS DOCUMENT TO STUDENTS

The NACC has created separate documents for students. Please contact NACC at exam@nacc.ca for a copy of the college proctor or student documents.



NOEL

NACC Online Examination Learning

Welcome to NOEL

Welcome to the NACC Exam System walk-through.

NACC has designed the NOEL exam system so you can schedule and edit your upcoming NACC final exams. This is also to introduce you to NACC's implementation of electronic proctoring with [Proctorio](#), your students must now take the NACC final exam at your college campus. **There will be no accommodations granted for students to take the final exam from any other location.**

The information provided here is intended to assist college staff in being fully prepared for their students to be successful in completing their NACC Final Exam. Please review this material carefully as it will address questions that may arise in the implementation of this service.

Please take a couple of minutes to go through this slide deck to become familiar with the exam booking process.

If you have any questions, please do not hesitate to contact our tech support team at exam@nacc.ca

To reach the Campus Support Manager please call 1-343-302-5633

**NOEL**

NACC Online Examination Learning

Welcome to NOEL

Each college has been provided with its unique username and password. These are sent out individually to each college. If you have misplaced your login details, contact us at exam@nacc.ca. A campus must ensure they are using their unique username and password.

Students must write the final exam at the campus location to which they are registered. Accommodations may be requested to change this venue to another campus but must be granted by NACC before the student writes the exam. The proctor must still sign the student into the exam using the registered school code unique to the campus the student was registered at. To seek an accommodation for your student to write at a different campus please contact Misty Comeau at exam@nacc.ca. **Please see the Exam Accommodations process on the next page.**

For colleges with more than one campus, each campus will have their own username. Please create your exams and sign up students using the **correct login** and password for each specific campus.

To begin, visit <https://noelorders.webpal.net/> and enter your username and password issued to you by email when your program was approved.



Exam Accommodations:

Students requiring accommodations **must** request their college to advocate on their behalf **before** their 1st attempt at the NACC Final Exam and the following must be considered:

- a. Colleges must submit an Accommodation Request that includes:
 - i. A Letter of Consent to Share Information signed by the student
 - ii. A copy of the doctor's note or Individual Education Plan (IEP) that only outlines the type of accommodation required and a general explanation of the reason. The sharing of a diagnosis is not needed or requested.
 - iii. A clear request of the Accommodation requested
- b. Exams with accommodations are to be scheduled Tuesday through Friday of each week to allow NACC to ensure the accommodations are met satisfactorily
- c. NACC must be notified of the scheduled date and time of the requested exam once the accommodation has been approved within a minimum timeframe of 48 hours before the scheduled exam
- d. Exam must be written in a separate room with a proctor in the room throughout the entire exam
- e. Accommodations granted are for an extended time and/or a reader
 - i. Must **not** be an instructor or be knowledgeable of the course for which the exam is written
 - ii. Readers must read in a neutral tone
 - iii. Readers are not to change the wording or explain any wording to the student



Important Exam Information

All components of the student's program must be completed before they are eligible to write the NACC Final Exam.

All three of a student's exam attempts must be completed within twelve (12) months following the successful completion of their practicum. Any exams taken after the 12 months will be ineligible and payment will be the responsibility of the college.

All students must be provided a copy of and instructed to read the "Exam System Walk Through 2024 – Student Version" document to prepare them for the exam.

If the student is writing their third and final attempt at the exam, you must ensure that the student has received additional assistance to prepare for the exam, including having a training plan submitted.

When ordering student exams, it is vital to ensure that the correct exam is ordered and that each student's name is correctly entered (i.e. spelling, case, order of the names, etc.) as this is the name that will appear on their credentials. An administrative fee of \$50 plus tax will apply to any subsequent corrections to a student's name.

Ensure that each student's personal email address is correctly entered as this is the email address their credentials will be sent to. An administrative fee of \$25 plus tax will be applied to any subsequent corrections to a student's email address.



Reminders of NACC exam processes:

Exams are being recorded for review and proctoring to ensure academic integrity as well as checking for technical failure issues. To support this, we request that you ensure that:

- a. A camera shows the student's full head and shoulders clearly throughout the exam
- b. The student is not in shadow while doing the exam ensuring that the video is not too dark, and their eyes can be clearly visible
- c. the student is not wearing a hat, peak cap, hoodie, or anything that hides their eyes or makes it difficult to see their eyes
- d. the student is not wearing sunglasses or dark glasses
 - i. unless with a doctor's note
 - ii. pre-arranged with NACC
 - iii. and a proctor is in the room for the entire exam
- e. the student does not cover, shut off or move the camera in any way that results in them no longer being visible
- f. the student does not leave their seat at any time during the exam
- g. the student does not speak to anyone except the exam proctor and then, only for help with technical issues
- h. the student does not look around the room (no excessive movements in any direction)
- i. the student bring nothing into the exam room that could help them complete the exam. These include, but are not limited to:
 - i. dictionary/thesaurus/translation device/reference materials
 - ii. cell phone or smartwatch
 - iii. laptops/tablets/notebooks, etc.
 - iv. pens/pencils or papers of any kind
 - v. headphones/earbuds/ scarves/bulky jackets etc.
 - vi. cameras of any kind, including micro-cameras, earpieces, and third-party connections to anyone assisting them with an exam.
- j. the student does not delete Proctorio from the browser



IMPORTANT: To check computer hardware performance, please check your school's computer hardware and functionality using the steps listed below. A helpful tech tip document will also be sent to your campus separately that details all technical and storage components to ensure your student's exams are able to be conducted seamlessly without technical issues.

On a Windows PC:

1. Click Start and type "system information." Most of the details you need are on the first page in the System Summary node in the left-hand pane.
2. To see details about your video card, click "+ Components" to expand, then click "Display".
3. To check the camera, click Start and type "camera" into the search box at the bottom of the window. If it is fully functional, it will turn on and show on screen.
4. To test the upload speed of a computer, go to www.speedtest.net in a browser and click the **GO** button. Once the test is complete the upload and download speed of the computer will be shown.
5. To check RAM, click Start and type "Task Manager" in the search box. Click on the "Performance" tab at the top. It will show "Memory" and a number beside it.

[Download this information as a PDF here](#)



IMPORTANT: To check computer hardware performance, please check your school's computer hardware and functionality using the steps listed below. A helpful tech tip document will also be sent to your campus separately that details all technical and storage components to ensure your student's exams are able to be conducted seamlessly without technical issues.

On a Mac:

1. Click Apple icon in top left-hand corner of the screen. Click "About This Mac". Most of the details you need are in the System Report.
2. To check the RAM, select "Storage".
3. To check the camera and microphone: System Preferences > Security & Privacy > Privacy tab at top. Ensure access is turned on via a check mark, for Chrome / Proctorio.

[Download this information as a PDF here](#)



NOEL

NACC Online Examination Learning

NOEL - Homepage

Welcome to NACC

Welcome to the NACC Online Ordering System. Please log in with username and password provided.

[Click here for help](#) 

When you visit the NACC Online Examination Learning (NOEL) website, you will see the following page. Enter your username and password to begin.

Login to your account

Username:

Password:



Login



NOEL

NACC Online Examination Learning

NOEL - Dashboard

Dashboard

Current Orders

New Order

Order #	Exam	Date & Time *	Status	Estimated S**	Action
No current orders.					

*all times in EST

**plus tax

Past Orders

Order #	Exam	Date & Time *	Status	Invoiced Amount	Invoice #	Action
1	Practice Test	2015-05-08 2:15 PM	Cancelled			

*all times in EST

Once logged in, you will see your dashboard. You will be able to see current as well as past orders on this page.

Click on “New Order” to book a new exam.



NOEL

NACC Online Examination Learning

NOEL - Ordering a New Exam

Edit Order

Exam details

Select Exam ▼

Date

Start Time

End time

Estimated Subtotal: \$0

Student List

Please carefully read and verify all of the following information before checking each box to continue with processing the exam sessions:

IMPORTANT: ENSURE THAT YOU ARE BOOKING THE STUDENT INTO THE PROPER EXAM. THE EXAM NAME MUST ALIGN WITH THE PROGRAM NAME ON THE STUDENT'S CONTRACT.

- ☐ Ensure that each student's name is correctly entered (i.e. spelling, case, etc.). (Please note: An administrative fee of \$50 plus tax will apply to any subsequent corrections to a student's name.)
- ☐ Ensure that each student's personal email address is correctly entered. (Please note: An administrative fee of \$25 plus tax will apply to any subsequent corrections to a student's personal e-mail address.)
- ☐ By checking this box, you acknowledge that all three (3) of a student's exam attempts must be completed within a twelve (12) month period following the successful completion of their practicum.
- ☐ By checking this box, you acknowledge that all components of the student's program have been completed, making them eligible to write the NACC Final Exam.
- ☐ You confirm that the student has been provided a copy of and instructed to read the "Exam System Walk Through 2021 – STUDENTS" document to assist them to understand the technical requirements of the system.
- ☐ You confirm that if this is a third and final attempt of the exam that the student has received additional assistance to prepare for the exam.

First Name	Last Name	Email	Student ID (Optional)	Rewrite?	Meets Requirements? *
				☐	☐
				☐	☐

Cancel

Save

This is your order page. All information must be filled in to successfully order an exam.



NOEL

NACC Online Examination Learning

NOEL - Ordering a New Exam

First, select the type of exam you wish to order

Edit Order

Exam details

ECA - Childhood 2021 ▼

Date

Start Time

End time

Estimated Subtotal: \$0

Student List

Please carefully read and verify all of the following information before checking each box to continue with processing the exam sessions:

IMPORTANT: ENSURE THAT YOU ARE BOOKING THE STUDENT INTO THE PROPER EXAM. THE EXAM NAME MUST ALIGN WITH THE PROGRAM NAME ON THE STUDENT'S CONTRACT.

- ☐ Ensure that each student's name is correctly entered (i.e. spelling, case, etc.). (Please note: An administrative fee of \$50 plus tax will apply to any subsequent corrections to a student's name.)
- ☐ Ensure that each student's personal email address is correctly entered. (Please note: An administrative fee of \$25 plus tax will apply to any subsequent corrections to a student's personal e-mail address.)
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- ☐ By checking this box, you acknowledge that all components of the student's program have been completed, making them eligible to write the NACC Final Exam.
- ☐ You confirm that the student has been provided a copy of and instructed to read the "Exam System Walk Through 2021 – STUDENTS" document to assist them to understand the technical requirements of the system.
- ☐ You confirm that if this is a third and final attempt of the exam that the student has received additional assistance to prepare for the exam.

First Name	Last Name	Email	Student ID (Optional)	Rewrite?	Meets Requirements? *
				☐	☐
				☐	☐



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NACC Online Examination Learning

NOEL - Ordering a New Exam

Enter student name and email addresses, please ensure you have selected the correct exam, failure to do so will result in an administration charge billed to your campus.

Edit Order

Exam details

ECA - Childhood 2021

Date

Start Time

End time

Estimated Subtotal: \$0

Exam type



Date and time



Student List

Please carefully read and verify all of the following information before checking each box to continue with processing the exam sessions:

IMPORTANT: ENSURE THAT YOU ARE BOOKING THE STUDENT INTO THE PROPER EXAM. THE EXAM NAME MUST ALIGN WITH THE PROGRAM NAME ON THE STUDENT'S CONTRACT.

- ☐ Ensure that each student's name is correctly entered (i.e. spelling, case, etc.). (Please note: An administrative fee of \$50 plus tax will apply to any subsequent corrections to a student's name.)
- ☐ Ensure that each student's personal email address is correctly entered. (Please note: An administrative fee of \$25 plus tax will apply to any subsequent corrections to a student's personal e-mail address.)
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- ☐ By checking this box, you acknowledge that all components of the student's program have been completed, making them eligible to write the NACC Final Exam.
- ☐ You confirm that the student has been provided a copy of and instructed to read the "Exam System Walk Through 2021 – STUDENTS" document to assist them to understand the technical requirements of the system.
- ☐ You confirm that if this is a third and final attempt of the exam that the student has received additional assistance to prepare for the exam.



First Name	Last Name	Email	Student ID (Optional)	Rewrite?	Meets Requirements? *
				☐	☐
				☐	☐

If the student is rewriting the exam for a second or third time, this box must be checked

NOTE: exams are 2.5 hours in length but recommend that you **book the exam period for a four-hour period**. You could book an exam window for example, from 10:00 - 14:00. We strongly suggest booking longer than 2.5 hours so in the event a student is running late, they are not penalized. The exam session begins when your student logs into the system.



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NACC Online Examination Learning

NOEL - Ordering a New Exam

Dashboard

Once you have saved your exam, you will be brought back to your dashboard where you can review, edit or cancel your exam orders

Order saved.

Current Orders

New Order

Order #	Exam	Date & Time *	Status	Estimated Subtotal **	Action
98	Practice Test	2015-05-25 9:45 AM	Scheduled	\$0.00	Edit Cancel
99	PSW 14	2015-05-25 10:15 AM	Scheduled	\$220.00	Edit Cancel
100	Practice Test	2015-05-19 9:45 AM	Scheduled	\$0.00	Edit Cancel
101	PSW 14	2015-05-19 10:15 AM	Scheduled	\$165.00	Edit Cancel
102	Practice Test	2015-05-22 1:45 PM	Scheduled	\$0.00	Edit Cancel
103	PSW 14	2015-05-22 2:15 PM	Scheduled	\$165.00	Edit Cancel
125	Practice Test	2015-05-25 1:45 PM	Scheduled	\$0.00	Edit Cancel

*all times in EST

**plus tax

Past Orders

Order #	Exam	Date & Time *	Status	Invoiced Amount	Invoice #	Action
1	Practice Test	2015-05-08 2:15 PM	Cancelled			

You can edit your orders **up to 24 hours before** the date on which your exam is scheduled. **After that time, no revisions to the student list can be made.** Please have your student list confirmed by this time.

24 hours before your exam, the order will move to our live exam system. Your campus will then receive login codes and password via the exam portal email for each student.



NOEL – Locating Student’s Login Codes and Passwords

Dashboard

Current Orders

New Order

Order #	Exam	Date & Time *	Status	Estimated Subtotal **	Action
2	Practice Test	2015-05-11 12:45 PM	Confirmed	\$0.00	Student List
3	PSW 14	2015-05-19 9:15 AM	Scheduled	\$485.00	Edit Cancel

*all times in EST

**plus tax

Past Orders

Order #	Exam	Date & Time *	Status	Invoiced Amount	Invoice #	Action
1	Practice Test	2015-05-08 2:15 PM	Cancelled			

*all times in EST

24 hours before your exam, you can find your student login codes and passwords on this screen.

Also, your estimated cost for this exam.



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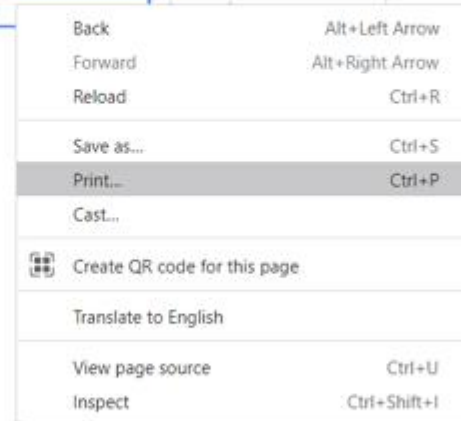
NACC Online Examination Learning

NOEL – Locating Student's Login Codes and Passwords

Exam Details

Student login codes and passwords

Name	Student ID	Email	Login	Password
test test	12345	test@test.com	103918	yrymunyq
aaa bbb	63254	aaa@test.com	103919	



Back

Right-click to print

Login codes and passwords will be different for practice exams and final exams. Please make sure you are using the **practice login** codes for practice exams and **final login** codes for final exams.

Students will log into the same web address for both practice and final exams: <http://noel.webpal.net/>



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Proctorio – Setting Students Up For Their Exam

Your student will see this screen once logged in

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NACC Online Examination Learning

Login

To begin and continue your exam please enter the User ID and Password which you were provided.

User ID

Password

[Login](#)

Welcome to NOEL [Help](#)

Welcome to the NACC On-Line Exam System.

Reminder: No electronics should be on or near your person. This includes, but is not limited to cell phones, tablets, translators, headsets or earbuds. No textbooks, notebooks or reference materials should be used for this exam. Make sure you are clearly visible with your head and shoulders showing in the video screen. Do not look around the room; focus on the computer screen only.

1. All the questions are in a multiple choice format with four options. Choose the best option as your answer. Make sure your choice has been marked prior to moving to the next question. There is only one correct answer for each question.
2. You may flag a question to return to it later if time permits.
3. To move to the next question, select the Next button.
4. Once you have completed the exam, you will be asked if you would like to return to the questions to modify your answer(s). Use the navigation drop-down menu on the left of the screen to move to the questions you have flagged. They will be indicated in red. Questions in green have been completed. Questions in gray have not been answered.
5. Once you are satisfied with your answers, choose the Finish button to submit your exam for marking. There will be a confirmation on the screen that your exam has been submitted.
6. There is a time clock on the screen so that you will know how much time you have left to complete and submit the exam. There is a "Quiz Tool" with a calculator if needed. Move your quiz tool to the lower right hand corner of your screen so you don't cover your "Submit" button.
7. The save button has been deactivated. Your answer will automatically be saved when you move to the next question.
8. You have 2.5 hours (150 minutes) to complete the examination. If you finish early, you may submit the exam at that time. The exam will automatically end when the time has expired and your responses will be submitted.
9. Do not log out of your exam.

NACC Exam Services.

Upon successful login, they will be taken to the Terms section in the next slide.



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Proctorio – Guiding Students Through Their Login

Information

You are currently logged in as *Test4* from *Test Institution (Test Location)*.

[-] Practice Test Exam

10 multiple choice questions to become acquainted with the online system
20 Minutes
1 Modules
10 Questions
7/10 (65.00%) to Pass

[Logout](#)

Terms and Conditions

Polices for use of the NOEL exam system.

Reminder: your exam will be recorded for quality assurance. The recording will be reviewed, if necessary, before a final grade is issued. Polices for use of the NOEL exam system.

1. The content of the exam is copyright material of the National Association of Career Colleges and may not be printed, copied, duplicated or stored in any way.
2. The user-name and password issued to students are for the sole purpose of administering the final examination and are not to be shared.
3. At no time is the student to access other web pages during the examination.
4. All communication devices, including cell phones, tablets, and translators are to be turned off prior to starting the examination.
5. No reference materials (i.e. textbooks) are to be using during the examination.
6. There is no talking during the examination or in the exam room if taking the examination at the college.
7. Invigilators, if taking the examination at the college, are not permitted to read the question or possible responses to the student.
8. If there is a technical problem with the computer, mouse or the exam web site, the student should inform the college immediately.

[I Agree](#)

Students will have to click on “I agree” button to accept the terms and proceed to further system setup.



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NACC Online Examination Learning

Proctorio – Guiding Students Through Their Login

Welcome to NOEL

[Help](#)

1. Follow all instructions carefully to enable the Proctorio application to be loaded onto your computer.
2. If these steps cannot be completed, you will need to schedule an exam at your College in order to complete the NACC final exam.

We want to assure you:

- No one will be watching you - the exam data is recorded and made available exclusively to NACC and no one else.
- Your information is completely safe - military-grade, zero-knowledge encryption ensures that your exam information is kept safe.
- No personal information is sold - the privacy design means there is nothing for us to sell to third parties. The system complies with GDPR, FERPA, and COPPA.

To Start the Installation process:

- Click the 'Get Proctorio' button below.
- Follow the instructions as indicated in the installation process.
- Once completed, you will be taken to the NACC page to begin your exam.

Good luck!
NACC Exam Services.

[Get Proctorio](#)



Students will have to click on “Get Proctorio” button to install the **updated chrome extension (version 127) or Microsoft Edge** and setup the system. Please follow the instructions on the Proctorio setup pages to finish the setup.



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Proctorio – Guiding Students Through Their Login

After installing the extension, click on the exam page where it will ask for few system checks, which are explained in the following pages.

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If not installed, please install the Proctorio extension by clicking the link [here](#)

 proctorio

Before you Begin

This exam will be proctored. Here are a few things to know before you begin.



We will tell you when we start and stop recording.



Your institution can access the data collected and will control who sees it.



Decisions are made by your exam admin, not us.

During initial system scan, it will detect any system issues and ask student to rectify them before proceeding.

E.g. multiple tabs opened or multiple display detected:

Proctorio d.o.o. complies with [GDPR, FERPA, and other regulations](#). Read our [Privacy Policy](#).
Your data will be securely stored in **Quebec City, Quebec** for 1 year before being deleted.



What's recorded during the exam
camera feed • audio • computer screen • websites visited • location • identity document



What's restricted during the exam
one monitor • full-screen mode • no new tabs • no clipboard • no printing • no downloads • no right-clicking • cache cleared



24/7 support available during the exam Click the Proctorio browser extension icon to chat with an agent within seconds.

Accessibility options:
[Enable high visibility mode.](#)
[Learn more about Proctorio's approach to Accessibility.](#)

User action required before you continue. Please do the following:

Close all other browser tabs and windows. (11 tabs and 1 window still open). [click here](#) to do this for me.

Multiple display screens detected. Please disable all but **one** monitor. [Need help?](#)

You need to complete the required user actions explained above before you can continue.

[Continue](#)

Click on the “Fix errors to continue” button to auto close the open tabs etc.



NOEL

NACC Online Examination Learning

Proctorio – Guiding Students Through Their Login

Here are the steps for setting up Proctorio:

Proctorio d.o.o. complies with [GDPR](#), [FERPA](#), and other regulations. Read our [Privacy Policy](#).
Your data will be securely stored in **Quebec City, Quebec** for 1 year before being deleted.



What's recorded during the exam

audio • computer screen • websites visited • location • identity document



What's restricted during the exam

no exam re-entry • full-screen mode • no new tabs • no clipboard • no printing • no downloads • no right-clicking • cache cleared



24/7 support available during the exam

Click the Proctorio browser extension icon to chat with an agent within seconds.

Accessibility options:

[Enable high visibility mode.](#)

[Learn more about Proctorio's approach to Accessibility.](#)

Your exam hasn't started yet! First, we need to set up your system.

Start exam pre-checks

1. Click on the “Start exam pre-checks” button to proceed.

System Diagnostics Test

The system diagnostics test will only take a moment



Webcam



Microphone



Connection



Desktop

2. Automatically perform System Diagnostics Test to check webcam, microphone, internet connection and desktop



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Proctorio – Guiding Students Through Their Login

Identification Card

Show a photo ID to the camera within the area indicated. This will be used to validate your identity. If this is unsuccessful a link will appear. Simply click the link to manually scan a photo of your ID.



[Having trouble?](#)
[Don't see yourself above?](#)

△ Flip Horizontally?

|| Proctorio is sharing your screen. [Stop sharing](#) [Hide](#)



Show your photo ID to before the camera to scan. A reminder that the proctor **MUST** show proper identification at the start of question 1 on the exam.



Webcam Image Test

To verify your webcam is working correctly, please make sure your face is well lit, centered, and clearly visible.



[Don't see yourself above?](#)

[Begin camera test >](#)



After ID verification, it will do a camera test



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NACC Online Examination Learning

Proctorio – Guiding Students Through Their Login

By clicking "I agree" I represent and warrant that I, Test4-103914, am the person whose name is associated with the login used in this assessment system. I further certify that I am the person whose name appears on the identification presented and that said identification is legible in the image shown. I understand the prohibited actions and code of conduct as described in the applicable policy of this Institution. If over the age of 18, I acknowledge that I have read and agree to the [Terms of Service](#), and to the [Privacy Policy](#). If under the age of 18, I understand that when my parent or legal guardian provided consent to the Institution for my access to the Services, they consented to the same terms and privacy policy. If I or my parent or legal guardian have any questions, we will contact Proctorio before clicking "I agree" or otherwise using the Services. If I am under 18, I understand that my parent must sign the agreement below and that by signing, my parent or legal guardian is providing express consent to access the Services, which includes the collection of my information as described in the privacy policy. Sign the agreement below to begin the exam.

Sign with keyboard

SIGN HERE

Test

Clear

Test4-103914

Accept

After ID verification and webcam test, it takes to the Proctorio Terms and Privacy agreement screen, where student can put their signature or type in their names (using Sign with keyboard option).

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Welcome to NOEL Exam [Help](#)

Great! You are now in Proctored Exam.

Please click on the exam button below when ready.

Exam

After signing, Proctorio setup is complete and takes you to the proctored exam page on NACC site, where you can click on the “Exam” button when ready.



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Proctorio – Guiding Students Through Their Login

Overview

You are currently logged in as *Test4* from *Test Institution (Test Location)*.

20 Min Remain

Answered 0 of 10 (0%)

Jump To Question
Grey = No Answer, * = Flagged
Q. 1 ▾

[+] Practice Test Exam

[Smaller Font](#) | [Larger Font](#)

[Logout](#)

**Quiz Tools**
100%


Collapse



Question 1 of 10 (1/10 in Module)

[Help](#)

Module: Practice Test

1. Occupational Health and Safety legislation is the responsibility of the _____ government.

- ☐ federal
- ☐ municipal
- ☐ provincial/territorial
- ☐ all of the above

[Clear](#) [Flag](#) [Next >](#) 

Proctor to show identification on camera and confirm the number of students here.

Students can click on “Next” button to go to next question. They also can come back to the previous questions by hitting “Back” button as the exam continues.

This is the actual exam page, where students will be provided Quiz Tools like calculator, whiteboard etc.

Once submit the exam, student will be automatically logged out of the system and exam will be marked as completed.

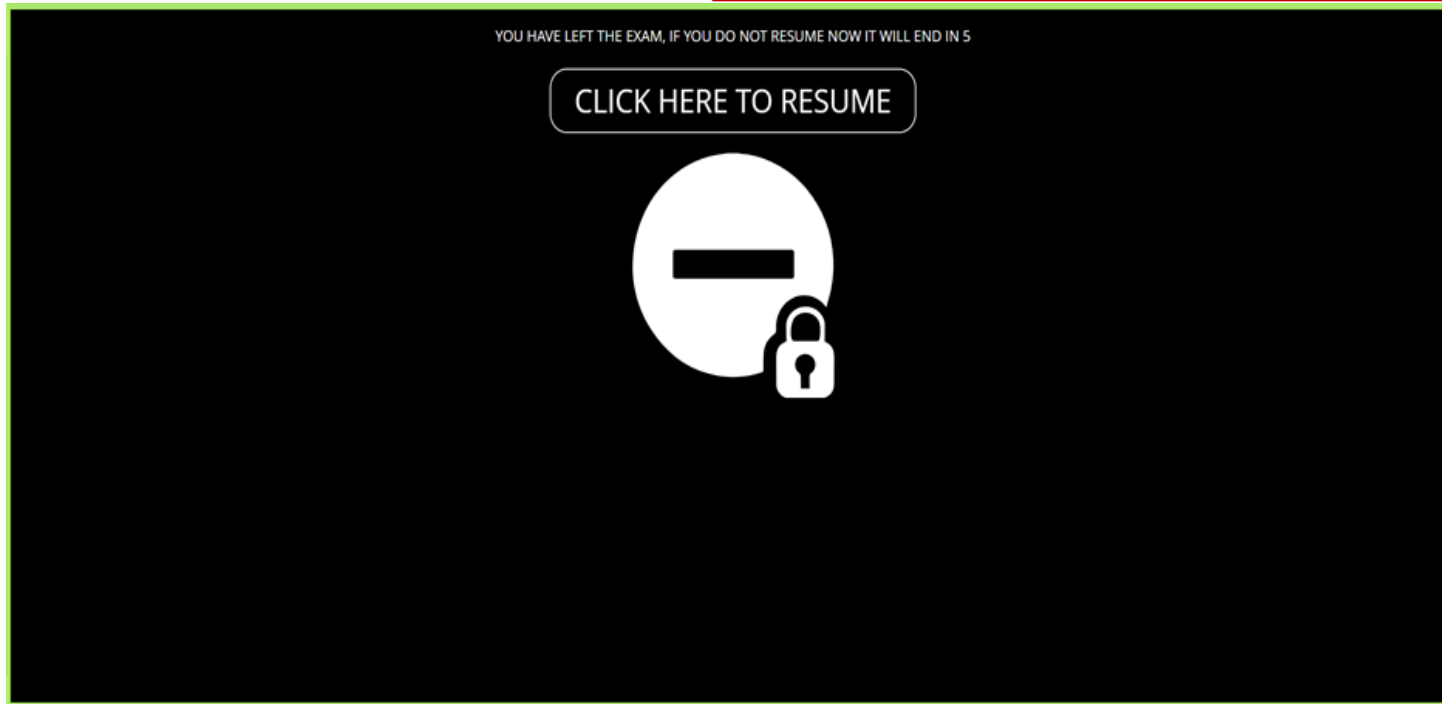


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Proctorio – Guiding Students Through Their Login

If students navigate away from the exam screen during their test, they will be shown the following screen to resume to the test within few seconds. Otherwise, they will be kicked out from the test. If the time has not expired or the student has not hit submit, the proctor can log the student back in immediately.





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NOEL - Proctorio

We want to assure you:

- No one will be watching your students - the exam data is recorded and made available exclusively to NACC, and no one else
- All information is completely safe - military-grade, zero-knowledge encryption ensures that your exam information is kept safe
- **Proctors must remind students** of the NACC Exam protocols which include, no headphones, earbuds, smart watches, phones, writing materials, micro-cameras, earpieces or third party connected assisting and that students must remain visible in the camera view and not to look around the room or away from their computer screens, to avoid a “Lack of Academic Integrity” (LAI) ruling from NACC Exam Invigilators.
- Your proctor should remain in the exam room at all times to mitigate LAI risk.





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NACC Online Examination Learning

NOEL – Invoicing and Exam Results

Once your exam window has closed, an invoice will be created and sent electronically sent to your financial contact by email. Your campus Finance Officer will be able to use our secure online payment system (QuickBooks) to pay the invoice by Visa or Mastercard by simply following the instructions in the email.

Or, you can log into your portal to view and pay your invoice there.

Once the invoice has been paid, your results will be available to view, print or copy and paste into an Excel spreadsheet from the online ordering system.

Please see the next slide for where to locate these options.



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NACC Online Examination Learning

NOEL – Invoicing and Exam Results

Dashboard

Current Orders

[New Order](#)

Order #	Exam	Date & Time *	Status	Estimated Subtotal **	Action
No current orders.					

*all times in EST

**plus tax

Past Orders

Order #	Exam	Date & Time *	Status	Invoiced Amount	Invoice #	Action
1	Practice Test	2015-05-08 2:15 PM	Cancelled			
17	ECA	2015-05-25 10:45 AM	Cancelled			
110	PSW 14	2015-05-24 12:45 PM	Completed		15-0129	Pay
107	PSW 14	2015-05-19 12:45 PM	Paid	\$310.75	15-0049	Results
108	PSW 14	2015-05-22 12:45 PM	Paid	\$310.75	15-0113	Results
109	PSW 14	2015-05-23 12:45 PM	Paid	\$1,107.40	15-0127	Results
110	PSW 14	2015-05-24 12:45 PM	Completed		15-0129	Pay

*all times in EST

You can login to your portal to pay your invoices and see your exam results

Step 1: pay

Step 2: see results



Students

Name	Student ID	Answered	Correct	Average	Pass/Fail
Seby Joseph		200	166	83	Pass
Gladys Galimba		200	170	85	Pass
Renju Krishna Pillai		200	175	88	Pass
Vasanthi Devi					
Arlene Quibot		200	172	86	Pass
Faith Marie		200	165	83	Pass
Densing					

[Back](#)

This is your results page. You can right click and print this page for your records, or copy and paste into an excel spreadsheet



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NACC Online Examination Learning

NOEL – Invoicing and Exam Results

It is our sincere hope that this tutorial will make it easier to order and monitor upcoming exams. NACC takes great pride in being your educational partner. Please let me know if you have any questions or need any clarification or assistance. The NACC representatives mentioned in this document are always here to help or walk you through any issues.

You can reach me directly at 1-343-302-5633 or by email at jconnery@nacc.com

James Connery

Campus Support Manager

National Association of Career Colleges