Standardized Testing

Student Support Document
Welcome to the examYARD.com online exams delivery platform.

Since 2008 we have been delivering exam content online for our Member institutions. Since its inception this website has delivered over 11,000 online exams!

This website provides two essential services:
1. Student Assessment Tool (the exam)
2. Exam Analytics

Student Assessment Tool
The exam platform will deliver exam content to you, the student and then deliver up instant results.

Exam Analytics
The exam platform provides some comprehensive exam analytics allowing your institution to develop institutional norms for self evaluation against national norms. (How do you perform against your peers, and how does your institution perform against other institutions?)

The exam platform also enables the institution to measure learning outcomes. Both norming and outcomes measurement are a critical part of your institutions self-assessment .. a key part of its accreditation requirements.
The examYARD.com platform is created using the HTML5 standard. This requires that your web browser be updated to the most current version. (The HTML standard was adopted in 1990. HTML5 replaces HTML4 which was adopted in 1997.)

Not all browsers are created equally. For more information about how YOUR browser compares to other browsers and to find out if your web browser is HTML 5 compliant please visit:

http://html5test.com/ and select the “Other Browsers” tab
As a student, someone who is NOT an administrator, you will create your account, or if returning, sign in to your account by selecting the “Student Account” icon.

Do not select the “Institution Account” button if you are not an Administrator.

If you are an existing user (either you or your exam administrator has already created an account, then please select “Existing User”

If you have never been to this website before, and you have not had an account created for you by your exam administrator, then select “New User”

NEW USERS - start the process by entering in your email address and your password.

Follow the instructions as you navigate the next few pages.

RETURNING USERS - welcome back. Authenticate to your users account by entering in your email address and your password.

USER NOT FOUND or FORGOT PASSWORD? No problem. Click the forgot login information and it will be emailed to you IMMEDIATELY.
Creating a New Account

**STEP 1**

![Welcome - Let's Create A New User Account](image)

If you get this message then an account already exists with this email address. Goto the login page and click forgot my password to have the password emailed to you.

**STEP 2**

PLEASE take your time on STEP 2 and make sure that you enter in your correct name. If you don’t give your institution your correct name, then they don’t know who you are.

**PROFILE INFORMATION**

Name | Rev. | first name | middle name | last name | Suffix
--- | --- | --- | --- | --- | ---
Title

I am visiting this website as requested by my school or another organization
I am visiting this website so that I can complete an exam for personal reasons.

Continue

**STEP 3** (if you selected the first check box)

If you selected the first checkbox indicating that you were visiting the examYARD website by specific request of your institution for an evaluation exam. PLEASE take your time on STEP 3 and ensure that you select YOUR institution. Adding yourself to the wrong one means that you will be unable to take your exam while the school contacts us to fix your mistake.

**ORGANIZATION INFORMATION**

Name

Continue

www.examYARD.com
# The Tool Bar

<table>
<thead>
<tr>
<th>Your Institution</th>
<th>Your Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>examYARD</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Profile</th>
<th>Edit your profile information (address, phone etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>Review your exam history. View exam results.</td>
</tr>
<tr>
<td>PrepExams</td>
<td>Review and Purchase from our list of prep-exams (exams for personal use)</td>
</tr>
<tr>
<td>Exam</td>
<td>Launch an exam</td>
</tr>
<tr>
<td>Student Support</td>
<td>This is where you can get help information.</td>
</tr>
</tbody>
</table>
Take a **FRESH NEW LOOK** at online exams

**My Profile**

- **Name**: Miss Jane
- **Email**: jane.smith@email.com
- **Password**: **** ****

[Update Profile]
If there is no "End Time" posted then you have not yet fully submitted this exam to the system.

Once an “End Time” has been posted you can review your exam outcomes by clicking (view) from under the Results heading.

Download a detailed pdf that outlines the results of your exam.
Once you have purchased the exam license, this section will update to provide you the exam key that you will enter from the "The Exam" tab.
Each exam in the system has an assigned “Exam Key.”

Your exam administrator / proctor should provide you with the “Exam Key” for the exam you are to be participating in.

To begin the exam the student simply has to enter in the assigned “Exam Key” into the field and select continue.
[A] - When you answer a question PLEASE wait for the “YES” to appear to confirm that the system has accepted your answer.

[B] - Exam navigation bar. Use this tool to navigate from one question to the next question.

[C] - Once you have completed your exam PLEASE submit the final results to the system by clicking on the “Submit Exam” text.

Do not navigate using your browsers back icon or your keyboards Backspace key.