1. CREATE AN ONLINE TEST SESSION

NOTE: PROCTOR MUST BE A REGISTERED VGI PROCTOR, HAVE A PASSWORD, AND BE SETUP FOR ONLINE TESTING.

1st   Go to www.vgitraining.com

2nd   Click on "EPA Section 608".

3rd   Click on "Proctors".

4th   Click on "Login for approved VGI EPA Section 608 Proctors". Login using your registered proctor number and password.

5th   Click on "Proctor an Online EPA Section 608 Test".

6th   Click on "Open a New Test Session".

7th   Fill out the Test Session information. Click on the "Create Session" button.
Note: Please write down your Session ID number and Proctor Verify Code.

8th   At this point of the registration, you may either select the "Single Computer Option" or the "Group Option". The "Single Computer Option" allows the technician to take the test at the computer you are currently using. The "Group Option" is the type of session most proctors will be offering.

9th   When all students are ready to begin testing, hand out the instruction sheet.
Note: If you chose the "Single Computer Option", the technician will begin with instruction #6.

Online Testing

2. TAKE AN ONLINE TEST (TECHNICIAN HANDOUT)

Proctor Identification Number: __|__|__ - __|__ - __|__|__|__ - __|__|__|__

<div align="center">Proctor Number   TO Number</div>

Session ID Number: __|__|__|__|__

1st Go to www.vgitraining.com.

2nd Click on "EPA Section 608".

3rd Click on "Candidates".

4th Click on "Take a Section 608 Test Online".

5th Login using my Proctor I.D. number and Session I.D. number from above. You may "Start a New Test" or "Continue Interrupted Test".

6th Enter your registration information and the technician types you are seeking as a result of today's testing. If you have prior scores and/or authorize the release of your results, please check the appropriate box(es). Click on "Continue to next page" button. *Note: If you do not have prior scores, please go to instruction #8.*

7th If you have prior scores, please raise your hand and ask for assistance. I need to verify your scores by entering my Verify Code. Click on "Continue to next page" button.

8th Please verify your registration information and the sections you are testing for today. If you agree with the information, click on the "Yes" button. If you disagree, please click on the "No" button.

9th Please read the Instructions carefully. When I tell you to "Start the Test", you will be taken to your home page for this testing session. You may access this home page at any time by clicking on the "My Testing Home Page" section. IMPORTANT: DO NOT START UNTIL INSTRUCTED TO DO SO.

10th When you are finished testing, please click on the "Grade Test" button. Please be sure that you are completely finished before you click on the "Grade Test" button.

Online Testing

3. CLOSE AN ONLINE TEST SESSION

NOTE: PROCTOR MUST BE A REGISTERED VGI PROCTOR, HAVE A PASSWORD, AND BE SETUP FOR ONLINE TESTING.

1st Once all students have finished testing, you must close your test session. Please do not close a test session until ALL students have graded their exams or the time has expired. The results of this session will not be mailed until this function is completed. Also, the closing of your test session allows the billing process to be completed.

2nd Go to www.vgitraining.com

3rd Click on "EPA Section 608".

4th Click on "Proctors".

5th Click on "Login for approved VGI EPA Section 608 Proctors". Login using your registered proctor number and password.

6th Click on "Proctor an Online EPA Section 608 Test".

7th Click on "Close a Test Session".

8th Click on "Close Session".

Online Testing

4. CHECK STATUS OF AN ONLINE TEST SESSION

NOTE: PROCTOR MUST BE A REGISTERED VGI PROCTOR, HAVE A PASSWORD, AND BE SETUP FOR ONLINE TESTING.

1ˢᵗ Go to www.vgitraining.com

2ⁿᵈ Click on "EPA Section 608".

3ʳᵈ Click on "Proctors".

4ᵗʰ Click on "Login for approved VGI EPA Section 608 Proctors". Login using your registered proctor number and password.

5ᵗʰ Click on "Check the processing status/results of my completed Module 0200 test groups?"

6ᵗʰ Select a "Session ID Number".

7ᵗʰ The detailed information for this session will appear. This information will include the Date Received, Date Processed, and Date Mailed. If the results of this session are older than three business days and the Date Processed and Date Mailed fields are empty, please see Proctor Instructions for Closing an Online Test Session.

8ᵗʰ To see additional information, you may select Candidate Roster, Candidate Grade Report, Session Summary Report, or Session Breakdown Report.

Online Testing