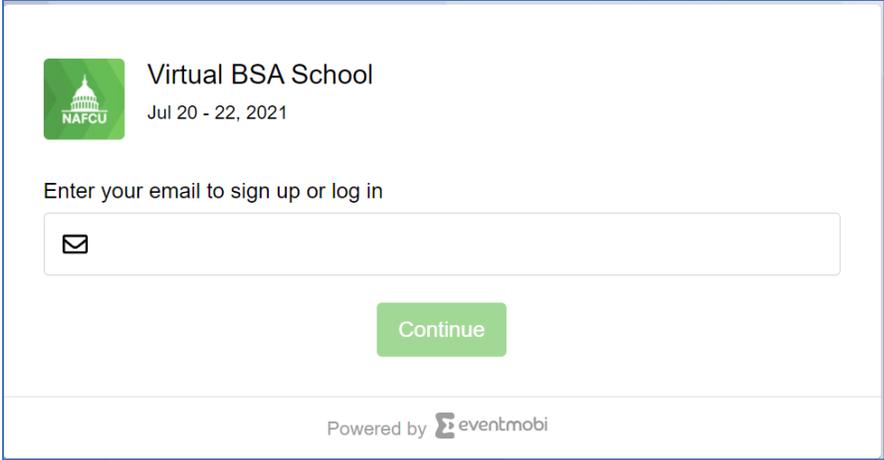


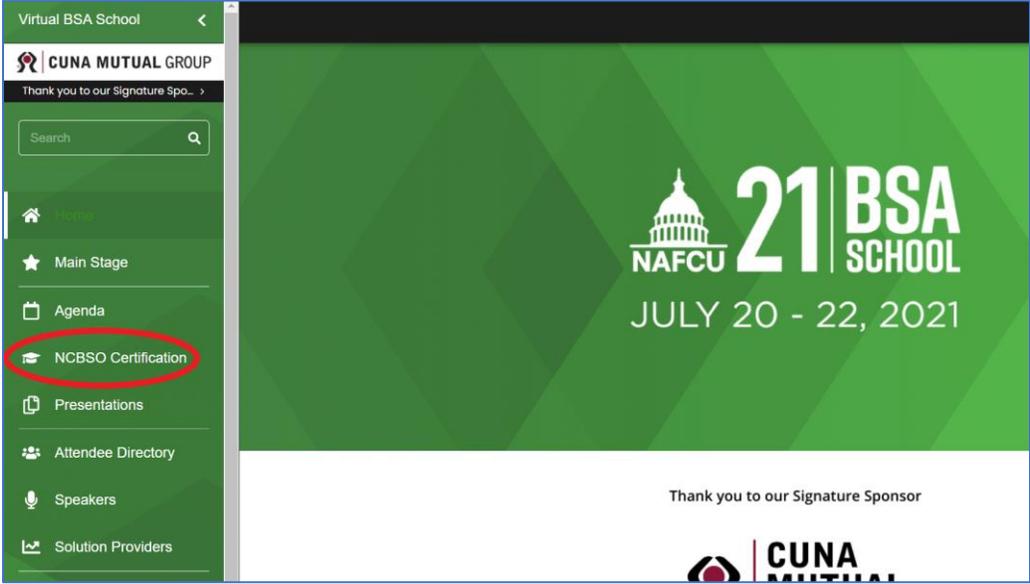
Exam Access Instructions

Getting to the NCBSO Exam

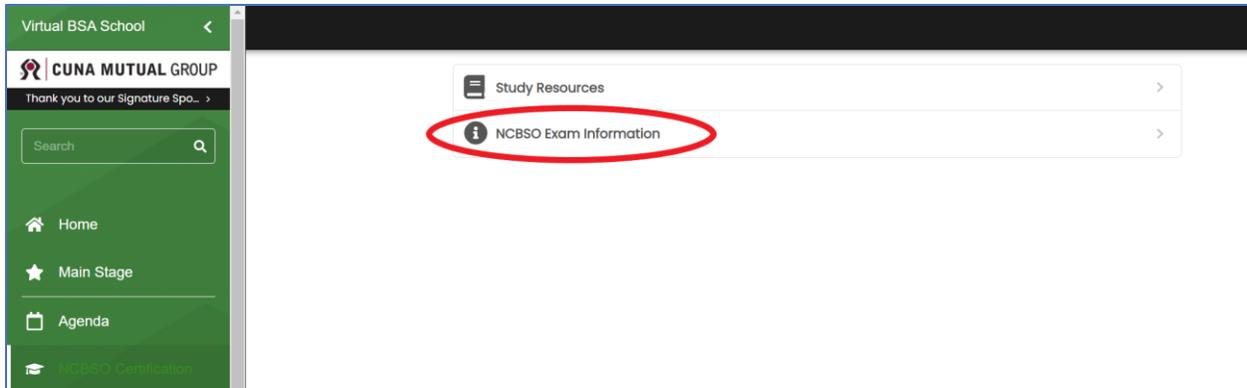
- The exam is located in the [Event Platform](#). You will need to log in with email address used to register for School.
- Having difficulty accessing the Event Platform? Please call or email NAFCU Member Service Center at (800) 344-5580 or Info@nafcu.org.



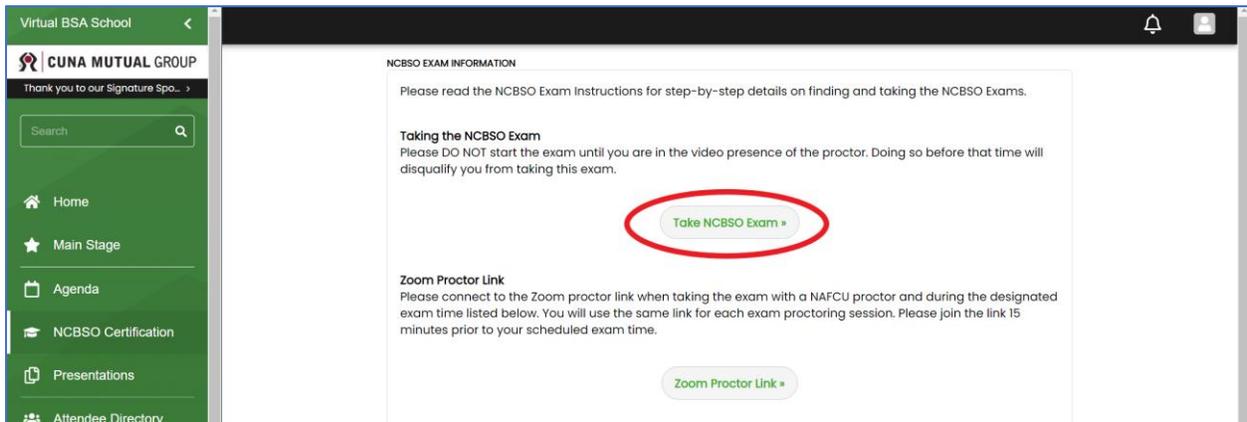
- Once logged into the Event Platform, navigate to the main navigation window located in the upper left of the screen.
- Choose the **NCBSO Certification** option in the list



- Click on **NCBSO Exam Information**

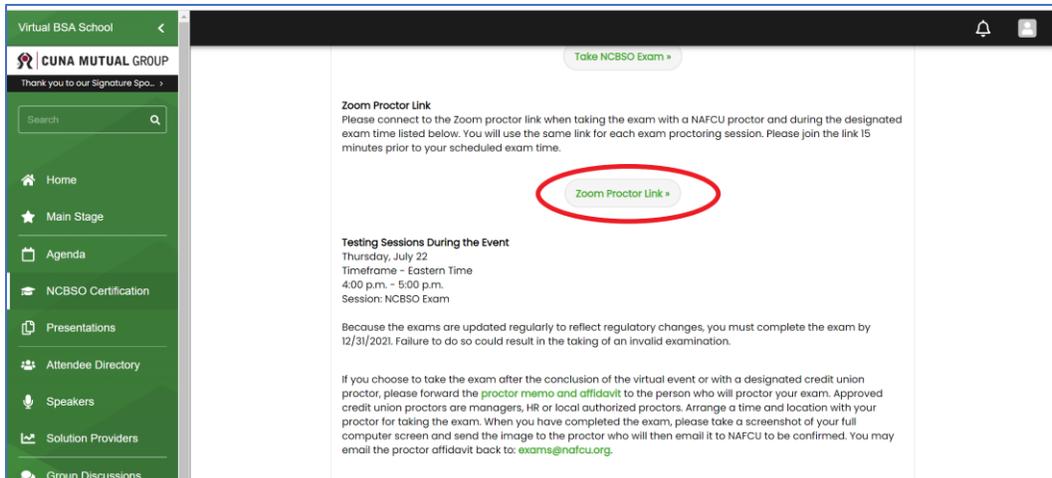


- Before clicking on the **Take NCBSO Exam** option, be sure to have your proctor ready. Your proctor will instruct you when to begin the exam.

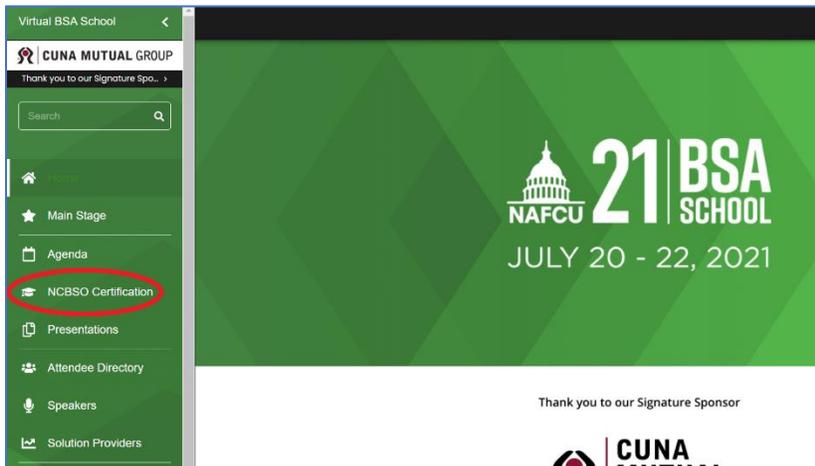


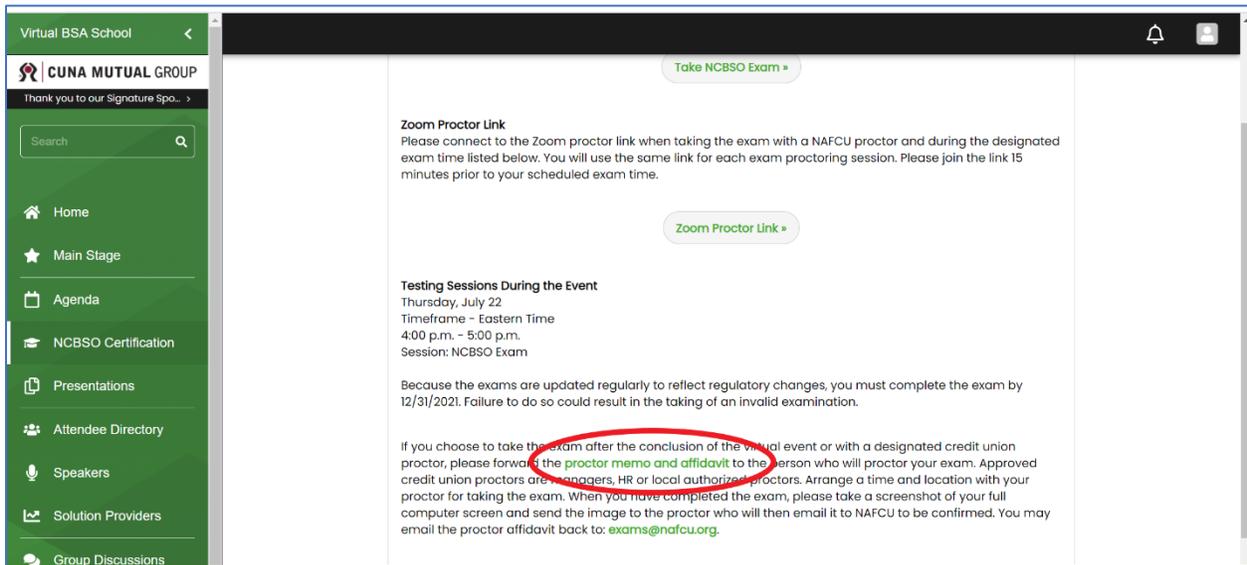
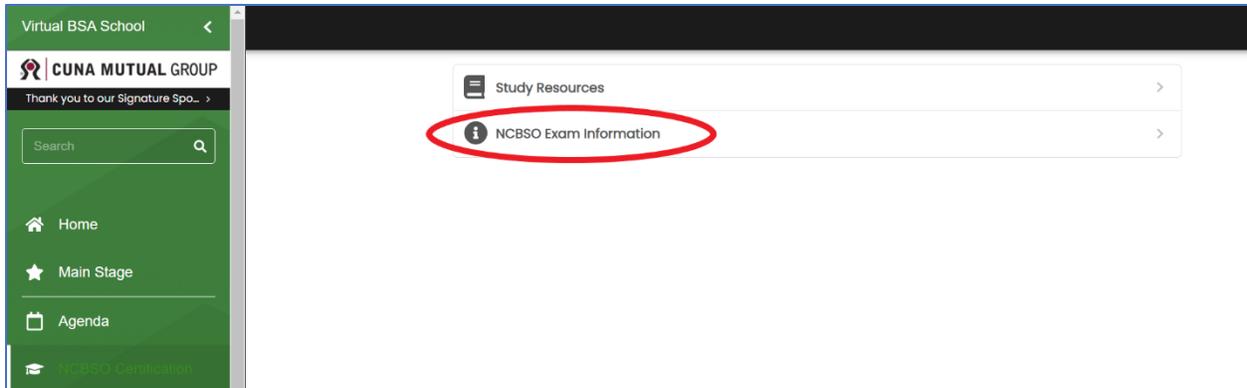
Live Proctor

- If you are testing with a NAFCU proctor during the event, access the **Zoom Proctor Link** from the agenda or directly from the **NCBSO Certification** section. This is the same page where you will access the exam.
- During the event, you may click on the Zoom Proctor Link up to 15 minutes prior to the designated exam time. If you join more than 15 minutes before the exam time, you will be placed into the Zoom waiting room until the Zoom session opens.



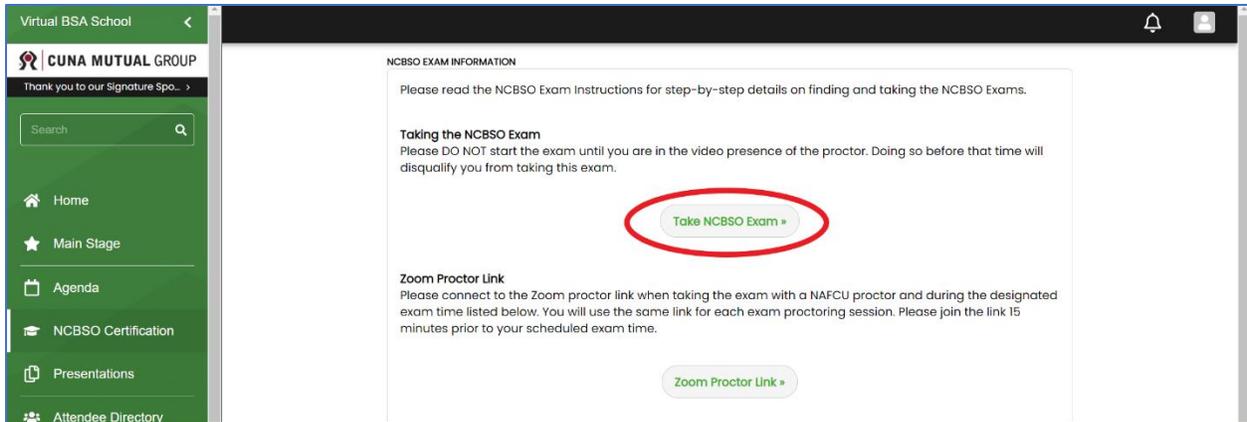
- If you are testing with your own proctor and not a NAFCU proctor, you will need to email your proctor the **NAFCU Proctor Memo and Affidavit form** found on the Event Platform. The Instructions and Affidavit are under the [NCBSO Certification](#) section on Event Platform.
- Schedule an in-person session or video conferencing session such as Zoom with your proctor. The Zoom Proctor Link located on the Event Platform will no longer be available for use after the conclusion of the event.





Reading the Instructions

- Now that you are connected with your proctor and ready to begin the exam. There are a series of instructions and rules that will be important to know prior to beginning your exam.
- Please **wait** on this page as your proctor reads through **ALL** the instructions to you aloud.
- **Do not select Take NCBSO Exam** until your Proctor tells you to do so.
- When your proctor tells you to – you may click **Take NCBSO Exam** and begin your exam.



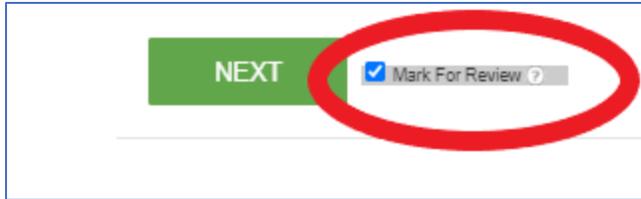
Taking the NCBSO Exam

- Once your proctor is secured and you are instructed to begin the exam, complete your first and last name, email, title, and credit union then click on the Start button. Once you click on the Start button the exam and 60 minute timer will begin.

You may receive a pop-up indicating the exam will open in a new window. Click OK.

A screenshot of the 'NCBSO Exam' start screen. At the top left, it says 'NCBSO Exam' and '50 Questions'. At the top right, it says '60 Minutes'. Below this is a warning: 'DO NOT start this exam until you are instructed to do so by your proctor.' The form contains the following fields: 'Name' with sub-fields for 'First Name' and 'Last Name'; 'Email' with the placeholder 'someone@example.com'; 'Title:' with an empty text box; and 'Credit Union:' with an empty text box. At the bottom left is a green 'START' button. At the bottom right is the logo for 'ProProfs Create a Quiz'.

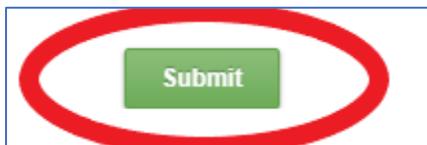
- During the exam, you may check the **Mark For Review** button at the bottom of the screen before clicking on the Next button to submit your answer. This will add the question to a list for review prior to completing the exam.



- You may also use this option to skip a question and answer it later, choose the Mark For Review option then the Next button. This will add the question to the end of the exam for you to review and answer.
- If you reach the Review Answers & Make Final Submission page and would like to review additional questions that you did not Mark for Review, click on the Review Other Questions From this Quiz option at the bottom of the page. You may need to click on the + button to view the additional questions and scroll down.

[Review other questions from this quiz](#)

- When ready, Submit your exam.



- At the conclusion of the exam, you will be prompted with your score. Here you will be reminded to take a screenshot of your entire computer screen and email it to your proctor. Your proctor will include this screenshot when submitting the proctor affidavit to exams@nafcu.org. If you are taking the examination in the presence of a NAFCU proctor, simply send the screenshot to the exams@nafcu.org mailbox. You will also find your result of pass/fail located at the bottom of the screen.

Name	Jennifer Beylard	Score	100 / 100 Points (100%)
Correct Answers	50	Incorrect Answers	0
Email	jbeylard@nafcu.org	Passing Grade	76 %
Time Taken	44 mins 37 secs		
Your Result			
	Pass		