Scheduling an NAAEI exam with Meazure Learning Live Remote Proctoring (LRP)

Note:

During this process, you will receive the following two automatically generated emails. You will not need the information in these emails to schedule your exam, but you will need it to take the exam, so please retain these two emails until after you have completed the exam.

- Notice to Schedule NAAEI Exam from candidatesupport@meazurelearning.com
- NAAEI SCHEDULING CONFIRMATION NOTICE (Admission Ticket) from candidatesupport@meazurelearning.com

1. Candidate receives Measure Learning exam eligibility code from NAAEI or affiliate staff.
2. Please go to https://assessments.meazurelearning.com/tds_v5/asp/NAAEI_scheduling.asp to schedule your exam. You will see the following screen:
3. Input your NAA ID and the exam eligibility code you received into the appropriate fields above. Click “Submit”.

4. The next screen (pictured below) will ask you to review/edit/confirm your demographic information. Review your demographic information and make any necessary corrections.

It is very important that your email address and name are listed correctly on this screen. Please schedule your exam under your full legal name as it appears on your government-issued ID. When you sign in to take your exam, you will need to present a government-issued photo ID to the proctor for confirmation.

Welcome to the NAAEI Online Scheduling system!

5. At the bottom of the page, select the radio button “Test with Measure Learning: Live Online Proctoring (LOP) or Test Center” to test via live online proctoring (LOP) or at a Measure Learning testing facility. Then, click “Submit Form.”

Site Type Selection
Choose carefully! This cannot be revised after clicking the Submit Form button.

If you plan to test at a NAA affiliate location, please contact the testing location before scheduling your exam to confirm that there is space available.

○ NAAEI Affiliated Associations Availability
(For Classroom Students Only, Please choose only the affiliate location where your course was offered.)

Venue Location Exam Time
APARTMENT ASSN OF GREATER LOS ANGELES LOS ANGELES, CA 02/23/2021 11:00 AM

PERMIAN BASIN APARTMENT ASSOCIATION MIDLAND, TX 11/30/2022 10:00 AM

○ Test with Measure Learning: Live Online Proctoring (LOP) or Test Center

Submit Form
6. Click “OK” on the pop-up message pictured below:

![Assessment Message](image)

7. Carefully review the examination admission requirements. Scroll down to the end of the displayed document, check the checkbox next to “I attest”, then click “Continue”.

![Examination Document](image)
8. At this point you can choose if you prefer to test at a Measure Learning testing center, or via Live Remote Proctoring (LRP). If you wish to test at a Measure Learning testing center, clicking that option will redirect you to Measure Learning’s scheduling portal so that you can choose a date/time/location. If you prefer to test via Live Remote Proctoring, make this selection now.

9. You will see the screen displayed below. If you are testing via LRP, you can now test your computer to be sure its specifications will allow for the LRP option.

When you click on “Examination Delivery Requirements”, it will initiate the process of verification that the computer you are using is suitable for the testing purposes.

However, if you are scheduling your exam on a computer DIFFERENT from the one you will be testing on, you may bypass this process for now, and continue straight to the scheduling
process. You will be given another opportunity to verify your computer’s suitability immediately prior to the exam.

To avoid any delays in your testing, we strongly recommend that you schedule your test using the same computer which will be used for testing.

You have a choice between a live remote proctoring exam and an exam administered at a testing center.

10. A new tab will open in your browser. Click on “click here to test now”
11. You will see the following screen. Scroll down to make sure that all components have status “Passed” indicated.

12. If all components feature a “Passed” status, close the “PASS” browser tab (thick blue arrow). You will return to the “Measure Learning Registration” tab (thin blue arrow).

13. In the “Measure Learning Registration” tab, now click on “Live Remote Proctor Requirements.”
14. A new tab will open, and you will see different items that you may bring into your testing session.

If any aspect of your computer is found to be unacceptable for testing, you will need to find another workstation or computer for the testing purposes.
15. After you have tested both system requirements, you can now click on the red button “Schedule/Take Exam.”

16. You have a choice between a live remote proctoring exam and an exam administered at a testing center.

Before scheduling a live remote proctoring exam, please make sure that you test your system for both of the following system requirements:

- **Examination Delivery Requirements** (This check is not needed for AAPC exams)
- **Live Remote Proctor Requirements**

You will see the following screen. Answer the question. Then, click “submit.”

Are you an EU citizen and/or a current EU resident?

- Yes
- No

Submit
17. Check the textbox and click “accept terms.”

18. Here, you can test your computer again. You can also schedule your LRP exam. Click accordingly.

19. Pick the date and time of your exam. Please choose carefully, and note the AM/PM toggle. When done, click “submit.”
20. When you've found your exam time, click “schedule”

Please click "Schedule" to confirm your time: **3:10PM CET**

3:20PM CET
Wednesday, December 7, 2022
19 days from now

Certified Apartment Supplier (CAS) - (Measure Learning Site or LRP)
21. Your exam is now scheduled. You will see the message below.

![Reservation complete.

Your order was successful!](image)

<table>
<thead>
<tr>
<th>Session</th>
<th>Institution</th>
<th>Date &amp; Time</th>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Apartment Supplier (CAS) - (Measure Learning Site or LRP)</td>
<td>PASS - NAAEI National Apartment Association Education Institute</td>
<td>12/07/2022 3:10PM CET</td>
<td>Live+</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total $0.00

Reschedule My Sessions

22. Following the scheduling, you should receive an email with the subject line NAAEI SCHEDULING CONFIRMATION NOTICE (Admission Ticket) from candidatesupport@meazurelearning.com. This email contains your exam appointment ID and the link to begin your exam. Please be sure to have this email readily available right before your test. Refer to this email and the instructions for taking your LRP exam when you are ready to do so.

For technical support with the Measure Learning platform, please contact Meazure Learning’s Candidate Services team at candidatesupport@meazurelearning.com or by phone at 919-572-6880, available M-F 8:30 am-5:30 pm and Saturday 8:30 am-4:00 pm Eastern Time.