

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 Meazure 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:



NAAEI Online Scheduling System

Please provide the following information prior to entering the online scheduling system.

NAA ID:

Eligibility Code:

- Input your NAA ID and the exam eligibility code you received into the appropriate fields above. Click "Submit".
- 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!

Title:(NR) Ms. Mrs. Mr. Dr.

First: _____ Last: _____

Address: _____

Address 2: _____

Country: State/Province:

City: _____ Postal Code: _____

E-mail: _____

Home Phone: _____ Work Phone: _____ (NR)

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

Site Type Selection

Choose carefully! This can not 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.)

<u>Venue</u>	<u>Location</u>	<u>Exam Time</u>
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

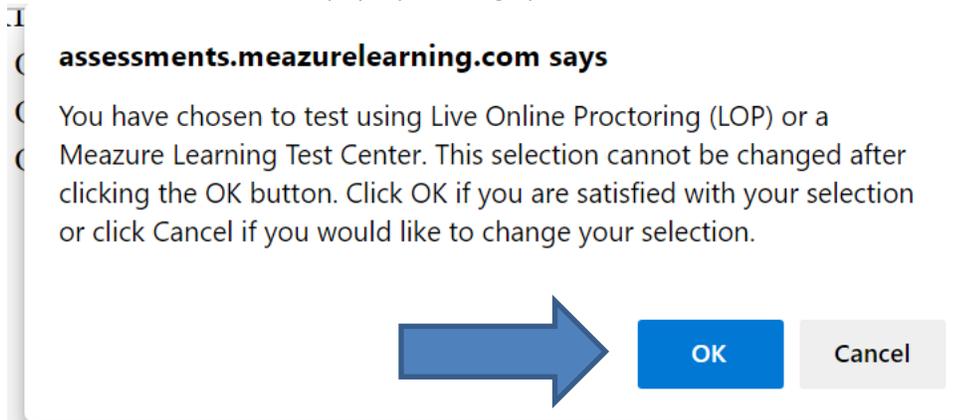


Test with Meazure Learning: Live Online Proctoring (LOP) or Test Center

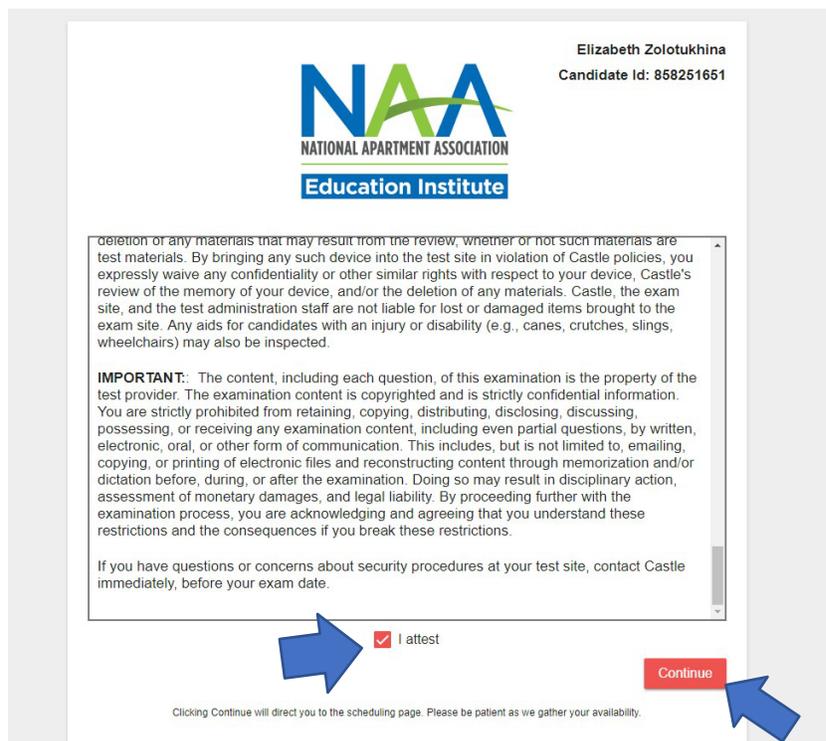
Submit Form



6. Click "OK" on the pop-up message pictured below:



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".



- At this point you can choose if you prefer to test at a Meazure Learning testing center, or via Live Remote Proctoring (LRP). If you wish to test at a Meazure Learning testing center, clicking that option will redirect you to Meazure 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.

Elizabeth Zolotukhina
Candidate Id: 858251651

NAA
NATIONAL APARTMENT ASSOCIATION
Education Institute

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

Schedule Live Remote Proctoring Exam

Schedule At Testing Center

[Contact Meazure Learning](#)

- 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.

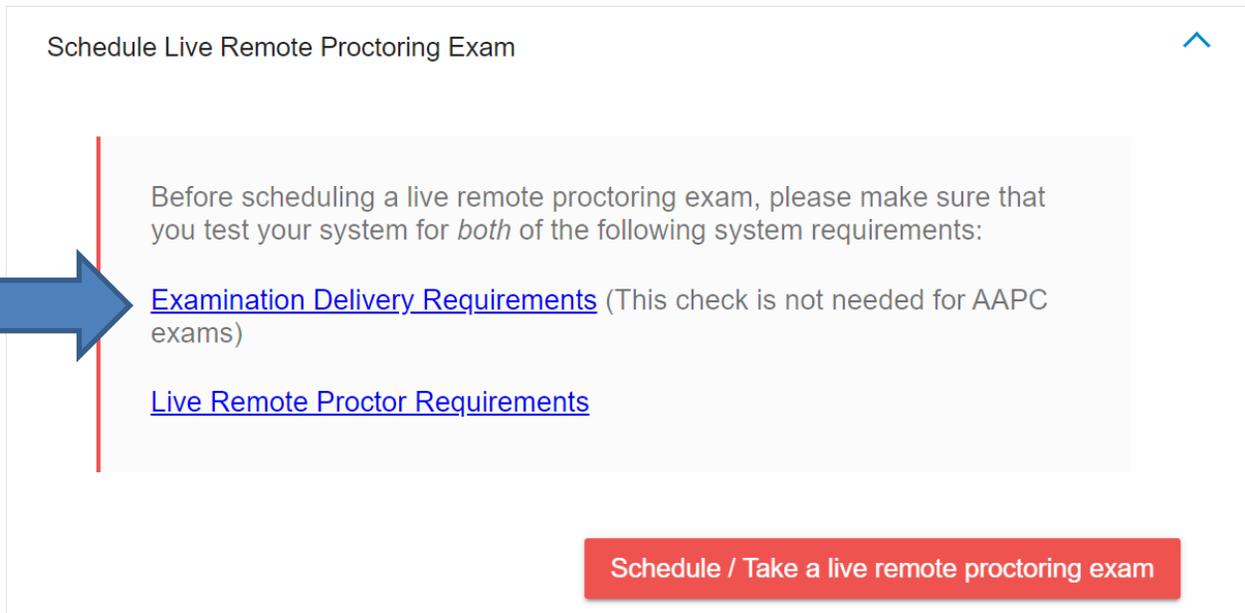
When you click on “Examination Delivery Requirements”, it will initiate the process of verification that the computer you are using is suitable for the testing purposes.

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.



Schedule Live Remote Proctoring Exam ^

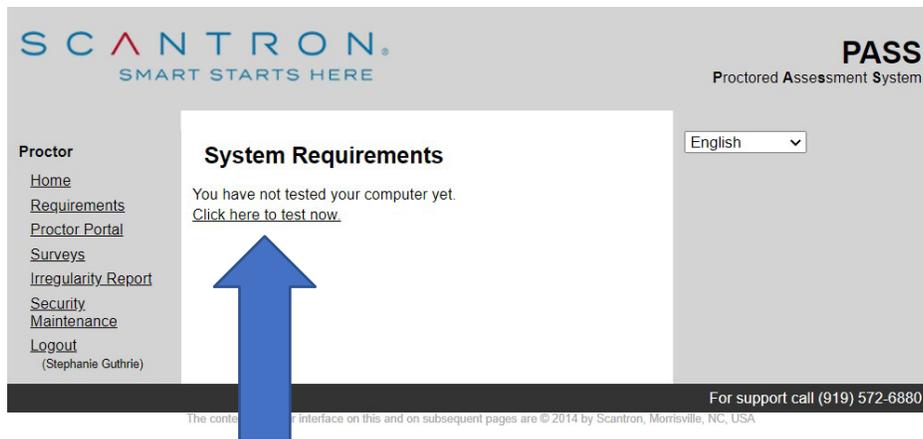
Before scheduling a live remote proctoring exam, please make sure that you test your system for *both* of the following system requirements:

[Examination Delivery Requirements](#) (This check is not needed for AAPC exams)

[Live Remote Proctor Requirements](#)

[Schedule / Take a live remote proctoring exam](#)

10. A new tab will open in your browser. Click on “click here to test now”



SCANTRON.
SMART STARTS HERE

PASS
Proctored Assessment System

English

Proctor
Home
[Requirements](#)
[Proctor Portal](#)
[Surveys](#)
[Irregularity Report](#)
[Security](#)
[Maintenance](#)
[Logout](#)
(Stephanie Guthrie)

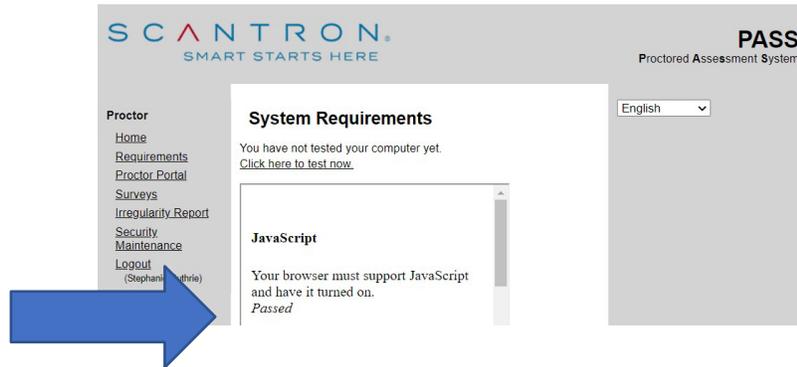
System Requirements

You have not tested your computer yet.
[Click here to test now.](#)

For support call (919) 572-6880

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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 "Meazure Learning Registration" tab (thin blue arrow).



13. In the "Meazure Learning Registration" tab, now click on "Live Remote Proctor Requirements."

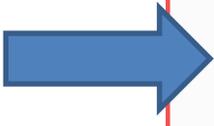
Schedule Live Remote Proctoring Exam



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](#)



Schedule / Take a live remote proctoring exam

14. A new tab will open, and you will see different items that you may bring into your testing session.



[Contact Support Team](#)

ProctorU > Test-Taker > Test It Out Articles

Test It Out Articles

Follow

This section is for test-takers using the test it out page within their ProctorU account.

What is allowed in the exam room for my in person proctored session?

CPU/RAM

Bandwidth

Operating Systems

Supported Browsers

Internet Quality

Microphone

Webcam

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.”

Elizabeth Zolotukhina
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[Examination Delivery Requirements](#) (This check is not needed for AAPC exams)

[Live Remote Proctor Requirements](#)

Schedule / Take a live remote proctoring exam

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

Please answer the following question to continue.

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

Yes No

Submit

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

Please accept the Terms of Service before continuing. ✕

Terms & Conditions

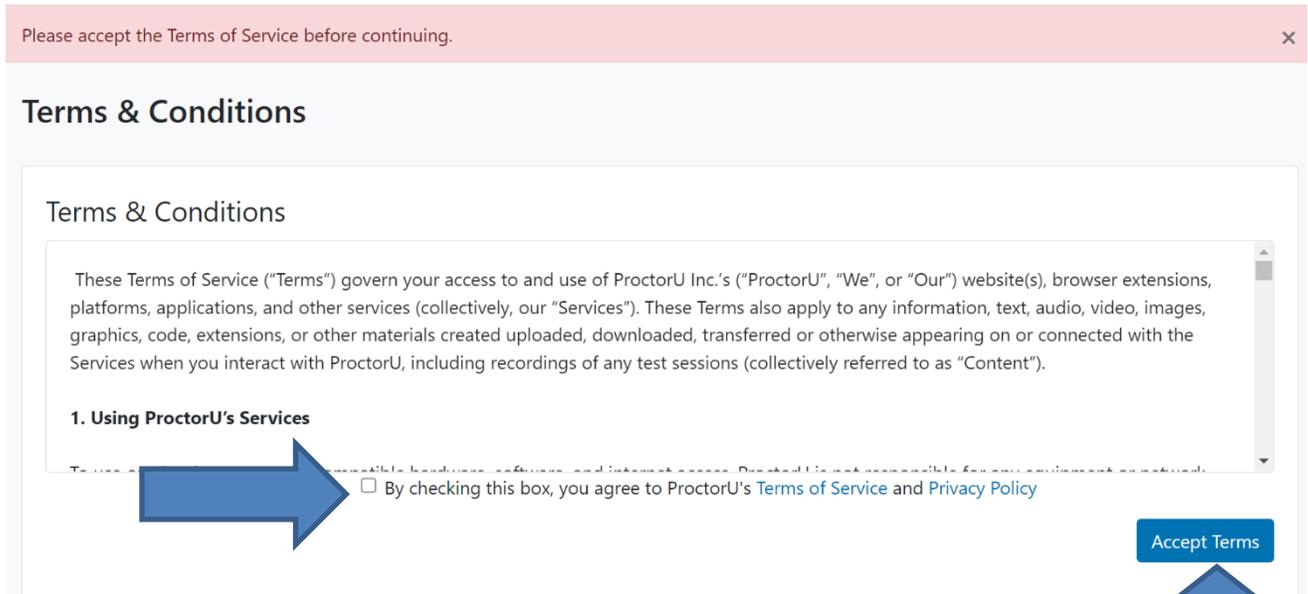
Terms & Conditions

These Terms of Service (“Terms”) govern your access to and use of ProctorU Inc.’s (“ProctorU”, “We”, or “Our”) website(s), browser extensions, platforms, applications, and other services (collectively, our “Services”). These Terms also apply to any information, text, audio, video, images, graphics, code, extensions, or other materials created uploaded, downloaded, transferred or otherwise appearing on or connected with the Services when you interact with ProctorU, including recordings of any test sessions (collectively referred to as “Content”).

1. Using ProctorU’s Services

By checking this box, you agree to ProctorU’s [Terms of Service](#) and [Privacy Policy](#)

[Accept Terms](#)



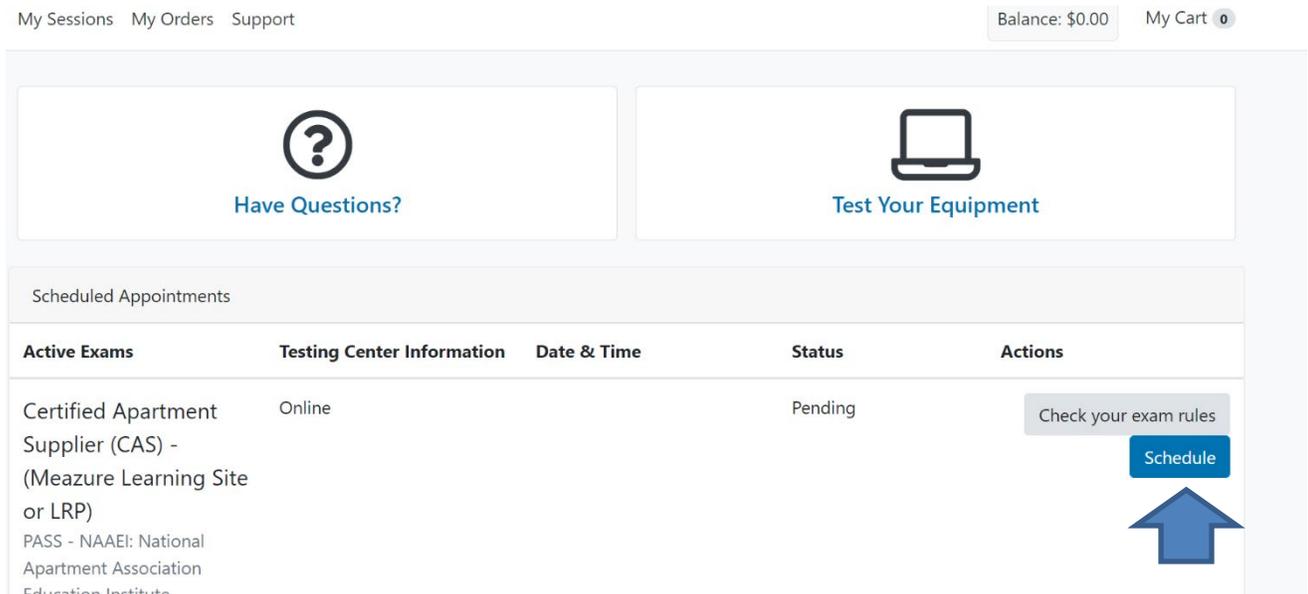
18. Here, you can test your computer again. You can also schedule your LRP exam. Click accordingly.

[My Sessions](#) [My Orders](#) [Support](#) Balance: \$0.00 My Cart 0

[Have Questions?](#) [Test Your Equipment](#)

Scheduled Appointments

Active Exams	Testing Center Information	Date & Time	Status	Actions
Certified Apartment Supplier (CAS) - (Meazure Learning Site or LRP) PASS - NAAEI: National Apartment Association Education Institute	Online		Pending	Check your exam rules Schedule



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

Select a Date

← November 2022 →

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Select a Time

^ ^

02 : 00 PM

∨ ∨

Submit

Please select a date and time on the left. Once you have selected a date and time, please click Submit.

20. When you've found your exam time, click "schedule"

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

 **SCHEDULE** [Cancel](#)

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

Certified Apartment Supplier (CAS) - (Meazure Learning Site or LRP)

SELECT

Earliest Available Times Next Available Times

21. Your exam is now scheduled. You will see the message below.

Reservation complete. ×

Your order was successful! Print Receipt My Sessions

Session	Institution	Date & Time	Type	Price
Certified Apartment Supplier (CAS) - (Meazure Learning Site or LRP)	PASS - NAAEI: National Apartment Association Education Institute	12/07/2022 3:10PM CET	Live+	\$0.00
Total				\$0.00

Reschedule My Sessions

Payment Information
Payment Method
Credit on Account

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 Meazure 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.