

## Scheduling an NAAEI exam at a Scantron Testing Center

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@scantron.com](mailto:candidatesupport@scantron.com) and;
- **National Apartment Association Education Institute – Scheduling Confirmation Notice** from [candidatesupport@scantron.com](mailto:candidatesupport@scantron.com)

1. Candidate receives Scantron exam eligibility code from NAAEI or affiliate staff.
2. Go to [https://www.castleworldwide.com/tds\\_v5/asp/naaei\\_scheduling.asp](https://www.castleworldwide.com/tds_v5/asp/naaei_scheduling.asp) to schedule your exam. You will see the following screen:



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### NAAEI Online Scheduling System

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

NAA ID:

Eligibility Code:

3. 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 is correct. 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.**

**NAA**  
NATIONAL APARTMENT ASSOCIATION  
**Education Institute**

**Welcome to the NAAEI Online Scheduling system!**

Title:(NR) ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr.

First: TEST Last: CAM

Address: STREET

Address 2: STREET 2

City: CITY State/Province: North Carolina

Postal Code: 27560 Country: US

E-mail: rshearin@castleworldwide.com

Home Phone: 919-572-6880 Work Phone:(NR) 919-572-6880

- At the bottom of the page, select the radio button “Test with Scantron: Live Online Proctoring (LOP) or Test Center”. Then, click “Submit Form.”

SAN ANTONIO APARTMENT ASSOCIATION	SAN ANTONIO, TX	07/08/2020 09:00 AM
SAN ANTONIO APARTMENT ASSOCIATION	SAN ANTONIO, TX	07/15/2020 09:00 AM
SAN ANTONIO APARTMENT ASSOCIATION	SAN ANTONIO, TX	07/21/2020 09:00 AM
SAN ANTONIO APARTMENT ASSOCIATION	SAN ANTONIO, TX	07/29/2020 09:00 AM

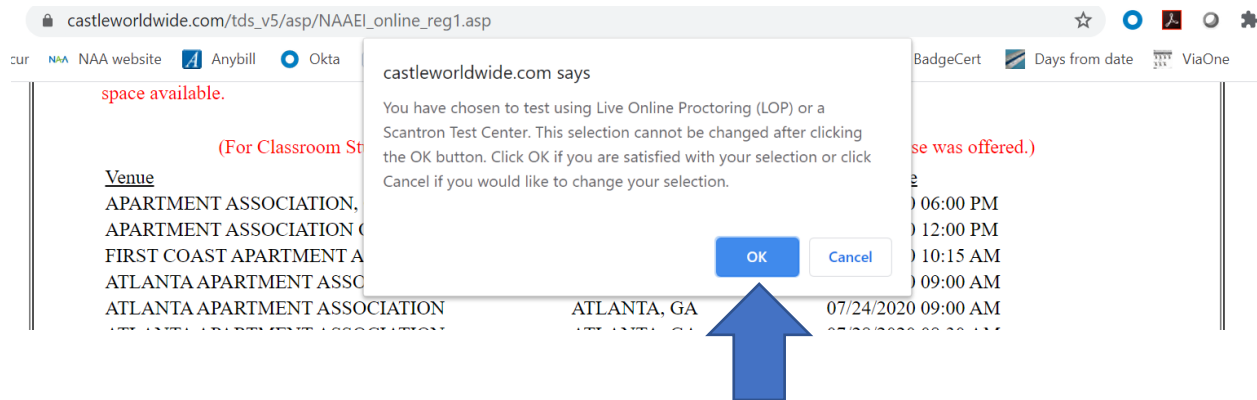


☒ Test with Scantron: Live Online Proctoring (LOP) or Test Center

Submit Form



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



7. Carefully review the demographic information, and complete all required fields, marked with an asterisk (\*), then click “Continue”.

Verify that the first name and last name you used when registering exactly match the first name and last name on the government-issued ID(s) you will present on test day.

Name  
YELIZAVETA ZOLOTUKHINA  
Please contact Scantron to update your name.

Street Address \*  
4300 WILSON BLVD STE 400

Time Zone \*  
Amsterdam (+01:00)

Street Address 2

Email Address \*  
ezolotukhina@naahq.org

Country \*  
US

Home Phone \*  
703-797-0605

State/Province \*  
Virginia

Work Phone

City \*  
ARLINGTON

Cell Phone

Postal Code \*  
22203-4168

Continue

8. Carefully review the examination admission requirements. Select the checkbox next to “I attest”. Then, click “Continue”.

The screenshot shows a web browser window with the URL [scantronassessment.com/registration/app/#/attestation](https://scantronassessment.com/registration/app/#/attestation). The page contains a text box with the following information:

Scantron's review of the memory of your device, and/or the deletion of any materials. Scantron, the exam site, and the test administration staff are not liable for lost or damaged items brought to the exam site. Any aids for candidates with an injury or disability (e.g., canes, crutches, slings, wheelchairs) may also be inspected.

**IMPORTANT::** The content, including each question, of this examination is the property of the test provider. The examination content is copyrighted and is strictly confidential information. You are strictly prohibited from retaining, copying, distributing, disclosing, discussing, possessing, or receiving any examination content, including even partial questions, by written, electronic, oral, or other form of communication. This includes, but is not limited to, emailing, copying, or printing of electronic files and reconstructing content through memorization and/or dictation before, during, or after the examination. Doing so may result in disciplinary action, assessment of monetary damages, and legal liability. By proceeding further with the examination process, you are acknowledging and agreeing that you understand these restrictions and the consequences if you break these restrictions.

If you have questions or concerns about security procedures at your test site, contact Scantron immediately, before your exam date.

Below the text box, there is a checkbox labeled "I attest" which is checked. A blue arrow points to this checkbox. To the right of the checkbox is a red "Continue" button, also indicated by a blue arrow. At the bottom of the page, a note states: "Clicking Continue will direct you to the scheduling page. Please be patient as we gather your availability."

9. Click on the arrow next to the “Schedule at Testing Center” option.


The screenshot shows a web browser window with the URL [scantronassessment.com/registration/app/#/proctor?hasOption=true](https://scantronassessment.com/registration/app/#/proctor?hasOption=true). The page has a blue header with the text "to the NAAEI Online Exam Registration System" and a "Logout" link. The main content area features the NAAEI logo (National Apartment Association Education Institute) and the candidate's name "YELIZAVETA ZOLOTUKHINA" with "Candidate Id: 858251651".

Below this information, there is a text box stating: "You have a choice between a live online proctoring exam and an exam administered at a testing center." Below this text box are two options, each in a white box with a blue arrow on the right:

- Schedule Live Online Proctoring Exam
- Schedule At Testing Center

A blue arrow points to the "Schedule At Testing Center" option. At the bottom right of the page, there is a link that says "Contact Scantron".

10. A red button called “Schedule at Testing Center” will appear. Click on it.




YELIZAVETA  
ZOLOTUKHINA

Candidate Id: 858251651

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

Schedule Live Online Proctoring Exam

Schedule At Testing Center



Schedule at a testing center

11. You will see the following screen. Follow steps 1-4 below. Then, click “Submit”. **Note: there is a \$50 fee for canceling or rescheduling an exam at a Scantron testing center.**

scantronassessment.com/registration/asp/online\_reg2.asp

NAA websiteAnybillOktaiSolvedSalesforceWorkbenchNAAEI Online Sche...BadgeCertDays from dateViaOne

**Exam Scheduling Instructions**

Step 1 - Enter the date range that you'd like to search.  
Step 2 - Select the desired country and state(s) (US only) below if not already selected.  
Step 3 - Click the "Get Locations" button. The page will reload.  
Step 4 - Select your site and date from the "Testing Site and Date" drop-down menus.

Dates between: 7/17/2020 (mm/dd/yyyy) and 7/22/2020 (mm/dd/yyyy)

Country: US

State/Province 1: CA

State/Province 2: CA

Get Locations

**Testing Site and Date**

Location: \*Please select a location

Address:

Date/Time: \*Please select a location first

[View Google Map](#)

[Zip Code search](#)


Your eligibility ends on 07/07/2021

Please Note: These tools are informational only. Scantron assumes no responsibility for any loss or delay resulting from such use.

**Reasonable Accommodations**

If you require reasonable administration conditions in accordance with appropriate legislative standards (e.g., Americans with Disability Act, EU Employment Equality Directive, Law on the Rights of Persons with Disabilities), please contact Scantron at (919) 572-6880.

Once you click submit, you will not be able to change your scheduled exam appointment without paying a cancellation/rescheduling fee.



Submit

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12. You will see the following confirmation screen.



**YELIZAVETA ZOLOTUKHINA**  
Candidate Id: 858251651

Thank you for your registration request.

A confirmation notice will be emailed to the address that you provided. Please be certain to retain the confirmation notice and bring it with you to your examination.

If you have scheduled a computer-based exam and have not received your confirmation notice within 24 hours of scheduling, please contact Scantron at 1-800-655-4845 or [candidatesupport@scantron.com](mailto:candidatesupport@scantron.com).

[Log in again](#) to view information about your registration request.

**For technical problems related to the Scantron testing platform, please contact Scantron directly at (919) 572-6880 during their normal business hours, 8:30 AM – 5:30 PM ET, Monday through Friday.**