



Career and Technical Education Skill Certificate Program

A User's Guide for Students

Introduction

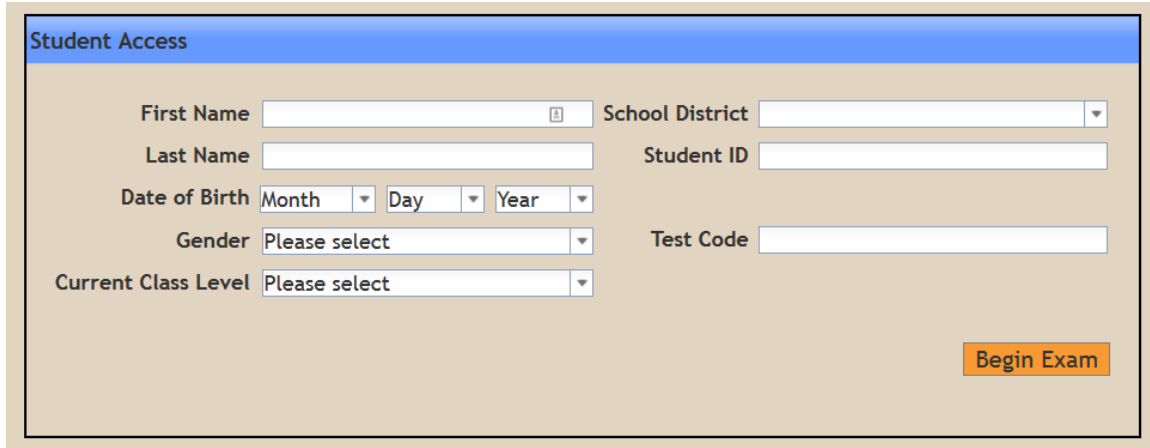
This is a "getting started" guide for students. **Please read these instructions carefully!** Students are authenticated when they log in to take an exam. If students need to retrieve their account information, or, if you have any questions about using the system, please contact *Precision Exams* at: **801-653-9356**, or e-mail us at: support@precisionexams.com

Steps:

1. Go to <http://www.precisionexams.com/usoe>
2. Select, **Student Login**.

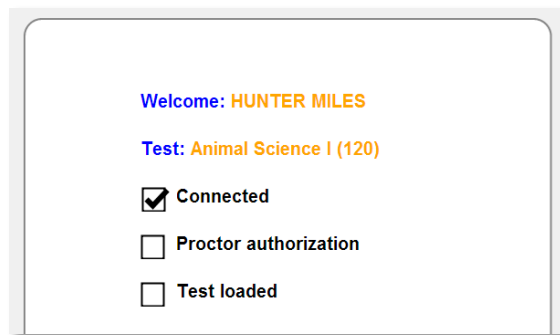
A screenshot of the Utah State Office of Education website. The header features the Utah State Office of Education logo and the Precision Exams logo. Below the header is a navigation menu with options: Home, Teacher & Administrator Registration, Administrator Login, Teacher Login, Student Login, and Teacher Training. A red arrow points to the "Student Login" option. The main content area displays "Utah CTE Skill Certificate & General Financial Literacy Exam Administration Site" and includes support options for email and phone contact, along with two small images of students.

3. Provide the following information
 - First Name
 - Last Name
 - Date of Birth
 - Gender
 - Current Class Level
 - School District
 - Student ID
 - Test Code (Provided by the teacher)



The screenshot shows a web form titled "Student Access" with a blue header. The form contains several input fields: "First Name" (text box), "Last Name" (text box), "Date of Birth" (Month, Day, and Year dropdowns), "Gender" (dropdown menu with "Please select"), "Current Class Level" (dropdown menu with "Please select"), "School District" (dropdown menu), "Student ID" (text box), and "Test Code" (text box). An orange "Begin Exam" button is located at the bottom right of the form.

4. Click, **Begin Exam**
5. If the information you provided matches your student record with the State, you will be directed to the exam



The screenshot shows a confirmation screen with the following text: "Welcome: HUNTER MILES" in blue, "Test: Animal Science I (120)" in blue, and three checkboxes: "Connected" (checked), "Proctor authorization" (unchecked), and "Test loaded" (unchecked).


6. If the information you provided does not match your student data with the State, then you will be prompted with the following screen. This screen shows you the information you entered, and gives you the opportunity to edit that information.

Student Access

Unable to authenticate your information

Based on information you provided, we were unable to locate a matching student record.

Please double check your information.

 Make sure to enter your name as it appears on official school records

[Edit Student Information](#)

Either edit your login information and try again, or ask Proctor for assistance.

Information Entered

First Name:	Tyler
Last Name:	Rodeback
Date of Birth:	08/09/1996
Gender:	M
Current Class Level:	Senior
School District:	AAA Testing District
Student ID:	12346789
Test Code:	WUZQRHAG

[Proctor Assistance](#)

7. You can click on **Edit Student Information** if you notice something that needs to be changed.
 - Please remember that the data must match **EXACTLY** what is on file with the State, this means you must enter your name exactly as it appears on your official student record,
8. If you have double checked all information has been entered correctly, you can ask your Proctor/Teacher for assistance.
9. Once you are connected to an exam, a welcome screen appears, indicating that you are connected to the server.

Welcome: TEST STUDENT

Test: Woodworking (520)

Connected

Proctor authorization

Test loaded

10. Remain at the welcome screen until the teacher “authorizes” the test (this may take several minutes). When this happens, the “Proctor authorization” and “Test loaded” boxes automatically update (a checkmark will appear in each box indicating that the student is ready to take the test).

Welcome: **TEST STUDENT**

Test: **Woodworking (520)**

- Connected
- Proctor authorization
- Test loaded

Start Test

11. Select **Start Test**, and begin the exam.

12. To navigate through the exam, use the “**Previous**” or “**Next**” buttons, or use the Navigation Pane (indicated below).

The screenshot shows the Precision Exams interface. At the top left, there are navigation buttons for "Prev" and "Next", and the current question is labeled "Question #1". A "flag this question" button is located next to the question number. The question text is: "Charging more for a product than what it produce is called _____." Below the question are four radio button options: "fishing", "hunting", "profit", and "skiing".

On the right side, the interface displays the "PRECISION exams" logo, the user's name "Name: TEST STUDENT", and the test name "Test: Sample Business Program (001Pre)". A "Hide Time Remaining" button is shown next to a timer displaying "01:26:35". Below the timer are buttons for "All", "Unanswered", "Flagged", and "Answered". There are also buttons for "Show Text" and "Show Standards". A navigation pane at the bottom of the right sidebar shows question numbers 01 through 10, with 01 highlighted in orange.

Three callout boxes provide instructions: 1) A callout pointing to the "flag this question" button says "Flag a question to review or answer later". 2) A callout pointing to the question numbers in the navigation pane says "Jump to a question by clicking on the question #". 3) A callout pointing to the "Submit Test" button at the bottom right says "Click Submit Test to finish".