

American Society of Agronomy and Soil Science Society of America

Certification Programs Examinee Handbook



ASA

American Society of Agronomy



CERTIFIED
CROP ADVISER



Certified Professional
Soil Scientist



SSSA

Soil Science Society of America

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INTRODUCTION

The Certification Programs of the American Society of Agronomy (ASA) and the Soil Science Society of America (SSSA) are the benchmarks of professionalism. It follows, therefore, that certification is the standard by which professionals are judged. The purpose of a certification program is to protect the public and the profession. It is a voluntary professional enhancement to a person's career credentials. Employers prefer to work with certified professionals because they have demonstrated the commitment, education, expertise, and experience to make a difference in a client's business. The agronomy and soil science credentialing program's professional standards are widely respected by industry, academia, and government and are referenced in statutes, policies and guidelines in many states.

This document provides pertinent information on sitting for the International, CCA Local Board, CCA Specialty, Soil Science Fundamentals, and Soil Science Professional Practice examinations and how to prepare to take the exams online with a remote proctor. Please visit the CCA website at <https://www.certifiedcropadviser.org/exams> or the Soils Certification website at <https://www.soils.org/certifications/exam-information> for additional information on the overall certification programs.

EXAM PROGRAM

The ASA/SSSA Certification Programs exam development procedures are designed to provide the following.

- Consistency and standardization across all exams.
- Compliance with accepted standards for credentialing exams.
- Operate and maintain exam programs that are legally defensible.

Each of the exams in the agronomy and soil science certification program has designated content experts or an Exam Committee that works with the ASA or SSSA to develop exams specific to the focus of their respective exams. ASA and SSSA staff work with exam committees to develop standardized written exams for assessing qualifications of applicants seeking certification.

EXAMS

The exams are multiple choice questions with one correct answer that may include tables, figures, or scenarios as part of the question. Exams are based on a set of Performance Objectives that are developed for each exam that represent the state of the practice for the content area of each exam. Performance Objectives are available for free on the exam websites for both the CCA and Soil Science exam programs on their respective websites.

EXAM SCHEDULE, REGISTRATION AND ADMINISTRATION

CCA exams are administered during four windows per year. The dates can be found on the CCA website <https://www.certifiedcropadviser.org/>. The International and local board exams can both be taken in the same window or can be split between different windows. Student exams, associated with colleges and universities, are administered as scheduled by the college or

university. You must register online with the Certification Office to take an exam during the exam administration period.

The Fundamentals and Professional Practice Soils Exams are also administered during four windows per year. The dates can be found on the Soils Exam website <https://www.soils.org/certifications/exam-information>. Individuals in soils licensing states should reference the information on <https://www.soils.org/certifications/become-certified/licensing>.

Registration for exams generally ends just prior to the exam administration. Check the websites for dates and registration periods.

- The International CCA Exam consists of 150 questions, and examinees are allowed 2.5 hours to complete.
- The CCA Local Board exams consist of 100 questions, and examinees are allowed 2 hours to complete.
- The CCA Specialty exams consist of varying number of scenario-based questions (between 50 and 75), and examinees are allowed 2 to 3 hours to complete depending on the exam.
- The Soils Fundamentals Exam consists of 150 questions, and examinees have 3 hours to complete.
- The Professional Practice Exam consists of 120 questions, and examinees have 3 hours to complete.

All exams are administered via internet-based testing (IBT) and are remote proctored.

HELPFUL INFORMATION

- Have a valid government-issued photo ID ready. The name on your ID MUST match the name we have listed. Please contact us if changes need to be made.
- On the day of the exam, you will need the exam URL, your ASA/SSSA number and your password or you will not be able to log in to take your exam. *Each exam has its own unique URL. You will receive a separate email for each exam you are scheduled for. Please save your scheduling email.*
- Check the time zone in your CMS TESTWise Profile to make sure it is set to your time zone.
- Double check the date, time, and time zone when you schedule.
- We suggest scheduling your exam right away as time slots do fill up.
- Try not to schedule your exam on the last day of an exam window. If you encounter any problems, you will not have time to reschedule your exam.
- Desktop computer or laptop computer running Microsoft Windows or Mac OSX (Tablets, iPads, Chromebooks and smartphones do not meet our requirements).
 - Only one computer display/monitor is allowed. You will be asked to unplug any additional displays/monitors.
 - Turn off popup notifications and popup blockers.
 - Ensure that you have access to Google Meet on your computer, as that is what the proctor will be using to connect.
 - We recommend that you are not connected to your VPN or remote desktop. *For additional information, please refer to Company Security Settings and VPN Connection.*

- Be aware that your testing session is being recorded and the proctor will report any suspicious activities.
- Two cameras are required during your proctored exam. In addition to your computer's camera and microphone, please have a mobile device with the Google Meet app installed.
- Make sure your mobile device is fully charged and plugged into its charger and set to Do Not Disturb. Use of a stand or holder for your mobile device to keep it in an upright position is recommended.
- The proctor will check your space by instructing you to conduct a full 360-degree room pan and desk check using your webcam. This is to confirm that your workspace is free of papers, post-its, books, electronic devices, drinks, etc. You MAY have pictures on your walls, but please ensure that any whiteboards, posters and bookshelves are covered.
- You will only be allowed to have your computer, a mobile device (set to the side), a blank piece of paper, a pen or pencil and your mouse on your desk.
 - No digital watches, headphones/earbuds or hats can be worn.
 - No drinks are allowed.
 - No breaks are allowed.
- A digital calculator is available in the exam. Click on the calculator and drag the corner if you need to resize.
- Once you submit your exam, wait for the proctor as you will need to show both sides of your piece of scratch paper. Once the proctor has seen your paper and you have torn it into small pieces, you can close the exam.
- Your exam's pass/fail results will be displayed on-screen after the exam is submitted. You will have the option to print or email the exam results. In addition, you will receive an email within 7 – 10 business days when official exam results are released with a specific password protected URL to log into. For Fail results only, you will receive hints on the section(s) needing the most improvement for future study unless you were very close to passing.
- Holidays may affect business hours for customer assistance.

WHAT TO DO IF

- The proctor asks you to open Task Manager/Activity Monitor, press Ctrl+Shift+Esc on Windows or CMD+ ALT+ESC on Macs. The proctor is checking to see what programs are running on your computer.
- You miss your scheduled exam appointment, contact Matthew Davey mdavey@sciencesocieties.org or 608-268-3977 or Michele Lovejoy mlovejoy@sciencesocieties.org or 608-268-4947. You will need to pay an additional proctoring fee to reschedule. No refunds will be given.
- The proctor is not responding during your exam, use the chat box to communicate with the proctoring vendor.

COMPANY SECURITY SETTINGS AND VPN CONNECTION

Company security settings and/or VPN connection may prevent your exam from being delivered. Your company may have security running in the background that can block sites from interacting with your computer. Additionally, the VPN may auto-reconnect after a certain time, which would interrupt the exam delivery.

Prior to taking your exam(s), please use the link below on the computer and network you will be using to take the exam and see if you can take the sample exam using our exam vendor, Caveon. This is an independent sample exam not using Google Meet or a proctor and should tell us if the Caveon part of the experience works.

<https://sei.caveon.com/launchpad/cms-sample-exam-2>

When you take the sample exam, try with your VPN on and then off. If the exam link works with the VPN off, then you will need to make sure that your VPN will not automatically connect you as this will interrupt your exam.

If the exam does not work with your VPN either off or on, this may indicate that there is a security setting running in the background for your company's internet. If this is the case, please try using a personal computer that is not using a VPN or on your company network.

REMOTE DESKTOP SETTING

Examinees should use a personal or work computer over which you have full administrative access. It is important that Remote Desktop is disabled prior to your exam, as your proctor will conduct a check to verify this setting. If the proctor finds that Remote Desktop cannot be turned off, they will document this in the log. To avoid any potential issues on exam day, we recommend that you confirm this setting before your scheduled exam.

NOTICE TO SCHEDULE THE EXAM

Examinees will receive a Notice to Schedule (NTS) from the Certification Office approximately 7 days prior to the start of the exam window (the exam window is the period of time in which the exam can be taken).

The NTS will provide all of the information that is needed to schedule the day and time that you want within the exam window. If you have registered to take more than one exam, you will receive separate emails for each exam.

When you receive the NTS, please verify that all your information is correct. Check to make sure that the name on the NTS matches EXACTLY the name on your government issued photo ID that you will need to use to check in to the exam with the remote proctor. Also make sure that your ID is valid (not expired). The paper driver's license issued by your state/province upon renewal will not be accepted.

If any information does not match or is incorrect, contact the Certification Office immediately to correct the error. You will NOT be able to take your exam if your ID does not match exactly what the NTS shows.

Your NTS will provide a URL that will allow you to schedule your exam **AND** take your exam. Keep the URL somewhere that you can access it easily when your exam is scheduled.

As part of the scheduling process, you will be asked to fill out a profile. Part of this process will include setting a password. You need to remember your password, please write it down and keep in a safe place. You will need it to log into your exam. This password is **NOT** the password that you used to register for the exams.

Password Requirements:

- Be 8 characters long.
- Not contain character sequences of 3 or more.
- Not start with a commonly used word. (Tip: Use a character as one of the letters.)
- Not be a commonly used password.

GENERAL SCHEDULING GUIDELINES

- If you are taking more than one exam, please make sure you have enough time between exams, i.e., do not schedule them back-to-back.
- You need to use the URL that the Certification Office sends to you to schedule your exam.
- Make sure that the time zone is correct when you are scheduling your exam. You set your time zone in your profile.
- You will receive a calendar invite from Google Room Proctoring containing your appointment information and a link to take the exam.

TAKING THE EXAM

- Follow the instructions in the Preparing for and Taking Your Exam in Appendix A.
- You will be using Google Meet to connect with your proctor so please ensure that you are able to access that program on your computer.
- **You may log in 15 minutes prior to your exam appointment; however, the proctor may not be there until the appointment time.**
- You may use the scheduling link received from the Certification Office or the link sent to you in the calendar invite.
- The proctor will connect initially with you on your computer and will instruct you on how to connect with them on your mobile device using the Google Meet app.

CANCELING AND RESCHEDULING GUIDELINES

You may cancel your exam through the last day of the exam window in which you are scheduled, and you will be refunded the price of your exam excluding a \$75.00 cancellation fee. Once the exam window has ended, cancellations will not be eligible for a refund.

- If you sit for the exam, regardless of the outcome, no refunds will be provided.
- If you have scheduled your exam with the proctor company, 24 hours notice is needed before your exam time in order to provide a refund.
- We are unable to transfer the exam fee to pay for a future exam.

Please ensure that you make any cancellation decisions prior to the end of your exam window to avoid forfeiting your exam fee.

For additional and more detailed information about the scheduling process (including screen shots), please also refer to the Preparing for and Taking Your Exam provided by CMS and MonitorEDU in Appendix A.

SECURITY INFORMATION

The ASA/SSSA Certification Programs take exam security very seriously and support those policies that work to protect the integrity of the exams and their content. Cheating is a serious violation of the Code of Ethics and will be dealt with as laid out by the ASA/SSSA Certification Programs. Internet based testing (IBT) and remote proctoring require several security measures to ensure the integrity of the exams. Two standard security practices are verifying the identity of the test taker and maintaining vigilance of an examinee during the exam, as well as having video documentation of each exam event.

Privacy is also important, and the ICCA Board has designed the exam program to minimize where your personal information is used to the extent possible.

You will need to show a valid government issued photo ID to the Proctor. The paper driver's license issued by your state/province upon renewal will not be accepted.

The proctoring company, MonitorEDU, uses commercially suitable physical, electronic, and managerial procedures to safeguard and secure the information they collect. This includes the use of background checks, a virtual operating environment with data collected and stored in a secure environment with firewall, encryption, site monitoring and intrusion detection. MonitorEDU limits any personal identifiable information to staff who need that information to do their jobs.

MonitorEDU is a U.S.-based company. If you are uncomfortable showing your entire driver's license to the proctor, you may cover up the birthdate, driver's license number, and address on your driver's license. The Proctor must be able to see your picture, name, and expiration date of the ID.

You will be monitored and recorded while taking the exam.

You will be asked by MonitorEDU to acknowledge that your webcam and computer screen may be monitored and viewed, recorded, and audited to ensure integrity of the exams. You will also be asked to acknowledge that such data, along with your exam answers, will be stored, retrieved, analyzed and shared with the exam sanctioning body, in our discretion, to ensure the integrity of the exams.

- How will the video be used? The video will be used by the proctor to determine if there are any violations or suspect incidences during the exam that would indicate that the examinee is breaching exam security. Once the exam is complete, the video is also viewed by an auditor as a second check in exam security.
- Who will have access to the video? As stated above an auditor at MonitorEDU will view the video once the exam is complete. If there are any incidences that the auditor feels are suspect, they will flag the video noting time stamps where the incidence(s) occurred. The Director of Certifications for the certification exam programs is then notified, and they will watch the video to determine if there is reason to suspect cheating or other actions that would indicate a breach of exam security.
- How long are the video recordings kept? If there are no flags on the video, the video is deleted after 30 days. If there is a significant flag that would indicate cheating or other breach of exam security, the video is kept for a year since it would be included as documentation for the violation.

- Test Taker Rights – You may refuse to be videoed; this is your right. However, this will result in your inability to take the exam(s).

EXAM RESULTS

Exam pass/fail results will be displayed on-screen after the exam is submitted. You will have a choice of either printing this information or emailing it to yourself. In addition, you will receive an email within 7 – 10 business days when official exam results are released with a specific password protected URL to log into. Please keep a copy of your results for your records. For Fail results only, you will receive hints on the section(s) needing the most improvement for future study unless you were very close to passing.

Please be aware that your exam session is always reviewed/audited by the proctor both during and again after the conclusion of the exam by a separate auditor. Suspicious activity is reported to our office and the video of the exam session is viewed by our office to assess whether an examinee was cheating, attempting to cheat, or trying to get around security measures. If our office concludes that cheating or attempts to cheat have occurred, the exam results will be nullified, and the examinee will be contacted regarding the situation.

EXAM ACCOMMODATIONS INFORMATION

The Americans with Disabilities Act (ADA) ensures that individuals with disabilities have the opportunity to fairly compete for and pursue such opportunities by requiring testing entities to offer exams in a manner accessible to persons with disabilities. When needed testing accommodations are provided, test-takers can demonstrate their true aptitude.

Examinees wishing to request special accommodations under the American with Disabilities Act (ADA) must apply to the Certification office a minimum of 30 days prior to the beginning of the exam administration that the examinee is seeking accommodation. Examinees must complete an Exam Accommodations Request Form and submit it to the Certification Office in Madison, WI either online or by mail. This form can be found on the ASA/SSSA Certification Programs websites at <https://www.certifiedcropadviser.org/exams> or <https://www.soils.org/certifications/exam-information>.

****Further formation regarding Accommodations can be found in Appendix B of this document.**

Appendix A – Examinee Scheduling Guide



TESTWise™

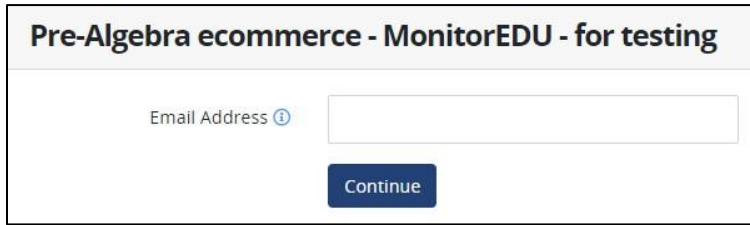
Examinee Scheduling Guide

Proctored by



Scheduling the Exam

1. Browse to the URL provided by your test sponsor.
2. Enter your email address and click **Continue**.



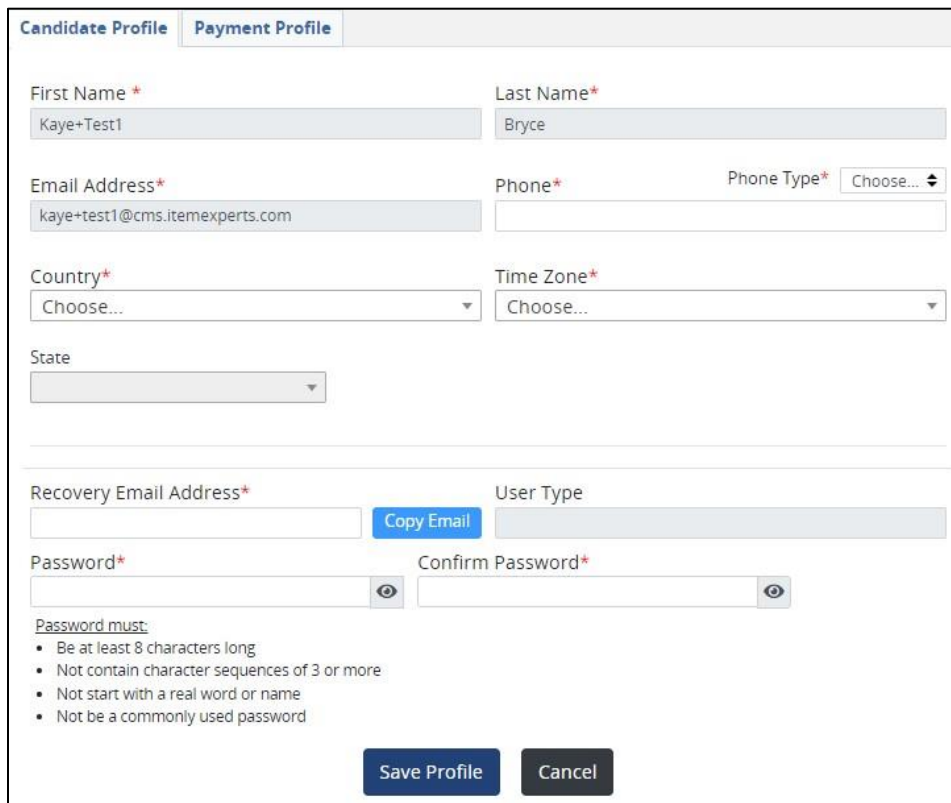
Note: Your email address must match exactly what your test sponsor has entered for your eligibility.

3. For your first time signing in, fill in your first name and last name, and click **Validate**.



Note: Your names must match exactly what your test sponsor has entered for your eligibility.

4. Fill out your profile and click **Save Profile**.



Note: All fields with a red asterisk are required.

5. A new window that lists your eligible registrations will open. Click **Schedule Proctor**.

Eligible Registrations Exam History Register Exam

Pre-Algebra ecommerce - MonitorEDU - for testing Remove Exam

Examination Window: Open
Appointment Date: Not Scheduled (Click the button below to schedule a proctor time)

Scheduling Guide Schedule Proctor

Show all Exams Refresh Exam List

6. A message indicating you will leave the page will appear, click **Okay**.

Navigating to MonitorEDU

You are about to be connected with MonitorEDU to schedule a proctor. When you are done with this task, close the MonitorEDU web browser tab.

Okay Cancel

7. Click on the date you wish to take the exam, the clock tab will automatically open.

Select A Date and Time

Exam Window:
05/04/2024 8:58 AM - 04/15/2034 10:09 PM
Selected Date: Monday, May 6, 2024 8:58 AM

Select A Date and Time

Exam Window:
05/04/2024 8:58 AM - 04/15/2034 10:09 PM
Selected Date: Monday, May 6, 2024 2:00 PM

02:00 PM
02:30 PM
03:00 PM
03:30 PM
04:00 PM

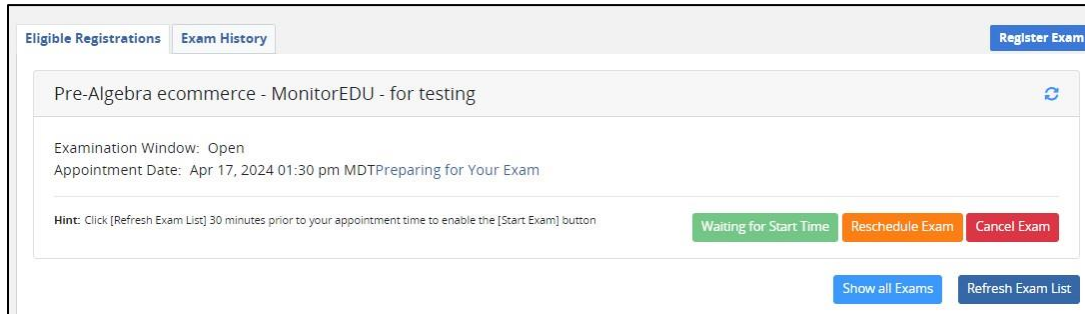
Submit

8. Choose the time you wish to take the exam.
*Note: the date and time you have chosen will appear as the **Selected Date**.*
9. Click **Submit**

10. A confirmation message will then appear, and you will receive an email from TESTWise with more instructions. Retain this email until after your appointment date; it is the ONLY communication you will receive regarding your scheduled appointment.



11. Close the MonitorEDU web browser tab. The TESTWise screen should automatically update to show your scheduled appointment date. If this new screen does not appear, refresh your screen.



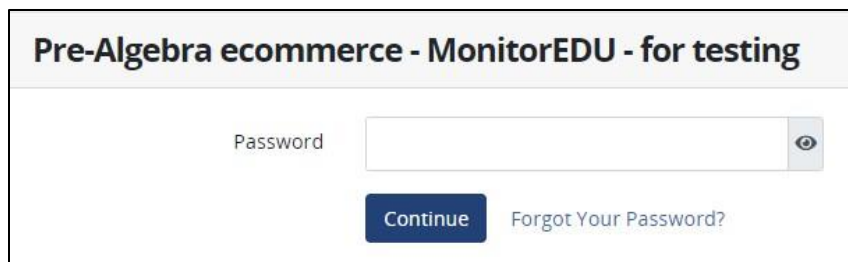
Rescheduling the Exam

1. If you need to reschedule your appointment, go to the URL provided by your test sponsor.
2. Enter your email address and click **Continue**.



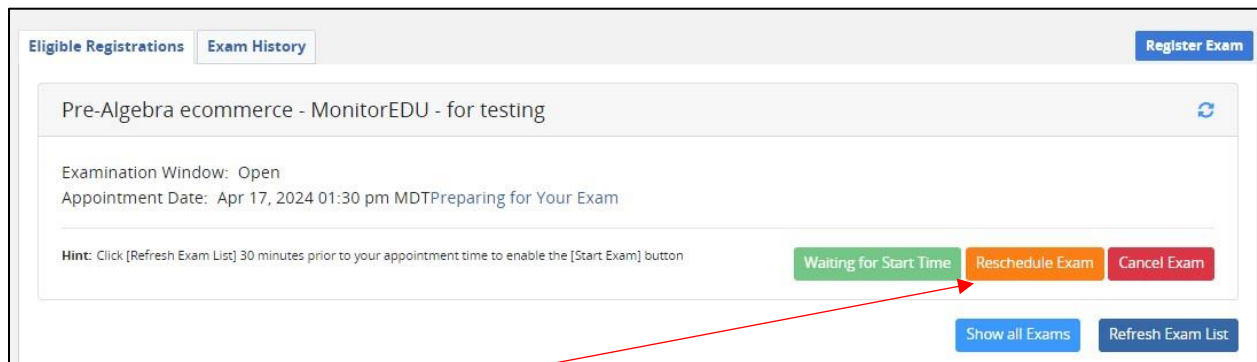
The screenshot shows a form titled "Pre-Algebra ecommerce - MonitorEDU - for testing". It contains an "Email Address" input field with an information icon to its left and a blue "Continue" button below it.

3. Enter your password and click **Continue**.



The screenshot shows a form titled "Pre-Algebra ecommerce - MonitorEDU - for testing". It contains a "Password" input field with a toggle icon to its right and a blue "Continue" button below it. To the right of the "Continue" button is a link that says "Forgot Your Password?".

4. The following screen will appear.



The screenshot shows a page with tabs for "Eligible Registrations" and "Exam History", and a "Register Exam" button in the top right. The main content area is titled "Pre-Algebra ecommerce - MonitorEDU - for testing" and includes a refresh icon. Below the title, it says "Examination Window: Open" and "Appointment Date: Apr 17, 2024 01:30 pm MDT Preparing for Your Exam". A hint reads: "Hint: Click [Refresh Exam List] 30 minutes prior to your appointment time to enable the [Start Exam] button". At the bottom, there are four buttons: "Waiting for Start Time" (green), "Reschedule Exam" (orange), "Cancel Exam" (red), "Show all Exams" (blue), and "Refresh Exam List" (blue). A red arrow points from the "Reschedule Exam" button to the "Reschedule Exam" button in the next step.

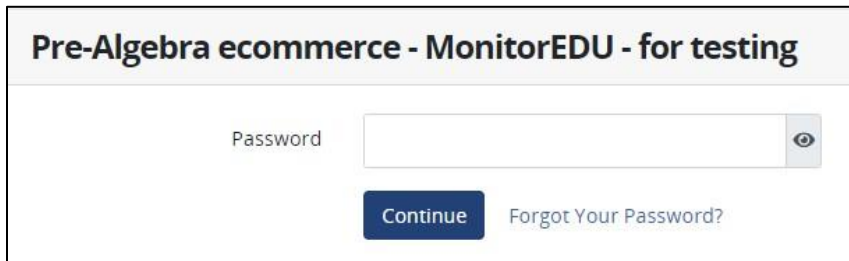
5. Click on the **Reschedule Exam** button. Clicking on the button will take you back to step 6 in [Scheduling the Exam](#).

Canceling the Exam

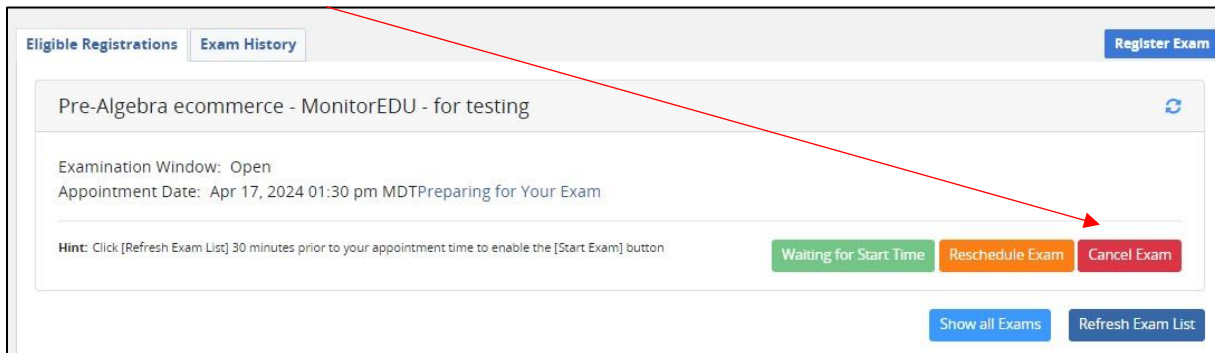
1. If you need to cancel your appointment, go to the URL provided by your test sponsor.
2. Enter your email address and click **Continue**.



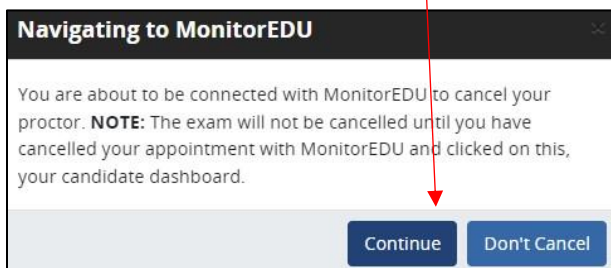
3. Enter your password and click **Continue**.



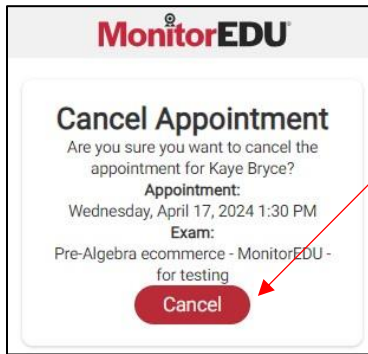
4. Click on the **Cancel Exam** button.



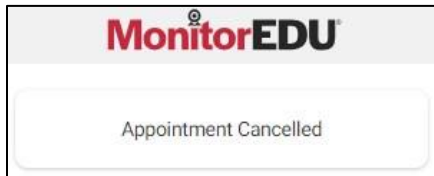
5. A message indicating you will leave the page and connect to MonitorEDU will appear. If you are sure you want to cancel your exam, click **Continue**.



6. The following message will appear, click **Cancel**.



7. A confirmation message will appear.



Steps to Complete Prior to Test Day

You will need to verify your computer and testing location both meet the minimum requirements. It is *important* to perform all of these verification steps **from the same location and room** where you will take your exam, **using the same computer** you will use when you take your exam.

Computer Requirements

Your computer must be a Windows or Mac OSX computer. Meet supports the current version and the two previous major releases of Apple macOS and Microsoft Windows. You must also use a supported browser:

- Chrome (<https://www.google.com/chrome>)
- Firefox (<https://www.mozilla.org/firefox/new>)
- Edge (<https://www.microsoft.com/edge>)
- Safari (<https://www.apple.com/safari/>)
- **Do not use Internet Explorer**

IMPORTANT: Make sure your computer has installed all updates BEFORE your exam day. If your computer installs updates while you are taking your exam, it will interrupt your testing event and you will most likely NOT be able to continue.

Test Delivery Verification

Verify you can take this 5-question quiz. You may have issues if you are using a company computer or sitting at work: <https://sei.caveon.com/launchpad/cms-sample-exam-2>

If you have issues, you may need to use a different computer or take your exam from a different location. If you are using a company computer or sitting at work, you can ask your IT department to follow the instructions in this guide (<https://www.certmanserv.com/assets/help/Whitelist-Process-for-Test-Delivery.pdf>), which may resolve the issues. Make sure you can successfully take the above quiz before your appointment date.

Meeting Software Verification

You will NOT be sent a meeting number or appointment. Instead, on the day you take your exam, you will click the “Connect to proctor” link to automatically connect to your proctor and enter a chat room. You will need two cameras for the exam. One that shows your face and one that shows your screen. You may choose to use a mobile device camera to show your screen (the proctor will help you with that process). If you do not have a mobile device with a camera, you may use a laptop or additional computer.

MonitorEDU uses Google Meet to proctor the exam. You will need to download the Google Meet app on a mobile device.

To setup your mobile device:

Step 1 – Add Google Meet App to your phone from the App Store (it is free)

Step 2 – Open the Google Meet App

Step 3 – Click New Meeting

Step 4 – Start an Instant Meeting

Step 5 – Make sure you can see yourself in your camera in the bottom right corner. If you can, you are all good and can close the app.

Verify that your sound, camera, and microphone all function. If you have any trouble, work with your IT department to fix the issue.

Internet Speed Verification

If your internet bandwidth is too slow, the proctor will NOT let you take your exam. The bandwidth MUST be at least 2Mbps down and 2Mbps up. 10Mbps down and 3Mbps up are recommended. A wired connection is almost always faster than a WiFi connection. You can test your bandwidth here: <http://www.speedtest.net>

Note: It is common to have low bandwidth at home if someone is streaming video.

Standard Test Day Rules

These standard rules apply when you take your exam unless your test sponsor has waived any of the rules (in which case the proctor will already be notified in advance of the changes).

1. You must show the proctor a valid (not expired) government issued photo ID. You will be required to hold the ID in front of your webcam. The proctor will need to clearly see your name, photo, and expiration date.
2. You must be alone in the room.
3. Your desk and area around the desk must be clear. The proctor will ask you to do a complete 360 degree room pan and desk sweep with your mobile device to ensure your workspace is clear of any materials unauthorized by your test sponsor. (No papers, post-it's, books, electronic devices, phones, drinks, etc.)
4. Your computer must be connected to a power source.
5. **You must use a laptop or desktop computer running Microsoft Windows or Mac OSX for the exam and a mobile device for the second camera.**
6. The only software that is allowed to run on your computer is the meeting software (Google Meet in a web browser), and the web browser where you are logged in to MonitorEDU's proctoring portal.
7. You can only use one display. If you have a second display, **it must be unplugged.**
8. You cannot leave your seat.
9. You cannot use headphones or a phone during the exam.
10. You cannot talk except when communicating with the proctor.
11. You must have a mobile device, webcam, microphone, and speakers, which must function and remain on the entire time.
12. The proctor must be able to see you and your screen for the duration of the exam.

Your test sponsor may have additional rules, which you must follow. If this is the case, the proctor will already be notified of these rules in advance.

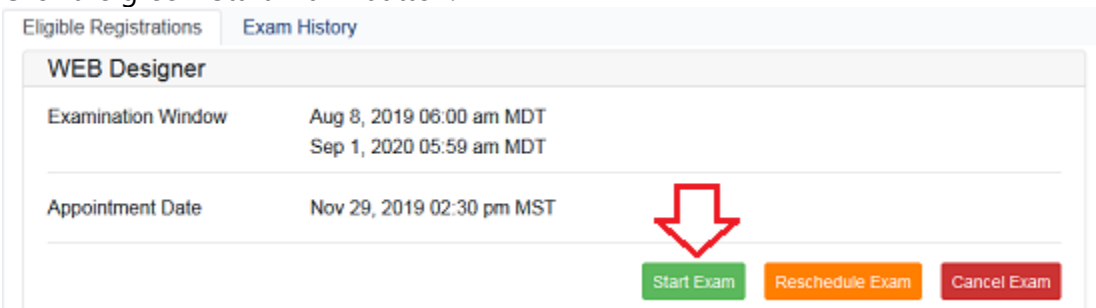
Taking the Exam

IMPORTANT: The time you spend connecting to the proctor and going through the authentication process does NOT count towards your exam time. The exam time starts when you see the first question.

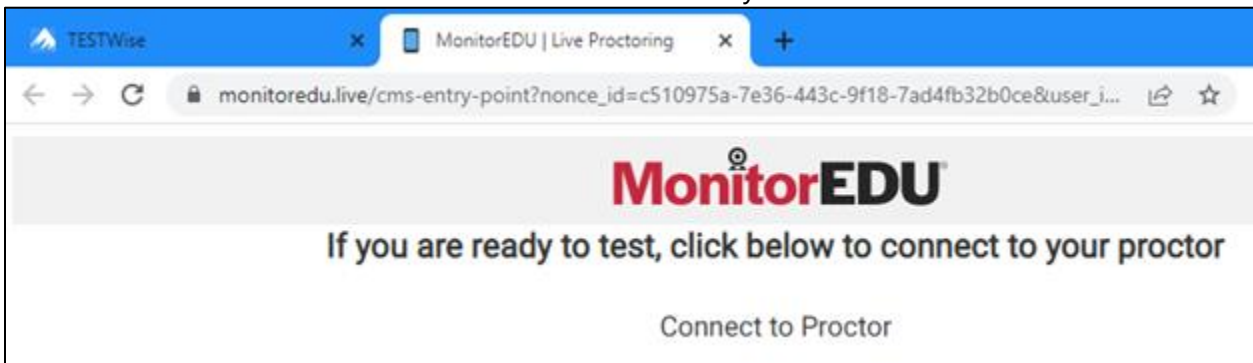
The following instructions will be in the email you receive from TESTWise. Follow them carefully.

Instructions to take your exam:

1. You are required to have a nonexpired government issued identification.
2. Use a Windows or Max OSX desktop or laptop computer (not a phone, tablet, or Chromebook) for your exam. **You will also need a mobile device with a Google Meet app available.** Two cameras are required during this proctored exam.
3. On your computer, use the Chrome, Firefox, Edge, or Safari browsers. Chrome is the most compatible. **Do not use Internet Explorer.**
4. Click on this link to log into CMS TESTWise: [TESTWise Dashboard](#).
5. The Start Exam button will be enabled up to 30 minutes before your scheduled appointment date/time.
6. **If popup blockers are enabled, they must be disabled in order to connect to the proctor.**
7. Click the green 'Start Exam' button.



8. The MonitorEDU proctoring portal will open in a new web browser tab.
9. Click "Connect to Proctor". This notifies MonitorEDU that you have arrived.



10. If you have an issue connecting with a proctor, call 629-235-7026 or click "Live Chat" for proctor support.
11. **Click "New Conversation" and fill in your name and email.**
12. Click [Start Chat]
13. The proctor will instruct you from here.

Important Key Points:

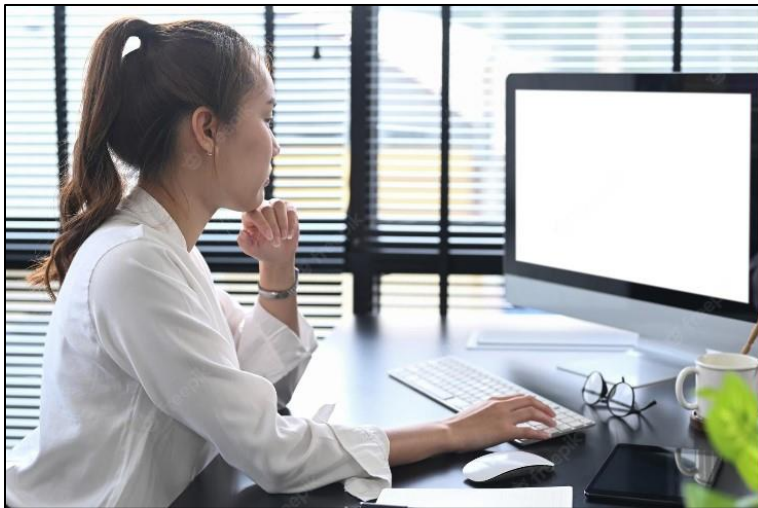
1. The soonest the proctor will arrive is **15 minutes before your appointment**, however, the proctor may not arrive until your appointment time. When the proctor arrives, the graphic at the top will change to the proctor's name. The proctor will chat with you and provide all remaining instructions to begin your exam. A proctor usually proctors multiple appointments simultaneously. If you talk to the proctor during your exam, it may take a few minutes for them to respond if they may be helping other candidates.
2. When choosing your device to test on please make sure it is a personal computer that you have administrator access to. **IMPORTANT!** Work, hospital, or Chromebooks will not be able to load the exam properly.
3. You are required to take your exam in a private space with a door.
4. You are required to have a working computer web camera.
5. You will need a cell phone or tablet with the Google Meet app installed.
6. Your room needs to be neat and organized.
7. You will need to make sure both the computer and cell phone/tablet are plugged in charging during the exam.
8. Audio needs to be working on both devices.

Typical Proctor Instructions

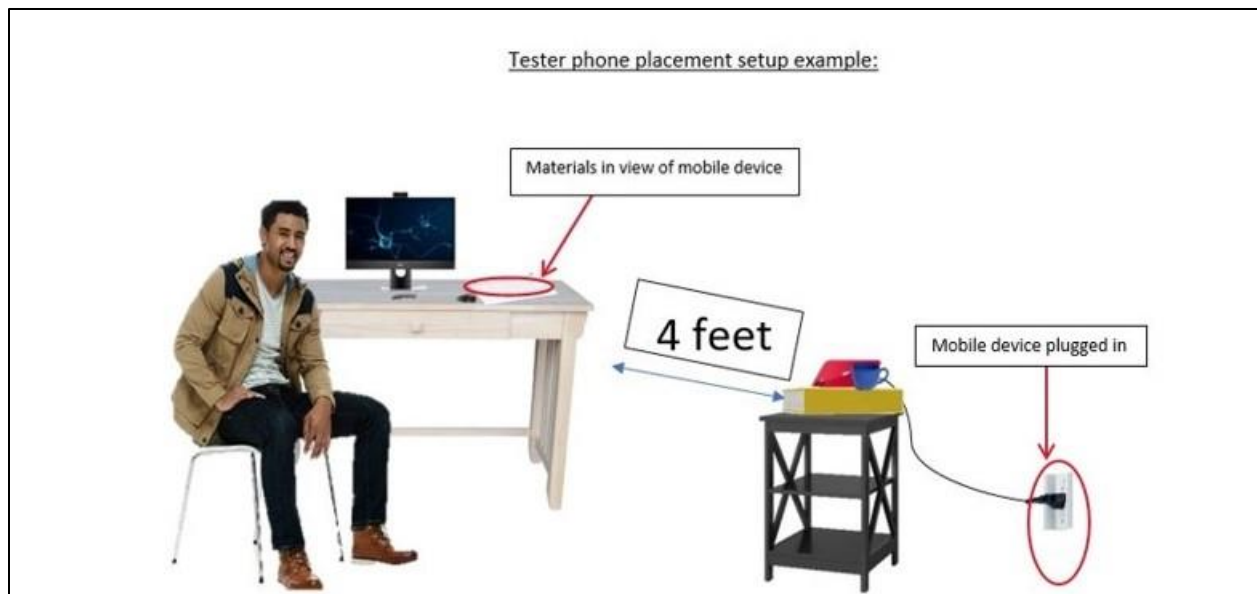
Although a proctor will walk you through each of the details below, the following will provide you with an idea of what will happen and what will be needed. These things will not always necessarily happen in this order.

1. Once the proctor arrives, they will send you a google meet code that you will connect on your mobile device, after that you will be speaking to the proctor, rather than typing chats.
2. The proctor will then send you a URL to connect to MonitorEDU on the computer.
3. The proctor will send you the rules for MonitorEDU and any specific rules about the exam.
4. You will need to show your government-issue ID.
5. You will complete a 360 degree scan of your room. See <http://www.monitoredu.com/faq> for specific details of how to set up your room.

a. Desk surface needs to be clear of any non-exam related materials as in the following images:



- b. Anything behind you needs to be covered and/or taken down.
 - c. You will likely only be able to use one monitor, so the other one will need to be covered or moved.
6. The proctor will ask you to place your mobile device carefully so that you and your screen can be seen easily. This may take some time, so be prepared.

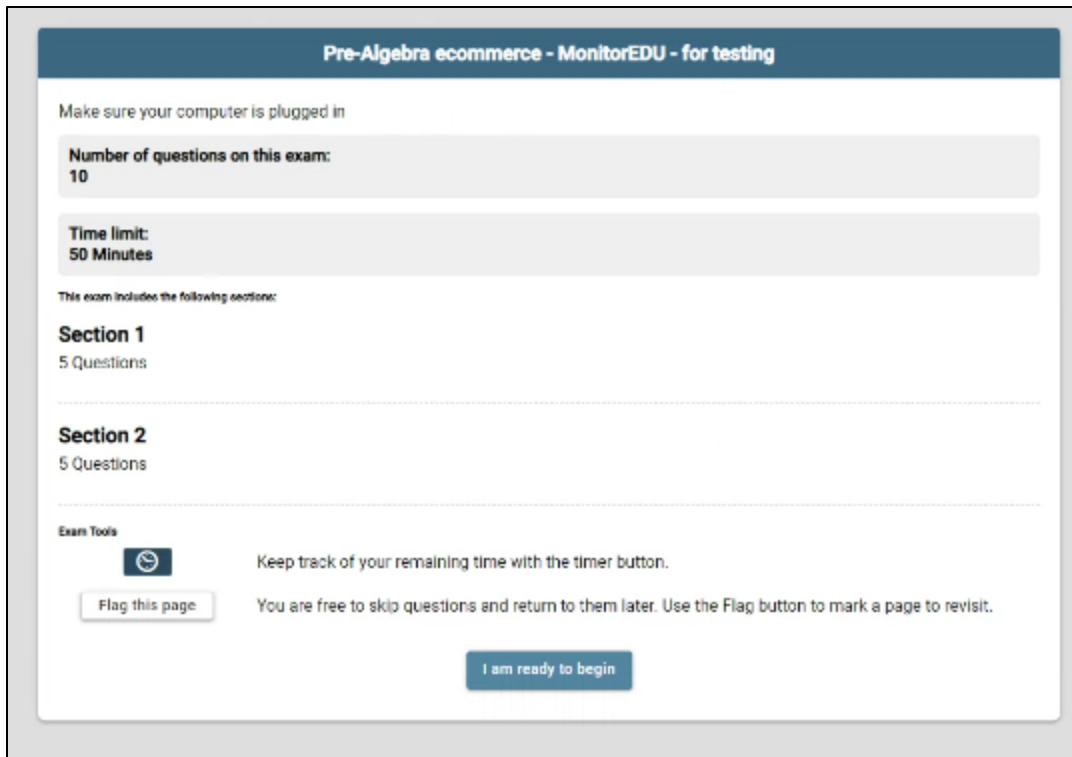


7. The proctor will ask you to open Task Manager (on a Windows machine, ctrl-alt-delete; on Mac, Finder) and check to make sure you are not running any extra programs.
8. The proctor will ask you to make sure that remote access to your machine is turned off and provide instructions for how to accomplish this.
9. For security reasons, you will be asked to remove your watch, remove any listening devices (other than hearing aids), and check your pockets on high stakes exams.
10. If any materials are allowed for the exam, such as calculators, scratch paper, etc. the proctor will ask to see them.
11. Once all the security checks and mobile placements have been completed, the proctor generates the exam links and provides them to you in the chat.
12. Click on the exam
13. A Computer and Connectivity Check will be initiated.

Computer and Connectivity Check	
1. Socket	✓ Passed.
2. Ping	✓ Passed.
3. Download	✓ Passed.
4. Upload	✓ Passed.
5. Cookies	✓ Passed.
6. Browser	✓ Passed.
<input type="button" value="Proceed"/>	

Note: if all your checks are not listed as passed, you will be given the choice to take the exam anyway; however, it will be at your own risk. If something goes wrong during your exam, there may be consequences for you.

14. You can then take the exam by clicking the **I am ready to begin** button.



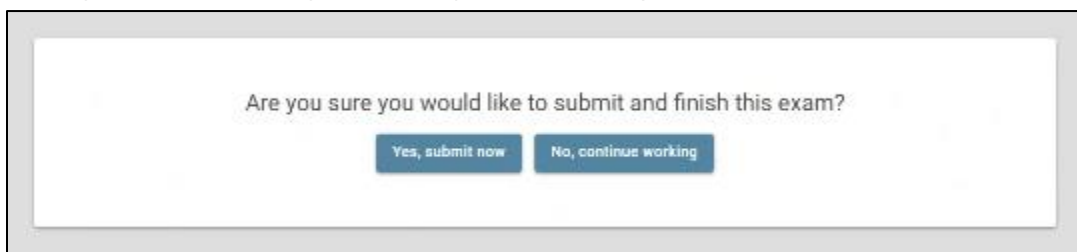
Note: when you click the button, your exam time starts.

Note: If you click off your screen for any reason, the testing software will record it and the screen will display this image:

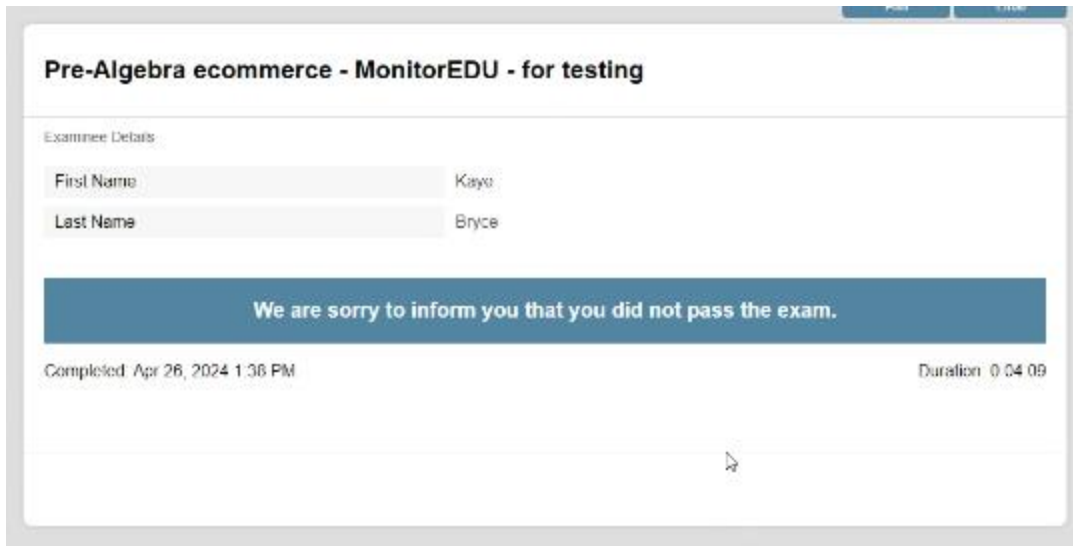


Note: if you have questions during the exam, you can ask the proctor, but otherwise, the proctor will not speak to you unless they see a problem.

15. When you have finished your exam, you will let the proctor know and click the **Yes, submit now** button.



a. For most exams, you will be told immediately whether you passed or failed.



16. The proctor will ask you to tear up any scratch paper you have used and require you to close all tabs, which will end your testing session.

Appendix B – Exam Accommodations

The ASA/SSSA Certification Programs follow standard practices for accommodations and adheres to the American with Disabilities Act (ADA) guidelines for exam accommodations. Please refer the ADA document on Testing Accommodations, which can be found on the ADA website using the following link: https://www.ada.gov/regs2014/testing_accommodations.html

Determining Accommodations

The first step in the process of requesting exam accommodations is to determine what type of accommodations are needed. You will be required to fill out and submit an Exam Accommodations Request Form for any requested accommodations. The amount of information that you will be asked to provide will depend on the type of accommodation being requested.

- Medical Devices - These do not require exam delivery accommodations but do require notification.
 - Pre-approval is required, and documentation must be submitted to the ASA/SSSA Certification Office for the following so that a note is in the remote proctor's file.
 - Insulin pump
 - Glucose monitor
 - Hearing aid/cochlear implant
 - Any other device that would need to be on the desktop or used during the exam.
- Minor Accommodations (minor accommodations do not affect how the exam is delivered)
 - Pre-approval is required, and documentation must be submitted to the ASA/SSSA Certification Office.
 - Health needs may be conditions related to epilepsy, immune function, circulation, respiration, etc.
 - Minor accommodations such as special lighting, breaks where the exam clock is not stopped for medication, for a snack, etc.
- Accommodations
 - Form must be submitted to the ASA/SSSA Certification Office with the required documentation for the requested accommodation. Examples include, but are not limited to:
 - Extended exam time.
 - Breaks where the exam clock is stopped for medication, restroom, etc.
 - Screen magnification.
 - Alternate exam format (e.g., paper/pencil, large print).
 - Assistance for hard of hearing or low vision.

Completing the Exam Accommodations Request

The ASA/SSSA Certification Office requires that an Exam Accommodations Request Form (Request) be submitted no less than 30 days prior to the exam administration that the examinee is registering for. The Request had 6 Parts that must all be completed before accommodations can be considered. The ASA/SSSA Certification Office will respond to the Request as soon as possible, but within 7 to 10 business days, to allow ample time for additional questions/documentation and for the examinee to be able to prepare for the exam.

The Exam Accommodations Request Form is comprised of 6 Parts as shown below. Please make sure that each Part is filled out fully.

- Part 1. Examinee Information
- Part 2. Exam Information
- Part 3. Accommodations Information
- Part 4. Examinee History
- Part 5. Disability Documentation
- Part 6. Authorization and Signature of Examinee

A fillable pdf version of the Request form is available on the Certified Crop Adviser website at <https://www.certifiedcropadviser.org/exams/registration> and the Soils Exams website at <https://www.soils.org/certifications/exam-information>. You can fill in the information and print that form for submission. Alternatively, the Request is also located at the end of this document and can be printed and filled out. Please print legibly. If we cannot read your writing it will delay consideration of your request.

Documentation of Disability

Documentation of your disability is needed to necessary to provide evidence of current limitations to physical or mental functions that would support the need for accommodations. Therefore, the documentation submitted should be detailed and provide a narrative of specific limitations that support a request for accommodations.

- Documentation must be submitted on official letterhead from qualified professionals that are licensed or otherwise properly credentialed and possess expertise in the disability for which modifications or accommodations are sought.
- Clinical evaluations must be performed by a licensed/certified or otherwise qualified professional with credentials appropriate to diagnose and treat the disability (i.e., physician, psychologist, or specialist). Information about the qualified professional's area of specialization and professional credentials, including certification and licensure, should be clearly delineated in the documentation that is provided.
- Disability documentation must be detailed and specific. Documentation for all disabilities should describe the extent of the disability, the criteria for the diagnosis, the diagnosis, the type and length of treatment and the recommended accommodation. Terms such as "problems," "deficiencies," "weaknesses," "differences" and "learning disability" are not the equivalent of a diagnosed specific disability (such as ADHD, Dyslexia, Multiple Sclerosis, etc.).
- For a temporary disability, the documentation should clearly indicate the impact of the disability as well as the anticipated length of the recovery.
- Documentation should be no more than 3 years old.
- Appropriate documentation will be dependent upon the disability and the type of exam accommodation being requested.
- Proof of past exam accommodations (also see below).
- An applicant's statement of his or her history regarding exam accommodations.

Using Previously Approved Accommodations

The ASA/SSSA Certification Programs will approve accommodations for a calendar year. If you were approved for accommodations in the past year, you may notify the ASA/SSSA Certification Office that you wish to use the previously approved accommodation again. The ASA/SSSA Certification Office will work with you to provide those accommodations again.

Submitting your Exam Accommodations Request Form and Supporting Documentation

Signature Block: – please carefully read the signature block, the text of the signature block is below.

Remember you must request accommodations at least 30 days prior to the exam administration for which you are requesting accommodations.

You may either email or send the Request to the ASA/SSSA Certification Office using the information below.

Please mark your Request package as Confidential.

Email (preferred): examaccommodations@sciencesocieties.org

Mail/UPS/FedEx:

ASA/SSSA

Exam Accommodations

5585 Guilford Road

Madison, WI 53711

American Society of Agronomy and Soil Science Society of America Exam Accommodations Request Form

The American Society of Agronomy (ASA) and the Soil Science Society of America (SSSA) complies with the Americans with Disabilities Act including changes and amendments. ASA and SSSA will make reasonable accommodations for applicants with disabilities. Applicants are responsible for any costs incurred in obtaining the required diagnosis and documentation for an accommodation recommendation.

Examinees wishing to request special accommodations under the American with Disabilities Act (ADA) must apply to the ASA/SSSA Certification Office a minimum of days prior to the beginning of the exam administration that the examinee is seeking accommodation. Examinees must complete this Exam Accommodation Request Form and submit it to the ASA/SSSA Certification Office in Madison, WI either online or by postal service.

Please complete all six parts of the form. Incomplete requests with insufficient information or documentation will result in delaying the processing of your request.

- Part 1. Examinee Information
- Part 2. Exam Information
- Part 3. Accommodations Information
- Part 4. Examinee History
- Part 5. Disability Documentation
- Part 6. Authorization and Signature of Examinee

The ASA/SSSA Certification Office will acknowledge receipt of your accommodations request via email to the address that you provide or that we have on file. If you do not receive a message acknowledging our receipt of your request within a few days of submitting your request, please contact the ASA/SSSA Certification Office.

The ASA/SSSA Certification Office will respond to your request within 7 to 10 business days of receipt. Upon review of your submission, you will be advised of the accommodations that will be provided or you may be asked for additional documentation. If additional documentation is requested, a timeframe for receipt of that information will be discussed.

Part 1. Examinee Information

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Telephone Number: _____ Email: _____

Date of Birth: _____

Part 2. Exam Information

What exam(s) are you taking?

- ICCA Exam CCA Local Board Exam CCA Specialty Exam
 Soil Science Fundamentals Exam Soil Professional Practice Exam

Which Board or Specialty Exam? _____

Part 3. Accommodations Information

What is the disability that you are requesting accommodations for?

Please describe any equipment, devices, food, medication, etc. (due to a medical condition).

Check the applicable boxes regarding the requested accommodation(s).

- Breaks/amount of time requested (indicate #per hour and length): _____
- 25% Additional Exam Time (time and 1/4)
- 50% Additional Exam Time (time and 1/2)
- Other Additional Exam Time
- Alternate Exam Format - Paper/Pencil
- Screen Magnification/Brightness/Color
- Other – please specify: _____

Part 4. Accommodation History

History - List examinations for which you have been provided accommodations and provide supporting information. If you have been approved by the ASA/SSSA Certification Office within the last year please provide the date and exam that was approved, you will not need to resubmit documentation. If it has been longer than 1 year, please include current documentation in Part 5 of this document, below.

Part 5. Disability Documentation

Appropriate and current documentation must accompany this request for accommodation. There is a checklist provided below to help ensure that the required documents are being submitted. Please attach any letters, evaluations, recommendations, etc. to this Exam Accommodations Request Form in support of your request.

Documentation Checklist

- Detailed statement describing the disability including the severity, and justification for the requested accommodations.
- Comprehensive medical and/or psychological evaluation on letterhead from a qualified professional for evaluating the disability and severity including a) a description of the functional limitations of the disability, b) specific recommendations for exam accommodations, including why these specific accommodations are needed, and c) if the documentation is greater than 1 year old, a written confirmation from a qualified professional that the disability is still actively being managed.
- Copies of supporting documentation stating the details of past granted accommodations provided by a university (educational institution (if applicable) or medical professional. This would include student disability/accessibility services at an educational institution or medical/psychological specialist.

Part 6. Authorization and Signature of Examinee

By signing below, I affirm that:

- To the best of my knowledge, the information that I am submitting on this form and any attached documentation is true and accurate.
- I acknowledge that the information being submitted herein or being submitted on behalf of myself is confidential to the ASA/SSSA Certification Office and will not be shared anyone else unless expressly authorized by me in writing.
- I understand that I authorize the ASA/SSSA Certification Office to obtain additional information from entities or professionals that have evaluated or treated by disability if needed to determine whether a requested accommodation is warranted and appropriate. I authorize such entities and professionals to provide the ASA/SSSA Certification Office with the requested information.

Examinee Signature: _____ Date: _____

Printed Name: _____

You may either email or send the Request to the ASA/SSSA Certification Office using the information below.

Please mark your Request package as Confidential.

Email (preferred): examaccommodations@sciencesocieties.org

Mail/UPS/FedEx:

ASA/SSSA Certification Office

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5585 Guilford Road

Madison, WI 53711