

TESTING GUIDE

SPRING 2026

Testing Preparations:

Check Status

Your enrollment must be in "executed" status for your exams to be administered

Executed

Check Access

The proctor or individual administering exam must have enrollment access



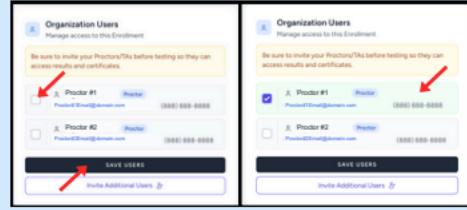
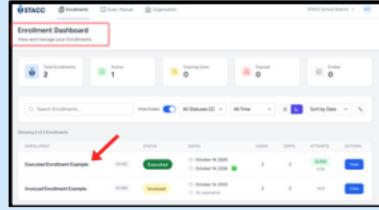
Registration

Students must register and confirm their accounts on staccexams.net

staccexams.net

Grant Enrollment Access

Unlike testing administrators (TAs), proctors must be assigned to their enrollments by the TA for access



- 1 Start by logging in on staccexams.com and find your enrollment dashboard
- 2 Click on the enrollment your proctor needs to access
- 3 On the exam page, scroll down and look for the "organization users" section on the lower left side
- 4 Click the box next to proctor's name and then click "save users" button - if green, the proctor has access

Test Day Check-In:

Prep Room

Remove course materials and distractions; arrange desks with ample space for privacy



Verify ID

Verify each student's identify with a school ID (or other ID) as they enter the room



Collect Items

Require students surrender personal items/backpack and all electronic devices not used for testing



Seat Students

Seat students and instruct them to log in on electronic device that will be used for testing



Administering a Pretest or Exam:

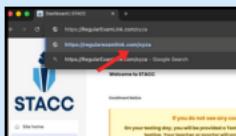
STEP 1: Students go to staccexams.net and log in to their accounts - if trouble logging in, try "forgot username/password" - contact STACC if needed



STEP 2: Provide students with correct certification URL (check if pretest, exam, timer, no timer) - we recommend URL is shared digitally to avoid typos



STEP 3: Students should click the URL if shared digitally, or type it into their browser's address bar and search if written on whiteboard



STEP 4: Students are taken to the self-enrollment page - click the green "Enrol Me" button at the bottom of the page to continue



STEP 5: Students receive enrollment confirmation (if a red warning message appears, just ignore it) - click the blue "continue" button to move on



STEP 6: Students are taken to info page that includes retest/remediation policy - click certification name at the bottom of the page to continue



STEP 7: Students are taken to a review page, which includes some additional info - click the blue "Attempt Quiz" button to continue



STEP 8: Students asked for exam password (not account password) - enter password in box - click blue "start attempt" button to begin exam

