

# 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



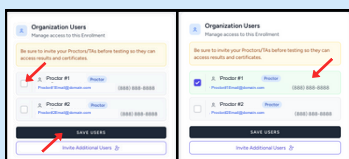
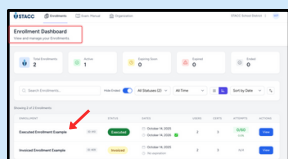
### Registration

Students must register and confirm their accounts on [staccexams.net](https://staccexams.net)

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## 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](https://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



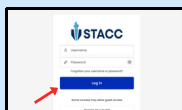
### Seat Students

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



## Administering a Pretest or Exam:

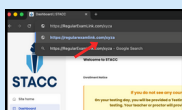
**STEP 1:** Students go to [staccexams.net](https://staccexams.net) and log in to their accounts - if trouble logging in, try "forgot username/password" - contact STACC if needed



**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

