



STACC Testing Guide



Updated Fall 2026

TESTING PREPARATIONS

Check Credits

Your credit orders must be in **“granted”** status for your credits to be available for testing

Granted

Check Status

Your testing enrollment must be in **“executed”** status for your exams to be administered

Executed

Check Access

The proctor or individual administering the exam must have been given enrollment access



Registration

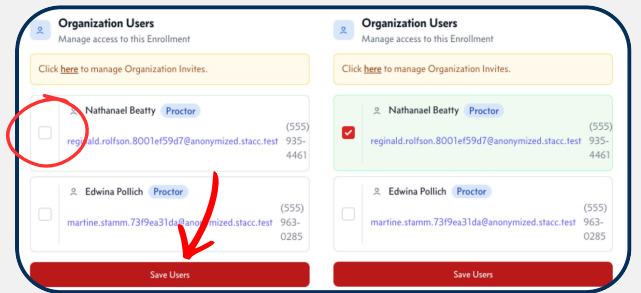
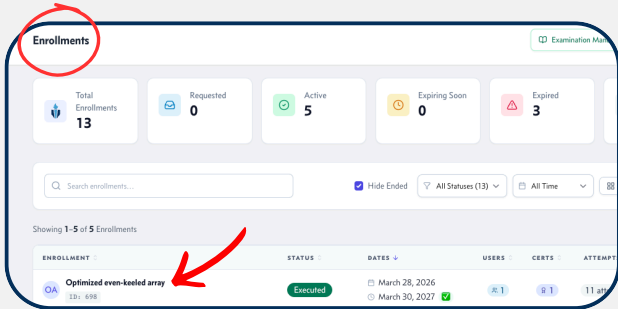
Students must register for and confirm their accounts on staccexams.net (not .com)

staccexams.net



Granting Enrollment Access

Unlike testing administrators (TAs) and admin, proctors and read-only auditors must be assigned to their enrollments for access



- 1 Start by logging in on staccexams.com - you will land on the default **Enrollment Dashboard** page
- 2 Click the enrollment your proctor needs to access and the enrollment's **exam page** will open

- 3 On the exam page, scroll down and look for the **“Organization Users”** section on the lower left side
- 4 Check the box next to the user's name and then click **“Save Users”** button - the user now has access

TEST DAY CHECK-IN

Prep Classroom

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



Verify ID

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



Collect Items

Require students surrender all backpacks, items and electronic devices not needed for testing



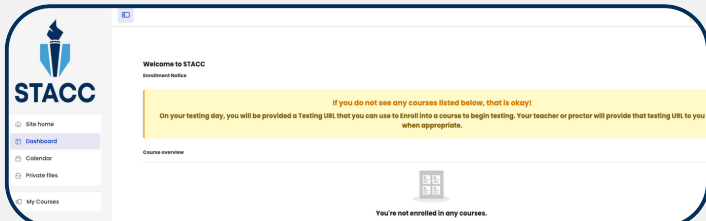
Seat Students

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

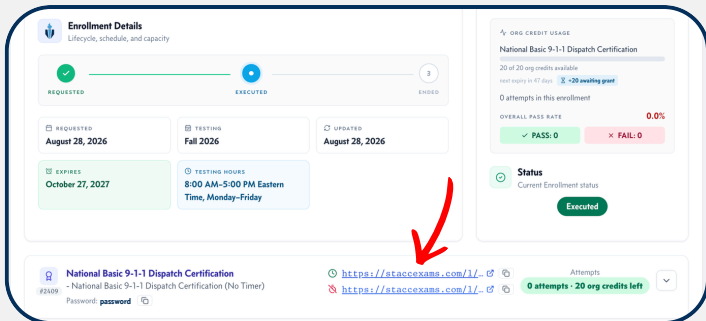


ADMINISTERING AN EXAM OR PRETEST

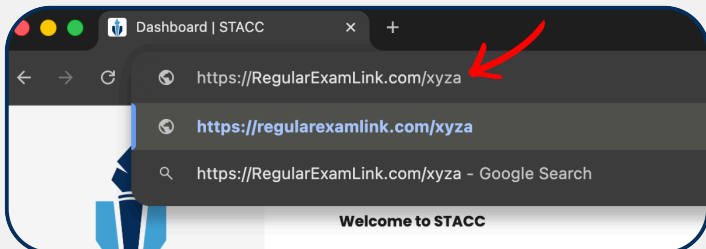
- 1 Instruct students to log in on staccexams.net (NOT .com). The dashboard shown below will be empty if they have not previously tested with STACC



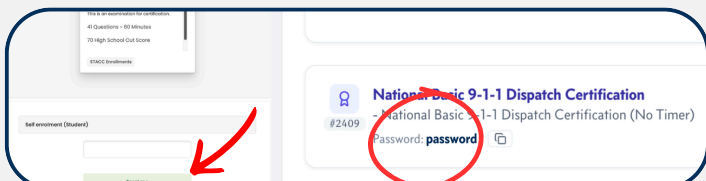
- 2 Provide students with the correct **certification URL** (check if pretest, exam, two-section, timer, no timer). We recommend sharing URLs **digitally** via email, canvas, google classroom, etc (rather than writing on whiteboard)



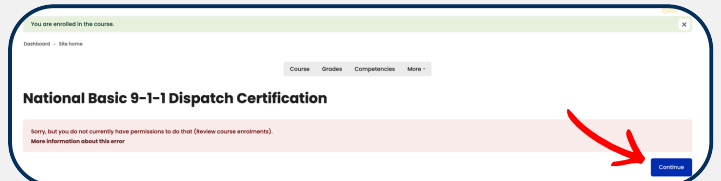
- 3 Students should click the URL or type it into their browser's address bar and search. They should then see a self-enrollment page. A **“404”** error message indicates that the student entered the URL **incorrectly**



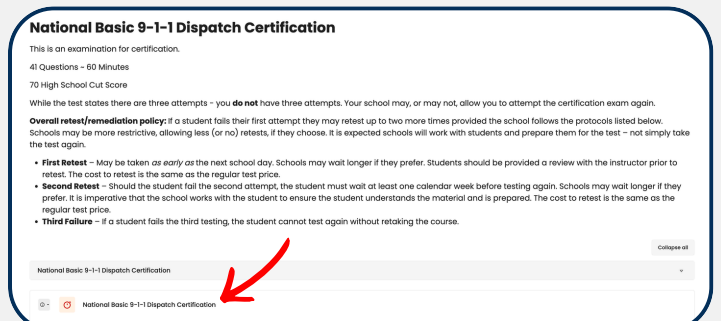
- 4 On the self-enrollment page, students enter the enrollment key (if prompted) and click the green **“Enrol Me”** button. Note: the enrollment key is the same as the certification password on your exam page - do not share this digitally



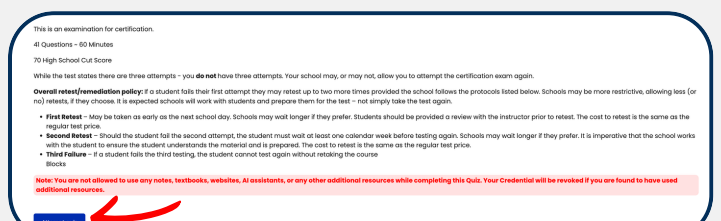
- 5 Students will receive a green banner confirming enrollment. If a red warning message appears, ignore it. Click the blue **“Continue”** button to continue



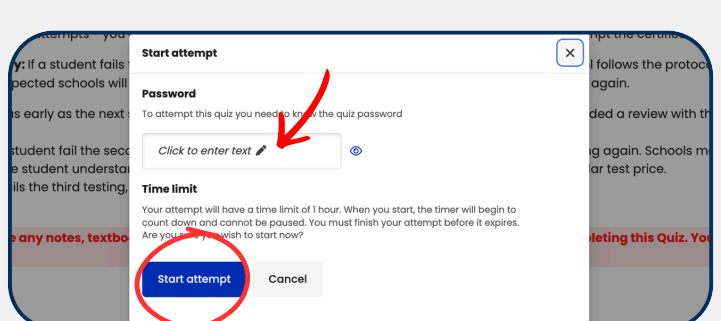
- 6 Students should review our retest/remediation policy and then **click the certification's name** at the bottom of the page to continue



- 7 Students are taken to a review page with the exam info and retest/remediation policy. Click the blue **“attempt quiz”** button to continue



- 8 Students are prompted for the exam password (same as the enrollment key; not their account password). Students should enter the password in the box and click the blue **“start attempt”** button to begin the exam



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View Our
Examination
Manual