

CTA CTP



# CERTIFICATION EXAM RESOURCE GUIDE

[tmacertification.org](http://tmacertification.org)

# CERTIFICATION EXAM RESOURCE GUIDE

## WHAT TO EXPECT BEFORE YOUR EXAM



You're on the path to certification! As you prepare for your Certification Exam, this guide will familiarize you with the testing experience. Please read on and review the included screen shots so you will know what to expect on the day of your Exam. If you have any further questions or would like additional clarification on anything here, please contact Stacey Williams, Program Director, Certification and Education, at [swilliams@turnaround.org](mailto:swilliams@turnaround.org) or (312) 578-2037.

### What is the format of the Exam? How much time am I allowed?

Each Exam, covering Accounting and Finance, Legal Principles, or Management, is a multiple-choice test with 100 questions. You must earn a score of 70% or better to pass.

Accounting and Finance and Legal Principles are 2 ½ hours (150 minutes) in duration, and Management is 3 hours (180 minutes).

These are closed-book exams; study guides and other resources are not allowed. Your Proctor will verify that you do not possess unauthorized materials in the testing space before your Exam begins. Scratch paper, a writing implement, and a calculator are allowed (you can use your computer's calculator or a handheld one). If you need to use the restroom, just communicate with your Proctor during the Exam.

### 1 Schedule your exam appointment with ProctorU.

After purchasing an exam registration at [turnaround.org](http://turnaround.org), you will receive an automated email confirmation with a link to ProctorU. In order to offer you a convenient and flexible online exam experience, TMA utilizes ProctorU to ensure the security and validity of the Certification Exams.

Once you create an account with ProctorU, you will be prompted to schedule an appointment. Timeslots are available whenever you are! You can even schedule several months in advance if necessary.

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

August 2019

Su Mo Tu We Th Fr Sa

28 29 30 31 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

1 2 3 4 5 6 7

Select a Time

10 : 50 AM

Find Available Times

Exam  
This exam is available from

10:50AM CDT  
Monday August 12, 2019  
5 months from now

Accounting and Finance  
Certification Exam

SELECT

10:20AM CDT  
Monday August 12, 2019  
5 months from now

Accounting and Finance  
Certification Exam

SELECT

11:00AM CDT  
Monday August 12, 2019  
5 months from now

Accounting and Finance  
Certification Exam

SELECT

11:10AM CDT  
Monday August 12, 2019  
5 months from now

Accounting and Finance  
Certification Exam

SELECT

11:20AM CDT  
Monday August 12, 2019  
5 months from now

Accounting and Finance  
Certification Exam

SELECT

## 2 Verify your personal exam link before your appointment and review ProctorU's system requirements.

Your exam registration confirmation email contained a personal link to TMA's learning management system, where the Certification Exams and other online Education products are hosted. **You will need this link to access your Exam at your scheduled date/time.** TMA staff will gladly resend this link if you need it before your exam—contact [certification@turnaround.org](mailto:certification@turnaround.org) or call us at (312) 578-6900 for assistance.

**Please note: your personal link is based on your login to turnaround.org. If your TMA password has changed since you purchased an exam registration, your link may be inactive. Please test your personal link in advance of your exam timeslot so that we can assist you if necessary.**

The ProctorU interface requires the user to download and install an applet. Within this applet, your live proctor will verify your identity, ensure that you do not possess unauthorized materials, and monitor your testing experience in real-time. [ProctorU provides many helpful resources to walk test takers through the process, verify system requirements, and troubleshoot technical difficulties.](#) TMA encourages all Certification applicants to review the system requirements. Please contact Stacey Williams if you need additional assistance with your employer's IT systems or security settings.

## 3 Login to ProctorU and connect with your proctor.

When your testing appointment has arrived, please login to ProctorU and begin the software download. Completing the initialization process with ProctorU may take up to 30 minutes, depending on your internet connection speed and system settings. The allotted time for your exam does not begin until the start-up process has been completed and the exam is unlocked by your proctor.

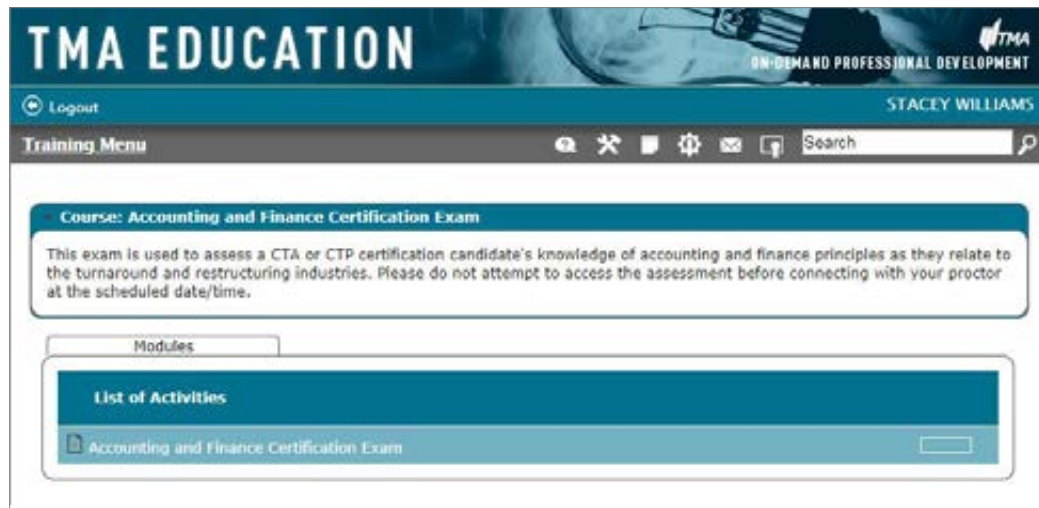
When your proctor indicates, you will use your personal link to access the learning management system:

[http://tma.knowledgedirectweb.com/kd/tma\\_login.cfm?P\\_Login\\_ID=swilliams@turnaround.org&P\\_Password=XXXXXX](http://tma.knowledgedirectweb.com/kd/tma_login.cfm?P_Login_ID=swilliams@turnaround.org&P_Password=XXXXXX)

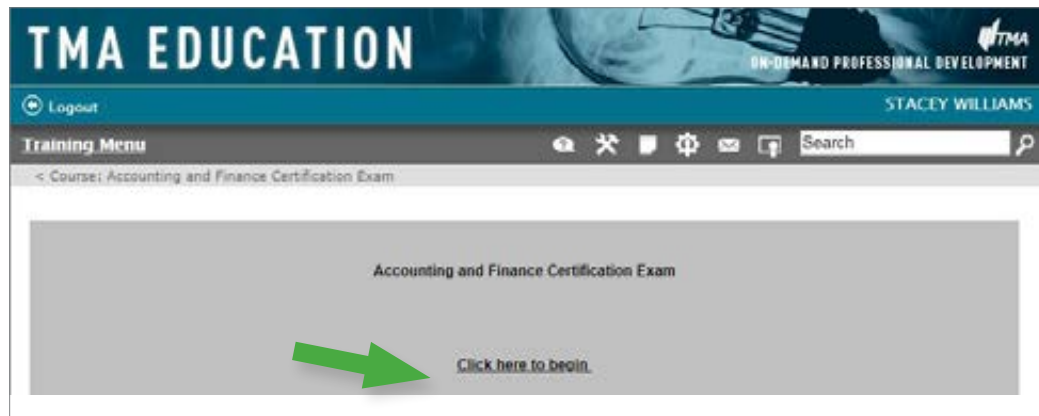
`http://tma.knowledgedirectweb.com/kd/tma_login.cfm?P_Login_ID=swilliams@turnaround.org&P_Password=XXXXXX`

The screenshot displays the TMA Education website. At the top, there is a navigation bar with a 'Logout' button and the user name 'STACEY WILLIAMS'. Below this is a 'Training Menu' with a search bar. The main content area is divided into several sections. On the left, there is a 'My Courses' section with a card for 'Accounting and Finance Certification Exam'. A green arrow points to the 'Launch' button on this card. On the right, there are three sections: 'Alerts' (No Alerts), 'Events (Click to View)' (No Upcoming Events), and 'Event Attendance Code' with a 'Submit' button.

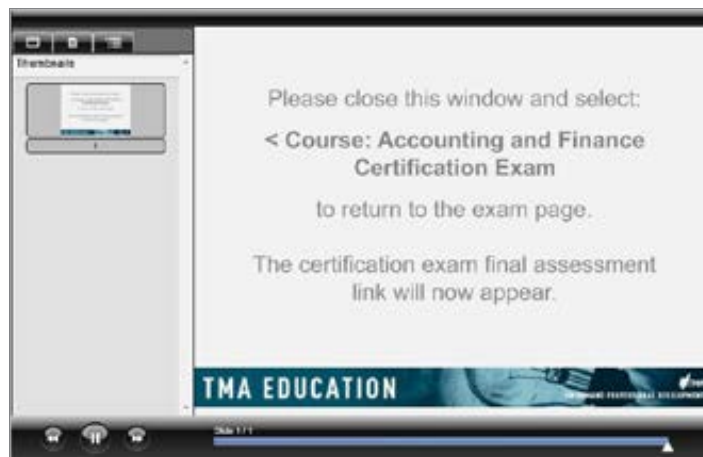
Your personal link will direct you to a dashboard displaying all your TMA Education purchases. Click "Launch" on the Exam you wish to take during this session.



On the next Exam screen, select the Exam under the List of Activities to open the first module and click "Launch," then "Click here to begin" on the next screen. A new window will open.

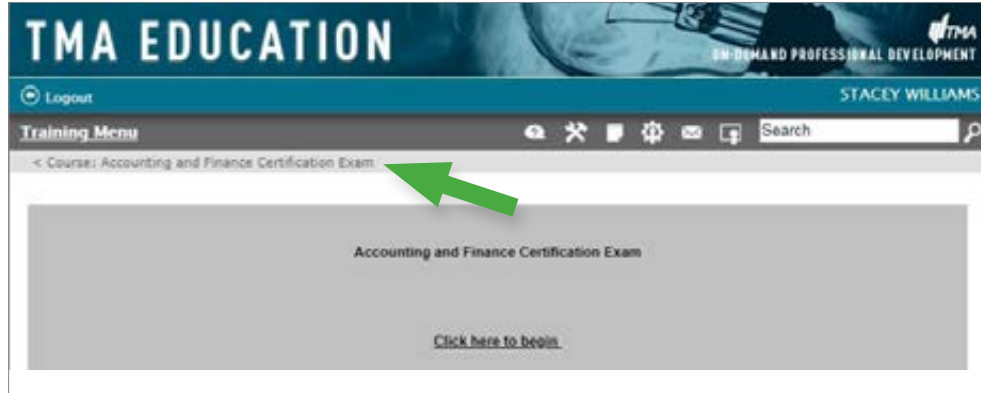


Once the new window opens, follow instructions to close the window and return to the List of Activities.

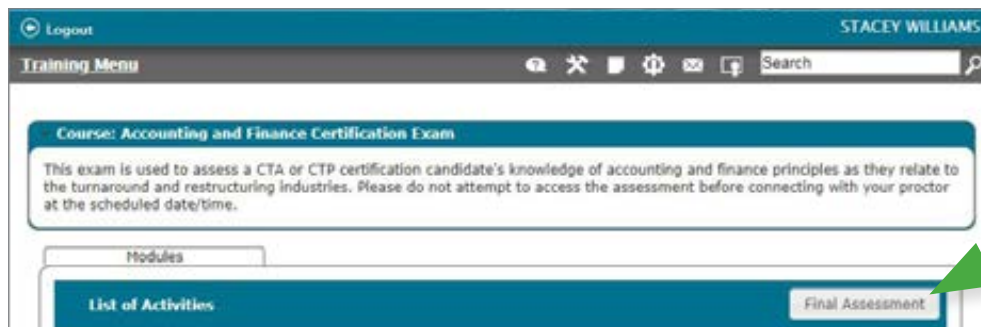




You will now see "< Course: Accounting and Finance Certification Exam" in the top left corner.



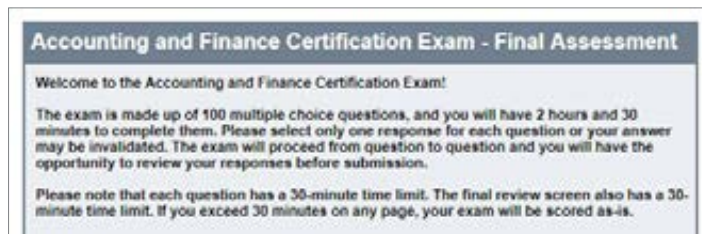
Select "Final Assessment." Your proctor will then unlock the exam using his/her credential.



**Your proctor has this login information!** This is not the test taker's username or password.



#### 4 Begin your Exam.



#### 5 You're one step closer to earning the CTA or CTP!