Scheduling an NAAEI exam with Castle Live Online Proctoring (LOP)

Note:

During this process, you will receive the following three automatically generated emails. You will not need the information in these emails to schedule your exam, but you will need it to take the exam, so **please retain these three emails until after you've completed the exam**.

- Notice to Schedule Email [insert name] Exam" from testing@castleworldwide.com
- "Castle Worldwide SCHEDULING CONFIRMATION NOTICE (Admission Ticket)" from testing@castleworldwide.com, and
- "Castle Worldwide: Your Exam Appointment" from <u>donot-reply@examity.com</u>". This email provides your exam appointment ID and the link to begin your exam.
- 1. Candidate receives Castle exam eligibility code from NAAEI or affiliate staff.
- Please go to <u>https://www.castleworldwide.com/tds_v5/asp/naaei_scheduling.asp</u> to schedule your exam. Please schedule your exam under your full legal name as it appears on your government-issued ID. When you sign in to take your exam, you will need to present a government-issued photo ID to the proctor for confirmation. You will see the following screen:



NAAEI Online Scheduling System



- 3. Input your NAA ID and the exam eligibility code you received into the appropriate fields above. Click "Submit".
- **4.** The next screen (pictured below) will ask you to review/edit/confirm your demographic information. Review your demographic information and make any necessary corrections. **It is very important that your email address is correct.**

		TIONAL APARTMENT ASSOCI	ATION		
	Welcome to	ALL AND A WER CALLED - CL.L.	And a state of the second s		
	welcome to	the NAAEI Online Sch	eduling system:		
Title:(NR)	© Ms. ○ Mrs. ○ Mr. ○ Dr. TEST	Last	cam		
Title:(NR) First: Address:	© Ms. © Mrs. © Mr. © Dr. TEST STREET	Last:	CAM		
Title:(NR) First: Address: Address 2:	Ms. Mrs. Mr. Dr. TEST STREET STREET 2	Last:	CAM		
Title:(NR) First: Address: Address 2: City:	© Ms. © Mrs. © Mr. © Dr. TEST STREET STREET 2 CITY	Last: State Province:	CAM North Carolina	-	
Title:(NR) First: Address: Address 2: City: Postal Code:	© Ms. © Mrs. © Mr. © Dr. TEST STREET STREET 2 CITY 27560	Last: State/Province: Country:	CAM North Carolina	•	
Title:(NR) First: Address: Address 2: City: Postal Code: E-mail:	WEICOME TO Ms. Mrs. Mr. Dr. TEST STREET STREET 2 CITY 27560 rshearin@castleworldwide.com	Last: State/Province: Country:	CAM North Carolina US	•	

5. At the bottom of the page, select the radio button "Live Online Proctoring (LOP)" to test via live online proctoring (LOP). Then, click "Submit Form."

Site Type Selection	
Choose carefully! This can not be revised after clicking the Submit Form button.	
NAAEI Affiliated Associations Availability	
Venue Location Exam Time	
EL PASO APARTMENT ASSOCIATION EL PASO, TX 12/10/2018 08:00 AM	
EL PASO APARTMENT ASSOCIATION EL PASO, TX 12/17/2018 08:00 AM	
EL PASO APARTMENT ASSOCIATION EL PASO, TX 12/31/2018 08:00 AM	
© Live Online Proctoring (LOP)	
Submit Form	

- 🔆 🤿 🥵 https://www.castleworldwide.com/til P + A CASTLE Worldwide, Inc. [US] C S NAAEI Online Scheduling × n * ¤ 0 Venue Location Exam Time APARTMENT ASSOCIATION, CA SOUTHERN CITIES LONG BEACH, CA 01/08/2019 06:00 PM APARTMENT ASSOCIATION, CA SOUTHERN CITIES LONG BEACH, CA 01/10/2019 06:00 PM APARTMENT ASSOCIATION, CA SOUTHERN CITIES LONG BEACH, CA 01/17/2019 06:00 PM APARTMENT ASSOCIATION, CA SOUTHERN CITIES LONG BEACH, CA 01/22/2019 06:00 PM APARTMENT ASSOCIATION, CA SOUTHERN CITIES LONG BEACH, CA 01/29/2019 06:00 PM FIRST COAST APARTMENT ASSOCIATION JACKSONVILLE, FL 02/11/2019 10:00 AM
 JACKSONVILLE, FL.0211/2019 10:00 AM

 METARE, LA
 0/15/2019 09:00 AM

 GREENSBORO, NC
 0/20/2019 09:00 AM

 CLEVELAND, OH
 0/07/2019 09:00 AM

 CLEVELAND, OH
 0/09/2019 01:00 PM

 CLEVELAND, OH
 0/09/2019 01:00 PM

 CLEVELAND, OH
 0/09/2019 01:00 PM
 APARTMENT ASSN OF GREATER NEW ORLEANS APARTMENT ASSN OF OREATER NEW ORLEANS PIEDMONT TRIAD APARTMENT ASSOCIATION PIEDMONT TRIAD APARTMENT ASSOCIATION TRIANGLE APARTMENT ASSOCIATION NORTHERN OHIO APARTMENT ASSOCIATION CLEVELAND, OH 01/10/2019 09:00 AM NORTHERN OH Message from webpage 9 09:00 AM NORTHERN OH 9 01:00 PM 9 09:00 AM You have chosen ... cannot be changed satisfied with your your selection. NORTHERN OH 9 01:00 PM NORTHERN OH NORTHERN OH 9 09:00 AM NORTHERN OH NORTHERN OH 9 01:00 PM 9 09:00 AM Cancel 9 01:00 PM 9 09:00 AM 9 01:00 PM 01/24/2019 09:00 AM 01/24/2019 01:00 PM 01/28/2019 09:00 AM 01/28/2019 01:00 PM 01/28/2019 09:00 AM OK Cancel NORTHERN OH NORTHERN OH. NORTHERN OHIO APARTMENT ASSOCIATION D. OH CLEV CI CI CI CI CI CI SI EI NORTHERN OHIO APARTMENT ASSOCIATION 01/29/2019 01:00 PM NORTHERN OHIO APARTMENT ASSOCIATION OH 01/30/2019 09:00 AM NORTHERN OHIO APARTMENT ASSOCIATION OH 01/30/2019 01:00 PM NORTHERN OHIO APARTMENT ASSOCIATION OH 01/31/2019 09:00 AM NORTHERN OHIO APARTMENT ASSOCIATION OH 01/31/2019 01:00 PM SDMHA SD 01/04/2019 12:00 PM EL PASO APARTMENT ASSOCIATION 01/11/2019 08:00 AM Live Online Proct Submit Form
 - 7. Carefully review the examination admission requirements. Scroll down to the end of the displayed document, check the checkbox next to "I attest", then click "Continue".



6. Click "OK" on the pop-up message pictured below:

8. Choose the exam you want to schedule and click "Schedule".

NATIONAL APARTMENT ASSOCIATION Education Institute	Amy Allen Candidate Id: 857917421
Your Unscheduled Exams	
You have 3 unscheduled exam(s).	
Exam Name	
Certificate for Apartment Maintenance Technicians (CAMT+E) Micro-Credential - (Remote Proctoring)	Schedule
Certified Apartment Manager (CAM) (Remote Proctoring)	Schedule
Certified Apartment Manager (CAM) Student Housing Micro-Credential - (Remote Proctorio	ng) <u>Schedule</u>
	Contact Casi

9. You will see the screen displayed below. When you click on "Examination Delivery Requirements", it will initiate the process of verification that the computer you are using is suitable for the testing purposes. However, if you are scheduling your exam on a computer DIFFERENT from the one you will be testing on, you may bypass this process for now, and continue straight to the scheduling part. (Starting at step 17 below.) You will be given another opportunity to verify your computer's suitability immediately prior to the exam. To avoid any delays in your testing, we strongly recommend that you schedule your test using the same computer which will be used for testing.



10. A new tab will open in your browser. Click on "click here to test now"



11. You will see the following screen. Scroll down to make sure that all components have status "Passed" indicated.



12. If all components feature a "*Passed*" status, close the "PASS" browser tab (thin blue arrow). You will return to the "Castle Registration" tab (thick blue arrow).

Shipping Tool			0 8 8
😵 New 🔝 Mode 🔹 🎯 Delay 🔹 🔜 👔	8 · 1 · 1 = 9		
 Salesforce PUI Grace HUI ogin 5 	14 Castle Registration X 54 PASS en: 9r CourseMerchant. 9 Workberch 54 Castle	x +	
	astle 🧩	PASS Proctored Assessment System	
Proctor Login Requirements Participant Handbook	System Requirements You have not tested your computer yet. Click here to test now.	Eulinea -	
Eorgot.Password2 Candidate Comments.Form	JavaScript Your browser must support JavaScript and have it turned on. Passed		
	Cookies Your browser must accept cookies from Castle's site. Passed		
	Popup windows		
174	For immodate	e support call the numbers listed in your procfor manual y case Kontones has Non-units No. USA-	
¢			

13. In the "Castle Registration" tab, now click on "Live Online Proctoring Requirements."

S https://www.castleworldwide.com/repid/stocor/app/#/proctor/herOptionstable File Edit View Favorites Tools Help	D +	n * ¤ 0
Welcome to the NAAEI Online Exam Registration	on System	Logout Castle 📢
	<image/> <image/> <section-header><section-header><section-header><section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header>	

14. A new tab will open, and different components of your computer will be tested.

G Shipping Tool	
File Edit Tools Help	
D Microsoft Word - CAPS Exam Te x 1 C Castle Registration X D https://p	prod examity.com/syste × +
essCheckt.aspx 👂 Grace Hill Login Ser 🛠 CourseMerchant 😝 Workbench 💵 & Caste exc	am code ve 15 NAAB Online Scherl
Examity will ensure your compu	uter is ready.
<u> </u>	Operating System
Webcam Microphone Ready Ready	Windows 10 Ready
Browser Chrome 70.0.3538 110 Ready	
It may require up to 60 seconds to verify y	rour internet speed.
č	

15. Please be patient while the system finishes testing your internet speed (thin blue arrow above). A minimum bandwidth of 2 Mbps upload and download speed is required to support the video process during the exam. When the process is finished, you'll see the following screen:



16. After you see "Proceed. Speed is acceptable" (Thick blue arrow above), close the Examity browser tab (by clicking on a little cross with thin blue arrow below), and you will return to the "Castle Registration" browser tab (thick blue arrow below).



If any aspect of your computer is found to be unacceptable for testing, you will need to find another work station or computer for the testing purposes.

17. After you've tested both system requirements, you can now click on the red button "Schedule/Take a live online proctoring exam."



My Photo Schedule Exam Reschedu	wCancel Logout	Line, Chail - Microel Sweeter 1	Phone Support 855-EXAWITY
My Profile	Start Exam Begin scheduled aram Schedule Exam	RescheduleiCancel	
Confirm Account Information	Make appointment	Change appointment	

18. You will see the following screen. Click on "My Profile," as indicated by the thick blue arrow.

19. On the next screen click on "Edit". This will allow you to review and confirm the details on your account.

Cartle 14 St	ANTRON	Target a particular start of the start of the second	e e yam
CARTLE IS A SCANTRON ASSESS	SHAAT STARTS HERE HENT SOLUTIONS BUSHESS		
Dashboard Start Exam	My Prolite Schedule Exam Reschedule/Cancel Logout		Live Chat (Email Support) Phone Support 855-EX
L My Profile			
Welcome to Examity 1. Check that you 2. Verify your use 3. Please click the Exam Requirem	To get strate, please; y system has the necessary software. I information. save button if you make changes to your information.	Computer, Requirements, Check	Your exam0ADOE® status exam0ADOE®
0	Time zone		
Account Inform	ation		Academic Honesty
First Name Email Time Zone	Elizabeth Les existes finality and org Pho -obeiod Time Zone-	Name Zostuchna ne Rumber Nuk	Test with integrity and get recognized Show your pride by displaying your exameAAOGE* or academic honestyl
			and the second

20. In the "Account Information" section, enter your phone number and select your time zone from the drop down list, as shown below. This is very important for your exam scheduling. Click "Save".

Edit Tools Help		
ew 🔚 Mode 🔹	🞯 Delay 🔹 📓 📓 🖌 📝 🕐 🧶	
	Cartle 💰 SCANTRON.	
	SMART STARTS HERE	
	CASTLE IS A SCANTRON ASSESSMENT SOLUTIONS BUGINESS	
	Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Logaut	
	2 My Profile	
	Welcome to Examity. To get started, please:	
	1. Check that your system has the necessary software.	
	2. Verify your user information. 3. Please click the save button if you make changes to your information.	
	Exam Requirements Computer Requirement	ts Check
	😡 Time zone	
	Account Information	
	Account mormation	
	First Name Firstant	
	Einen essestennebhaang.crg Printe Reinen 1 1 103-797-0005 Itel: e 14242/900-0000	
	The Zone States Time OTT 05 00 001	
	Eastern Time (UT-05000)	
	Indiana (East) (UTC-05:00) Save Cancel	
	Midway Island, Samas (UTC-11:00)	
	baga Cantoma (UTC-4000) Al IS Extrator Studied Tone (UTC-110000)	
	Cuba (JJTC-9500.00)	
	Central America (UTC-06.00)	
	Guadalajara, Mexico City, Monterrey (UTC-06:00)	
	Buadalajara, Mexico City, Monterrey (UTC-06:00) Saskatchevan (UTC-06:00)	

21. You will see the message "Account information has been updated successfully." Now click on "Schedule an Exam" at the bottom of the screen.

Dashboard Start Exam	My Proble Schedule Exam Reschedule/Cance	t Logout	
💄 My Profile			
Exam Requirer	nents		Computer Requirements Check
6	Time zone		
Account Inform	nation		
	nation has been updated successfully.		
First Name	Elizabeth	Last Name	Zolotukhina
Time Zone	Eastern Time (UTC-05:00:00)	Phone Number	*1-(703)-797-0000
		Edit	
Please make sure yo Once you have compl	u save your information before continuing. eted the above steps, you can <u>Schedule an Exam</u>		

22. From the "Exam Program" drop down list, select the exam you'd like to schedule. From the "Exam name" drop down list, select the exam name.

Dushboard Start Exam My Protein Schedule Exam Reschedule/Cancel	ogad	Email Sucord ! Phone Support 8	SS-EXAMITY
Schedule/Reschedule Exam			
To SCHEDULE an Exam: Select Evan Program and Evan Name. Select Date and Time. Cicki: Stochals."	To RESCHEDULE an Exam: Cick: Teacheolae Euan." Select new Date and Tima. Cick: Teacheolae."	To CANCEL an Exam: Cisi. "Cancel Apportment." Yes in pop-up message.	
Esum Program Esum N	mu Esen ca	Scheduler De scheduler De scheduler On ar Betres	
Solect mani program- Solect mani program- Solect mani program- NAAEI CAPS Part I and Part II - Capte m			
THACLEARS HATTERD HATTER CADA			

23. If you would like to take your exam within the next 24 hours, be sure that the On-demand Scheduling button is switched to "On".



24. If On-demand Scheduling is switched to "Off" you will NOT be able to schedule within the next 24 hours. You must switch On-demand Scheduling to "Off" in order to schedule beyond the next 24 hours.

On-demand scheduling OFF Use the on-demand scheduling option to take test within 24 hours. 25. From the calendar showing available dates, select the one that suits you. Once you click on a date, all available appointments will be shown on the right. Pick the one you like, and Click "Schedule".

Dashboard Start Exam	My Profile	Schedule	Ean	Resched	delCancel Los	out								Ema	Support Phone Support 855-EXAMITY
Schedule/Resch	edule Exar	π.)													
🗌 Avalable 📗 Unav	slable 📑 Sci	heduled													
														Use the on-deman	d scheduling option to take test within 24 ho
Select Exam Program Select Exam Program Select Date and Time Click "Schedule."	and Exam Name	í.						Click Selec Click Click	Reschedule E Reschedule E Reschedule "	xam." I Time				Click "Cancel Appointment." Ves in pop-up message.	
	-				P. 114 81 44					10				10	
NULT GUES P	ntiand Par =				NAAEI CAPS Part Land PL			240	Minutes		07/16/20	18 12:00 AM - 01/02	2/2019 11 59 PM	c i	12/19/2019 11:59:59 PM
	44.4 5	econter 2	118 - Y	**					ect Tanal						
	Su Mo	Tu We	Th Fr	Se	772-00-000	17.32.448				are sub-	1000.000	DISTRIBUTION AND			
	2 3	4 3	6 7	8											
	9 10	11 12	13 14	15					02:00 PM	02:30 PM	03.00 PM	03:30 FM			
	16 17	11 19	20 21	22	04.00 PM	04.30 PM	05.00 PM	05:30 PM	06:00 PM	05.30 PM	07:00 PM	07.30 PM			
	23 24	1 1	27 28	29	08:00 PM	08:30 PM	09.00 PM	09:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM			
	30 31	5 .4.		-											

26. You will see a pop-up asking to confirm the selected schedule. Click "Yes" if you are sure you are available to take the test on this date and time.

Cartland SCANTRON		The state of the s		evamit
				CACITIC
Destoord Stat Even My Prolie Schedule Even	Rescherknie/Cancel Logout			Email Support Phone Support 855-EXAWITY
Available III Unavailable III Schedued			Use the or	On-demand scheduling
To SCHEDULE an Exam: • Seed Exam Program and Exam Isame • Seed Data and Tran. • Cick "Schedue."		To RESCHEDULE an Exam: - Clox Rescharbur Exam' - Stretcharb Date and Time. - Clox Rescharbur.'	To CANCEL an Examp - Cick "Cancel Apport - Yes in pop-up messag	bert " K
Eran Playan	Tores Name	Exam schedule confirmation X		Suttending Cou or History
MAAT COURT OF LOUDE LA		Are you sure you want to schedule this appointment?	102/2010 11 55 PM	12/10/2010 11 50:59 PM
I Max To Max To Max 42 420	State Tradition State (State) 1 10000000 10000000 10000000 1 10000000 10000000 10000000 10000000 10 10000000 10000000 10000000 10000000 10000000 20 100000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000 100000000 100000000 100000000 100000000 1000000000000000000000000000000000000	02-00 PM 62-33 FM 03-00 PM 63-30 FM 10 03-30 FM 100 S0 FM 03-00 PM 62-30 FM 10 03-30 FM 100 S0 FM 03-00 FM 62-30 FM		

27. You will see "Appointment scheduled successfully."

de • 🛞 Relay • 🖬 📋 🍰	· / · / • •		
		tractions, constant reproduces (scored 1	Control of Alling (1997)
Castle 🕵 🛛 s c 🔬	T R O N.		
CASTLE IS A SCARTBON ASSESSMENT D	ALTRIDAS BUSINESS		Law Old Email Second 1 Proce Support
Labridoard Start Exam wy r	The Schedule Court Preschedule Lance Lagour		FEATURE DEFINITION COMPANY LIFETURE CORPORT
		Appointment scheduled successfully	
Exam ID	2210041095	Student Name	Elizabeth Zolotuktrina
Exam Program	NAAEI CAPS Part I and Part II - Caste	Exam Name	NAAEI CAPS Part I and Part II
Exam Date	12/20/2018	Exam Time	6:00 PM
Status	Scheduled		
Standard Rules			
Alone in room			
Clear Desk and Area			
Connected to a powersource			
No phones or headphones			
No dual monitors			
hip leaving seat			
No talking	e must remain on throughout the test.		
No talking Webcam, speakers, and microphon	a for the duration of the test.		
No talking Webcam, speakers, and murophon The proctor must be able to see yo			
No taking Webcam, speakers, and microphon The proctor must be able to see yo			
No talking Webcam, speakers, and microphon The proctor must be able to see you			

- 28. Your exam is now scheduled.
- 29. Following the scheduling, you should receive an email with the subject line "Castle Worldwide: Your Exam Appointment" from <u>donot-reply@examity.com</u>". This email **contains your exam appointment ID and the link to begin your exam.** Please be sure to have this email readily available right before your test. Refer to this email and the instructions for taking your LOP exam when you are ready to do so.

For technical problems related to the Castle Worldwide testing platform, please contact Castle Worldwide directly at (919) 572-6880 during their normal business hours, 8:30 AM – 5:30 PM ET, Monday through Friday.