

System Requirements, Testing and Retake Policies

System Requirements

The following system requirements are for certification programs.

- FableVision Learning
- Toon Boom Certified Associate
- Unmanned Safety Institute
- ASE Entry-Level

To begin testing please review system requirements below.

Internet access. **Google Chrome, Version 51** or higher; cookies enabled; pop-ups allowed.

Screen resolution: **1024 x 768** or higher.

The school's email server must allow all non-student users to receive email communications from support@SummitGlobalTesting.com. Non-student users must use a valid email address as their user name.

Testing Policies

- FableVision Learning Certification
- Toon Boom Certified Associate
- Unmanned Safety Institute
- ASE Entry-Level (*please visit www.ase.com/entry-level/*)

In order to effectively measure the student's knowledge, tests must be uniformly and securely administered. Therefore, both the instructors who schedule the tests and the proctors who administer them must strictly follow all program procedures.

Testing Dates and Times

Exams are valid 12 months from the date of purchase. Tests can be scheduled for any time of the day providing a proctor is available for supervision.

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Testing Environment

The Certification Tests may be offered on any computer that meets the minimum technical and security requirements outlined above. The computer must be located in a computer lab or other appropriate testing location. The location must accommodate monitoring by the proctor, reasonable shielding from others, freedom from distractions and comfort for the examinee.

Proctors

The proctor may be a school administrative staff member, current faculty member or retired faculty member. The proctor may not be a faculty member currently teaching the certification program. Students may not be proctors.

Proctor's Responsibility

The proctor is responsible for verifying the candidate's identity, enabling the computer-based test for the student, and providing general oversight of the student during the testing session. This includes ensuring that there is no cheating of any kind, including giving or receiving help, using books or notes, etc.

Accommodations (ADA)

Candidates with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations for their special needs provided that those accommodations do not compromise test integrity.

Instructor Level Access

Instructors are given unique password access to the testing platform to register students and monitor their progress. Instructors may not share their access information with students and must take reasonable precautions to safeguard their password at all times.

Cancellation of Scores

Summit and/or Program provider reserves the right to cancel any test score and/or bar participation in the Certification testing program if Summit or Program provider has reason to question the validity of a test score. Misconduct at the testing session, multiple test attempts by one student in a test window and/or prior access by instructors to test forms can all compromise test validity.

Good and Reasonable Effort

Summit considers each school participating in a Certification Program to be an active partner in the test delivery process. As such, Summit expects all school staff involved in the testing program to exercise good and reasonable effort to maintain the integrity of the testing program.

User Name

All non-student users must use a valid email address as their user name.

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Exam Retake Policies

FableVision Learning

- If a candidate does not achieve a passing score on an exam the first time, the candidate must wait two days before retaking the exam.
- A two-day waiting period will be imposed for each subsequent exam retake.
- There is no annual limit on the number of attempts on the same exam.
- If a candidate achieves a passing score on a FableVision exam, the candidate may take it again.
- Test results found to be in violation of this retake policy will result in the candidate not being awarded the attempted credential, regardless of score.
- States and institutions may regulate retake of candidate exams at their own discretion.

Toon Boom Certified Associate

- If a candidate does not achieve a passing score on an exam the first time, the candidate must wait 20 days before retaking the exam.
- A 20-day waiting period will be imposed for each subsequent exam retake.
- There is no annual limit on the number of attempts on the same exam.
- If a candidate achieves a passing score on a Toon Boom exam, the candidate may take it again.
- Test results found to be in violation of this retake policy will result in the candidate not being awarded the attempted credential, regardless of score.
- States and institutions may regulate retake of candidate exams at their own discretion.

Unmanned Safety Institute

- If a candidate does not achieve a passing score on an exam the first time, the candidate must wait 20 days before retaking the exam.
- A 20-day waiting period will be imposed for each subsequent exam retake.
- There is no annual limit on the number of attempts on the same exam.
- If a candidate achieves a passing score on a USI exam, the candidate may take it again.
- Test results found to be in violation of this retake policy will result in the candidate not being awarded the attempted credential, regardless of score.
- States and institutions may regulate retake of candidate exams at their own discretion.