



SYSTEM REQUIREMENTS AND TESTING POLICIES

System Requirements

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 certifications and Toon Boom Certified Associate (TCA)

In order to effectively measure the student's knowledge, they 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 and tests can be scheduled for any time of the day that a proctor is available for supervision.

Testing Environment

The Certification Tests may be offered on any computer that meets the minimum technical and security requirements. The computer must be located in a computer lab or other appropriate testing location that provides for 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 or current or retired faculty member but 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.

Exam Retake

After a failed attempt, candidates must wait 21 days before attempting the exam. A new form will be given as not to compromise the testing items. Candidates wishing to improve the passing score may take the exam without a waiting period.

Instructor Level Access

Instructors are given unique password access to the testing platform for registering students and monitoring 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 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.