

Program Assessment Exam from Peregrine Academic Services
Frequently Asked Questions Guide

Question	Response
<i>Why am I taking this assessment exam?</i>	Your school requires students to take comprehensive assessment exams in order to assess your learning and to evaluate the program learning outcomes associated with the program of study. The purpose of this exam is to allow school officials the ability to assess the quality of the academic programs, so that the school can improve its programs and provide the best possible educational experience for all students. The assessment exam helps ensure that the school maintains the highest quality of education.
<i>How should I prepare for the assessment exam?</i>	<p>The comprehensive exam covers topics taught throughout the degree program, which are aligned to the topics required for accreditation.</p> <p>If you are taking this exam early in your program (the inbound exam), there is no need to prepare. This exam simply assesses the baseline data the school needs for its analysis. This exam is not graded, but rather you must complete the exam to receive course credit.</p> <p>If you are taking the exam at the end of your program (the outbound exam), then the preparation for the exam comes from your educational experience with the school, specifically through the required courses for your degree.</p> <p>The exam assesses the foundational knowledge areas. There is no need to prepare for the exam.</p>
<i>Does this assessment exam affect my final grade?</i>	<p>Please refer to your course syllabus or course instructor for information on how the exam will be graded.</p> <p>Keep in mind that the “scores” you receive on the exam are relative, meaning the scores do not relate directly to a traditional 100pt grading scale. If you are graded on the exam, you will most likely be graded on an adjusted grading scale.</p>
<i>What do I need to access the exam?</i>	You will need a computer with Internet access. No other plug-ins are required. The online exam will operate on all internet browser types.
<i>How do I register for the exam?</i>	Students obtain their exam access link by self-registration from a micro-site created for your university. Be sure to follow the instructions from your course professor. In most cases, you will select from the list the course you are currently enrolled in, which includes the exam as a course requirement.
<i>How do I start the exam once I am registered for the exam?</i>	<p>At the conclusion of the self-registration process, a hyperlinked course name will be displayed. When you click the hyperlink, your web browser will open to the exam screen. This method is the best method to start the exam.</p> <p>If you do not complete the exam at the end of the self-registration process, you can also access the exam by using the e-mail sent to you upon completion of the self-registration process. This e-mail also has a hyperlinked name to take you to the exam page.</p>
<i>I know I am registered, but I never received the e-mail.</i>	<p>Please check your SPAM or JUNKMAIL folder for the e-mail from Peregrine Academic Services. (Receipt@PeregrineAcademics.com). You can also have the e-mail re-sent to you using the link found on the micro-site page where you began the self-registration process.</p> <p>If you still do not see the e-mail, then there is an issue with your Internet Service Provider (ISP) blocking or otherwise restricting the e-mails and Peregrine Academic Services may not be able to assist you with recovering this e-mail.</p> <p>The last-resort option is to submit a support e-mail to Peregrine</p>

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	(Support@PeregrineAcademics.com) and we will send you the exam access key manually in a reply e-mail.
<i>My assessment exam site password does not work anymore after I used the exam key.</i>	Contact your instructor if you need the exam re-set due to extenuating circumstances. Peregrine Academic Services requires instructor/school/faculty involvement with this step in order to ensure the academic integrity of the exam process. The number of access attempts is limited in order to protect the integrity of the online exam.
<i>I have the e-mail, but how do I access the assessment exam site?</i>	Click on the blue, underlined hyperlink content included with the title of the course or exam you are enrolled in. The hyperlink directs your Web browser to the appropriate site and auto-fills the registration information.
<i>How much time do I have to take the assessment exam?</i>	Most Schools allow you to have 48 hours to complete the exam once the exam has been started. The 48 hour clock starts when you start the exam. The exam access link does not expire, but rather the 48-hour rule begins after you click “Proceed with Exam” and start the online exam.
<i>What if I need to stop during the exam?</i>	<p>You are allowed to stop during an exam and restart a later time. However, most schools allow 3 access attempts within the 48 hours. You cannot log-in/log-off in the traditional sense, rather you access the exam with the exam access link and exit the exam by closing your internet browser.</p> <p>Please be advised that the 3 access attempts have been added to address unforeseen issues (i.e. loss of internet connectivity, emergencies). Do not use these as breaks during the exam. Rather, please use the “take a break” feature within the exam window to pause the exam for up to 15 minutes.</p> <p>If you do stop the exam and restart later, you will resume the exam at the next question from where you ended the previous session. You will consequently forfeit the question you were on. You cannot go back and review previously answered questions. These measures are needed to protect the integrity of the exam process.</p>
<i>How many questions are on the assessment exam?</i>	It depends on the exam and selection of topics by school officials.
<i>How long will I need to take the exam?</i>	Typically, the exam should take about 60-90 minutes.
<i>Can I “back track” during the exam?</i>	No, you will not be able to go back to a question if you decide to skip it. You need to do your best to answer each question within the allotted time. Otherwise, it will be graded as 0 points. The reason why this restriction is in place is due to need to protect the integrity of the exam process.
<i>Is the score weighting the same for an unanswered question versus a question answered incorrectly?</i>	Yes.
<i>How do I print or save my completion certificate?</i>	<p>After completing the exam, you will be asked to view and save your certificate. A link to download the exam completion certificate will also be automatically e-mailed to you at the end of the exam.</p> <p>Finally, you can also retrieve your completion certificate from the micro-site page where you began the self-registration process.</p>

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<i>How should I submit the certificate to my instructor?</i>	Submit completion certificate to your instructor according to your course assignment or instructions from your course professor. Typically, you will upload the certificate in the assignment area.
<i>I forgot to save my completion certificate when I finished the assessment exam.</i>	Look for the e-mail with the link to download the completion certificate included. If that still does not work, you can have the certificate re-sent to you from the micro-site page (where you self-registered), on the main log-in screen.
<i>If I still have questions, whom do I contact?</i>	For course and exam content/requirement related questions, please contact your course professor. Peregrine Academic Services does not control how exams are graded or otherwise used by the institution. For technical questions or issues regarding the exam site, please contact Support@PeregrineAcademics.com . Sending an e-mail is your fastest method for rapid customer support because the e-mail is automatically sent to the person who is assigned support duty during the period of your request. Normal support hours are 6am-10pm, Mountain Time Zone.