3RD PARTY / INSTRUCTOR EXAM
Schedule and update exam results.

Click here
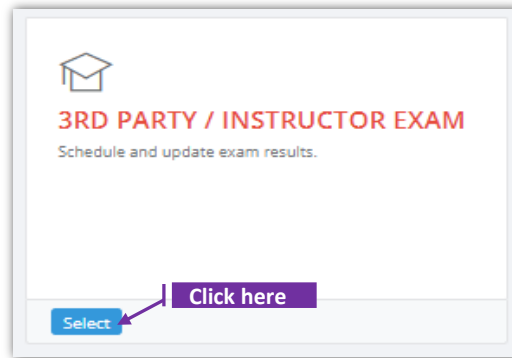
Select

Set-1: Steps

➢ Click 'Select' button in '3RD PARTY/INSTRUCTOR EXAM' tile from the dashboard.
  • Only the MDE Program staff will have access to this tile.
➢ MDE User will be navigated to a page where the exams can be scheduled or the scheduled exams can be viewed.

Set-2: Steps

➢ Select 'Exam Category', Exam date, Start time, Physical location of the exam, Duration, and Exam Fee to schedule an exam. By default -
  • Exam fee will be set to $35.00 for Non-Instructor exams or 3rd party exams & to $0.00 for Instructor exams.
  • Physical location will be set to '1800 Washington Boulevard, Baltimore, MD 21230'
➢ Enter the required information and click 'Schedule'. Once scheduled, the exam will be listed under 'Scheduled Exams' section.

Set-3: Steps

➤ Click on the icon

> Registrations
>
> 4

under 'Registrations'. This icon shows the number of registration requests for the scheduled exam.

➤ List of users applied for the exam will be displayed with options to approve registration request(s), and update exam score.

- Exam registration approval or confirmation by MDE is required for the Users whose training completed 6 months ago when compared to the Exam date. For the rest, exam registration is auto-approved.
- Orange icon with an exclamation mark indicates that those requests are not yet

Exceeded Exam-Training gap	Registration Approval
Yes	!
No	

USERS REGISTERED FOR THE EXAM

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Show 10 rows   Excel   Print   Search:

Name	Email	Phone Number	Exam Category	Exam Result	Training Category	Training Start Date	Training Card	Exceeded Exam-Training gap	Registration Approval	
Mr. Bala Subrahma Vega	bvelagala@serigor.com	1234567867	Risk Assessor Instructor	Fail	Visual Inspector	12/16/2020 9:00:00 AM	100003	Yes	!	Update Score
Su Shiva Mi Rama	shiva.rama@gmail.com	1234567890	Risk Assessor Instructor	Score Needs to be updated				No		Update Score

Set-4: Steps

➤ Click on the icon ![!] under 'Registration Approval' to approve.
➤ After confirming, the icon will be updated to a green. ![✓]
➤ Click on 'Update Score' to enter exam results

UPDATE SCORE
Please, fill out the form below and click on submit button.

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First Name	Last Name	DOB
Shiva	Rama	01/15/1978

Attended *	Question Asked *	Correct Answers *
Select Attendance	Question Asked	Correct Answers

Score(%)   Result   ☐ Fee Exempted

Submit   Cancel

Update exam score

Set-5: Steps

➢ Enter exam results in 'Update Score' screen.
  - Score(%), Result (percentage) are auto-calculated based in the values entered in 'Questions Asked' and 'Correct Answers'.
  - Result will be 'Pass' if the percentage is above 70.
  - Fee exempted checkbox is used to confirm if the User needs to pay to view the score. If checked, then the User can view exam score without any payment.

Attended *	Question Asked *	Correct Answers *
YES	54	45

Score(%)	Result	☐ Fee Exempted
83.33	Pass	

Submit   Cancel

Set-6: Steps

➢ Click 'Update Score' to view the exam results. Score can be updated multiple times by the MDE Users.
  - Exam results will be displayed if exists and can be update as needed.

UPDATE SCORE

Please, fill out the form below and click on submit button.

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Current Exam Score:

First Name	Bala
Last Name	Vega
Attended	Yes
Question Asked	50
Correct Answers	34
Score(%)	68.00
Result	Fail

Attended *	Question Asked *	Correct Answers *
Select Attendance	Question Asked	Correct Answers

Score(%)	Result	☐ Fee Exempted

Submit   Cancel