

# HONDROS COLLEGE

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## **Instructions for Wisconsin Continuing Education Proctored Examinations**

### Introduction to Final Exam Requirements

The Wisconsin Office of the Commissioner of Insurance requires you to pass a final, proctored examination with a minimum passing score of 70% to receive continuing education credit for your course. This exam is administered online and must be taken in the presence of an exam proctor. You will not have access to the course materials once you enter the exam portion of the course, nor will you be allowed to use reference materials during the exam.

Please review the following final exam instructions below:

1. Select an exam proctor and a testing location.

An exam proctor is an impartial, disinterested 3<sup>rd</sup> party or licensed agent with no family or financial relationship to you, the examinee.

You can take the exam from any Internet-accessible computer. If you plan on taking the exam on a different computer than the one you used to complete your course, it is highly recommended that you ensure the minimal system requirements are met on the testing computer prior to showing up to test.

2. Print a copy of the proctor form and present it to the exam proctor prior to beginning the exam. The proctor must read the proctor form prior to the start of the exam and agree to the responsibilities and instructions as illustrated on the proctor form.
3. Once your proctor agrees to administer the exam, both you and the proctor should fill out your respective portions of the online exam proctor form.
4. Take the online exam fully in the presence of the proctor. Your exam will be automatically scored after you complete it. If you score 70% or more, you will be able to print your Certificate of Completion. If you score less than 70%, you will need to retake the exam. It is also recommended that you review the course again prior to testing again.
5. After completing the exam, both you and your exam proctor must sign the proctor form. Please verify that the form has been filled out in full. Hondros College must receive the proctor form within 7 business days of the exam. It can be submitted via mail or fax to Hondros College.