

## **Pre-Exam Instructional Script for Administering the OHC Certification Exam**

### Slide 1

Hello and welcome to your Occupational Hearing Conservationist exam. To begin your exam please follow along with me as I walk you through the online exam process. There will be no study materials or other aides allowed unless otherwise previously arranged with me and authorized under the Americans with Disabilities Act. Once you have completed your exam you will be notified of your results within 24 hours.

***Once all students have put away any study materials, proceed to slide 2.***

### Slide 2

Your exam link was sent to you this morning from [administrativesupport@caohc.org](mailto:administrativesupport@caohc.org).

Please locate that email and verify that you see the **education.caohc.org** link. Once you have verified the link is there please raise your hand to let me know that you are ready to proceed.

***Once all students have raised their hand, please proceed to slide 3.***

### Slide 3

The page you should see in front of you is the **Learning Portal** on the CAOHC website. You should have already created your user credentials for your CAOHC account. These are the same user credentials that you will use for the exam.

Select **I have a CAOHC account** and enter your **username and password**.

Once you have successfully entered your user credentials, select continue and raise your hand.

***Once all students have raised their hands proceed to slide 4.***

### Slide 4

This page will list the courses that you are currently enrolled in. Please verify the Course ID number. Once you have verified that raise your hand.

***Once everyone has raised their hands, instruct them to click continue and proceed to slide 5.***

### Slide 5

The screen in front of you is the CAOHC Learning Management System. You should see a link under Incomplete Courses that has the **Course Director's last name, the city and the date of the exam**. Please click this link and raise your hand.

***Once everyone has raised their hand, proceed to slide 6.***

#### Slide 6

This is the welcome page to your exam. Please take a few moments to read through it and when done raise your hand.

***Once everyone's hand is raised instruct them to click "next" and proceed to slide 7.***

#### Slide 7

This is the CAOHC **Post Course Survey**. This will take approximately 3 to 5 minutes to complete. Please click on the Post Course Survey link now and complete the questions. Once you have completed the questions please raise your hand so that I know you are done.

***Once everyone is done, select next and proceed to slide 8.***

#### Slide 8

We are going to watch a three-and-one-half minute video on how to navigate the online exam.

***Press the link to the video on the PowerPoint slide.***

***Once the tutorial is complete, instruct students to click "next" and proceed to slide 9.***

#### Slide 9

Please follow along as I read the exam instructions out loud.

***Once the instructions have been read, instruct students to click "next" and proceed to slide 10.***

#### Slide 10

You should see the certification exam and a button that says '**Attempt Quiz Now**'. For the Initial Certification exam, students will have 60 minutes to finish and for the Re-certification exam, students will have 30 minutes to finish. Once you begin, you will not be able to pause or restart the exam, so make sure you are ready. Please do not call out or speak during the exam as this may disrupt your peers. If you have a computer problem, raise your hand. Once you have completed and submitted your exam, you may close out of the web browser and quietly pack up your things and leave.

You may begin.