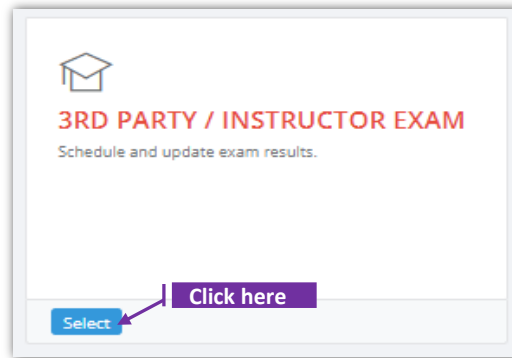


Schedule Exams



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.

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

Back

This section is to schedule an exam

Exam Category *
Select a Exam Category

Exam Date *
Exam Date

Start Time *
09:30 AM

Location *
1800 Washington Boulevard, Baltimore, MD 21230

Duration (Hours) *
2

Exam Fees (\$) *
Exam Fees

Schedule

This section is to view/manage scheduled exams

Scheduled Exams

Show 10 rows | Excel | Print | Search:


	Exam Category	Exam Date	Start Time	Location	Duration	Registrations
🗑️	Inspector Technician	02/04/2024	09:30 AM	1800 Washington Boulevard, Baltimore, MD 21230	2 Hours	8
🗑️	Risk Assessor	12/17/2023	09:30 AM	1800 Washington Boulevard, Baltimore, MD 21230	2 Hours	6
🗑️	Removal and Demolition Supervisor	01/02/2023	09:30 AM	1800 Washington Boulevard, Baltimore, MD 21230	2 Hours	3


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.

View & Approve Exam registration requests

Set-3: Steps


- Click on the icon  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

Back

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.

Back

First Name	Last Name	DOB
<input type="text" value="Shiva"/>	<input type="text" value="Rama"/>	<input type="text" value="01/15/1978"/>
Attended *	Question Asked *	Correct Answers *
<input type="text" value="Select Attendance"/>	<input type="text" value="Question Asked"/>	<input type="text" value="Correct Answers"/>
Score(%)	Result	<input type="checkbox"/> Fee Exempted

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.

The screenshot shows a form with the following fields and values:

- Attended *: YES (dropdown)
- Question Asked *: 54 (text input)
- Correct Answers *: 45 (text input)
- Score(%): 83.33
- Result: Pass (highlighted in green)
- Fee Exempted:

Buttons: Submit (green), Cancel (red)

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.

The screenshot shows the 'UPDATE SCORE' form with the following fields and values:

- Header: UPDATE SCORE
- Instruction: Please, fill out the form below and click on submit button.
- Back button: Back
- Current Exam Score:

First Name	Bala
Last Name	Vega
Attended	Yes
Question Asked	50
Correct Answers	34
Score(%)	68.00
Result	Fail
- Form fields:
 - Attended *: Select Attendance (dropdown)
 - Question Asked *: Question Asked (text input)
 - Correct Answers *: Correct Answers (text input)
 - Score(%):
 - Result:
 - Fee Exempted:
- Buttons: Submit (green), Cancel (red)