

# Fenestration & Glazing Industry Alliance (FGIA) Exam Day Manual



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On exam day, login and click the **Start exam** at least (15 minutes) before your exam is scheduled to begin.

If you experience any issue Please contact us at:

877-848-EXAM (3926)

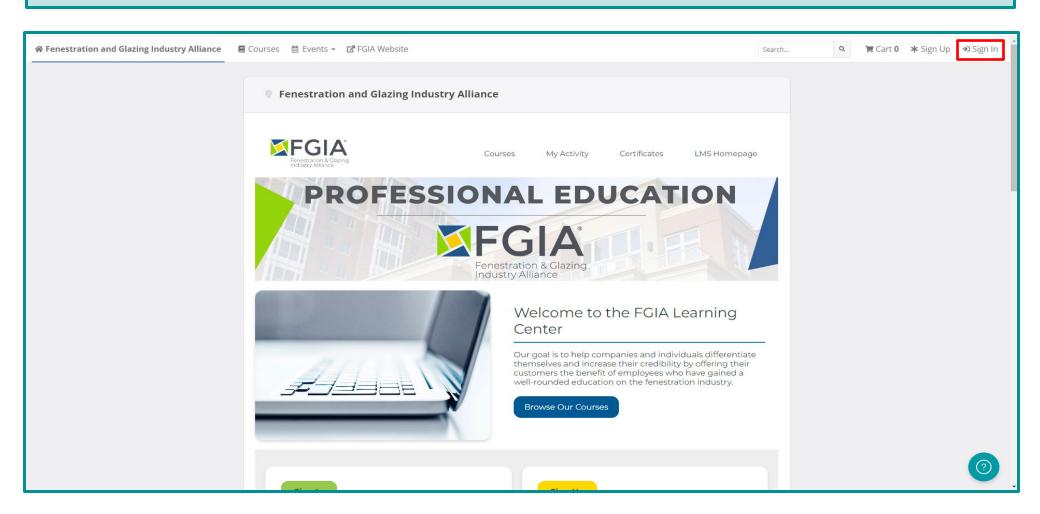
support@examroom.ai

https://www.examroom.ai/chat box



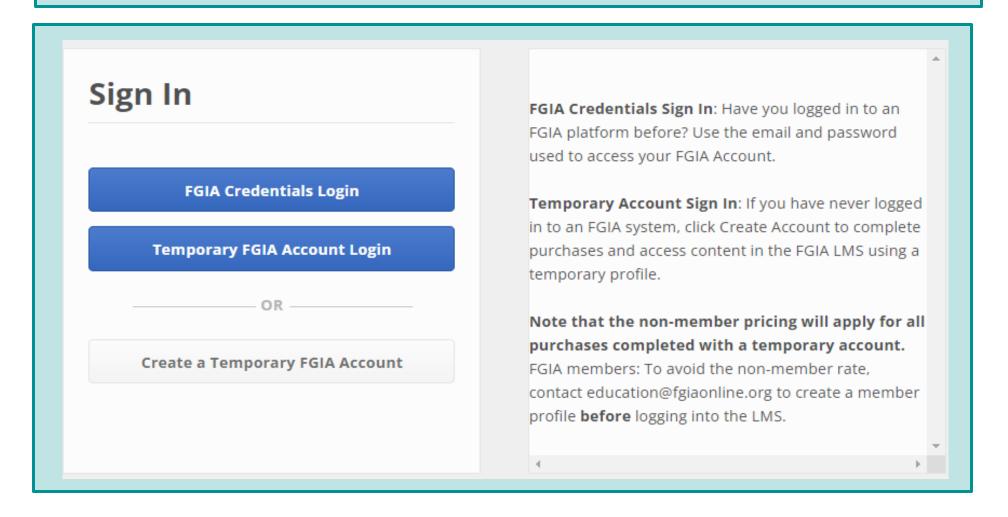


□ Visit <a href="https://www.pathlms.com/fqia/siqn">https://www.pathlms.com/fqia/siqn</a> in and click **Sign** In in the top right corner.



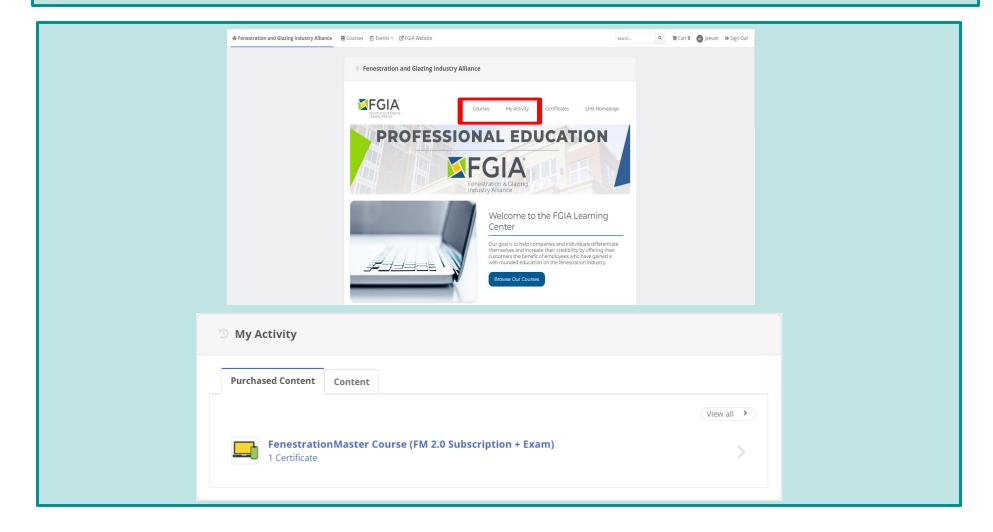


☐ Please log in using the account information you used to take or sign up for your course or exam.



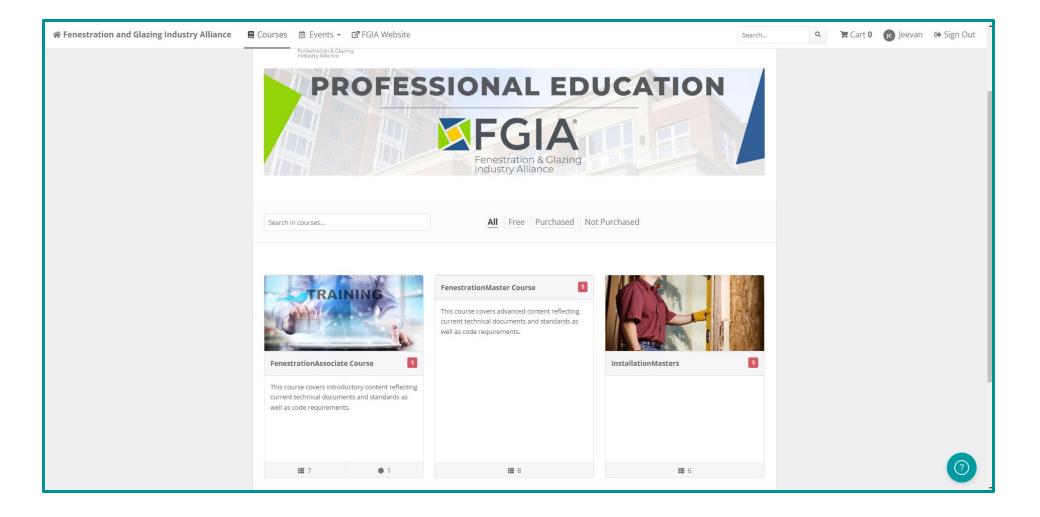


□ Once logged in, either click **Courses or My Activity** at the top of your screen, or scroll down to the **My Activity** tab near the bottom of the page to access your course.



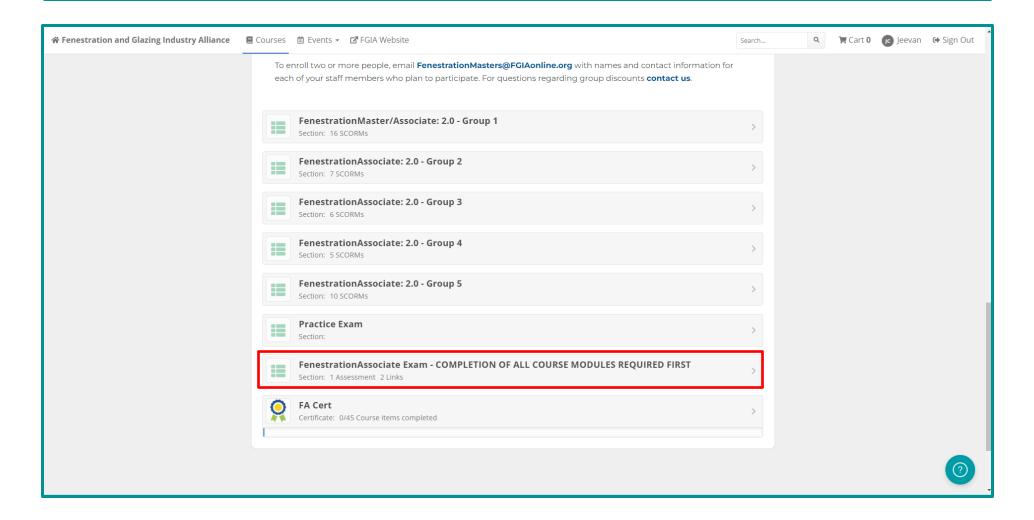


☐ Next, select the assigned course.



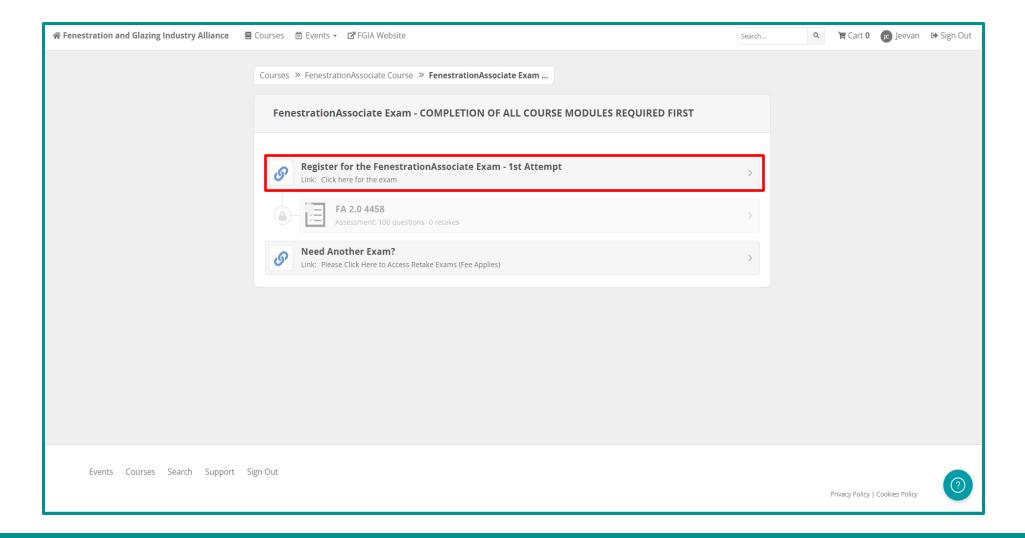


☐ Next, select the option to schedule your applicable exam attempt.



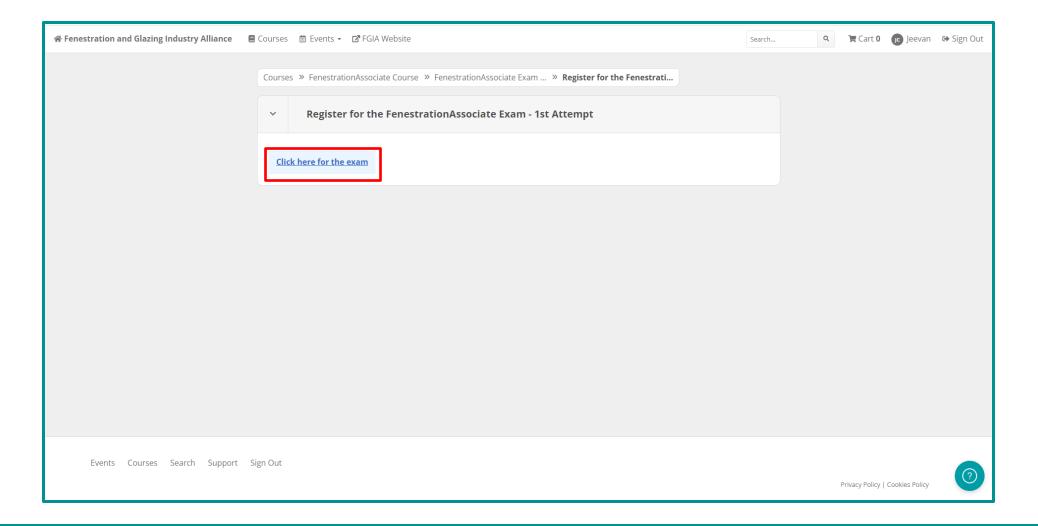


☐ Next, Register for the **applicable exam**.



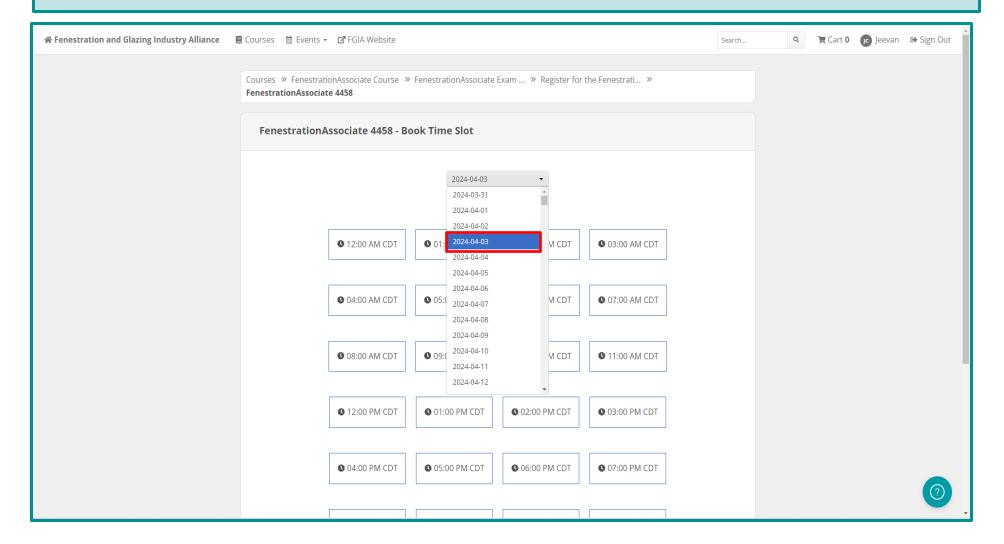


#### □ Next, **Click here for the exam**.



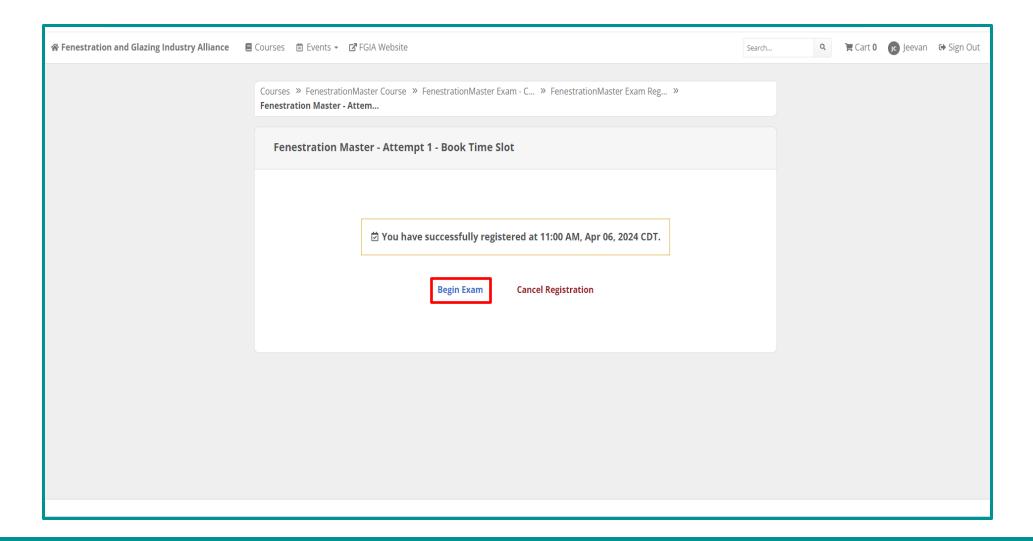


## ☐ Next, Book your preferred **exam slot**.



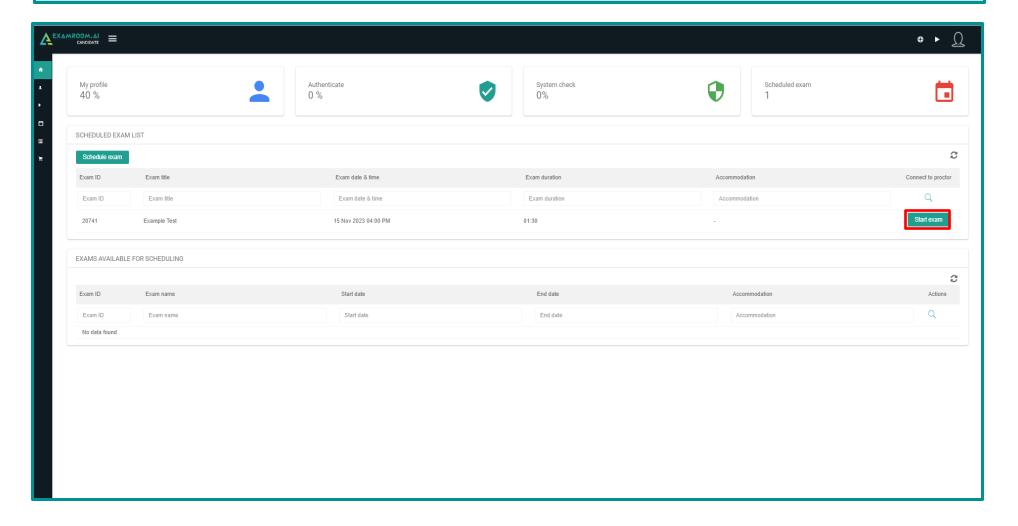


☐ On exam day, navigate to your course and click on **Begin Exam**.



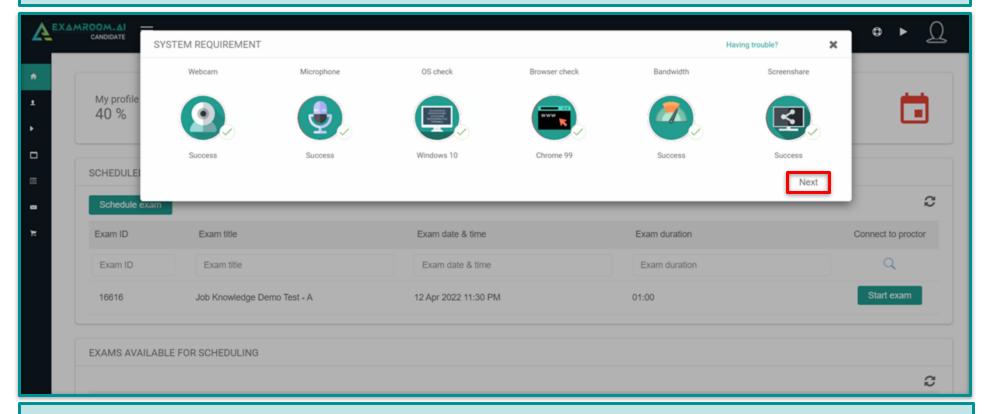


☐ Next, you will be brought to ExamRoom.Al Dashboard. Click **Start exam.** 





☐ You will be brought to the first system check.



Please make sure you are not connected to any Bluetooth devices.

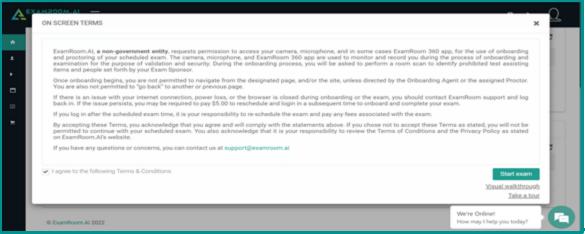
Click on the Webcam and Microphone icons to ensure the right one is selected.

If there is a pop-up box for webcam and mic, you can click the X to close it.

If your bandwidth is low, please disconnect all other devices from the internet/Wi-Fi and sit as close to the router.

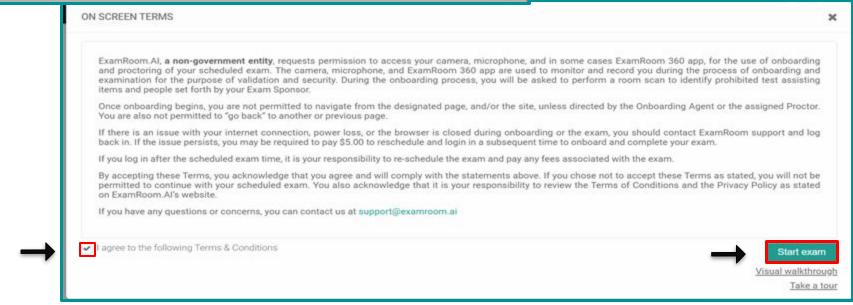


☐ After the first **System Check**, you will be brought to the Terms page. Click the <u>I Agree box</u> and then **Start exam**.



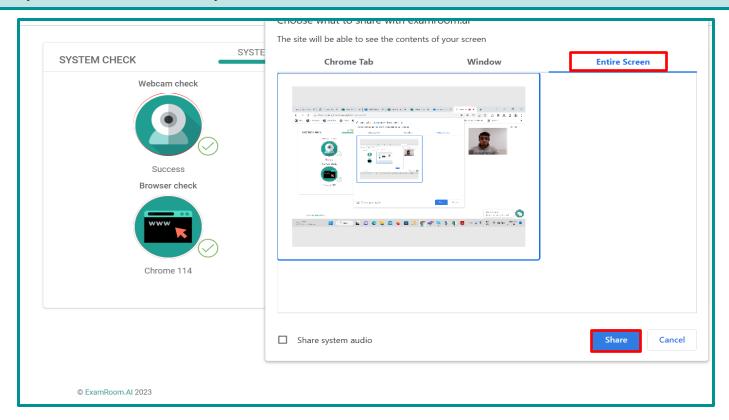
Please click the box you agree to the terms and then click **Start exam**.

From this page, you can also click to do a walkthrough before proceeding to exam.





☐ Next, you will be asked to share your screen:

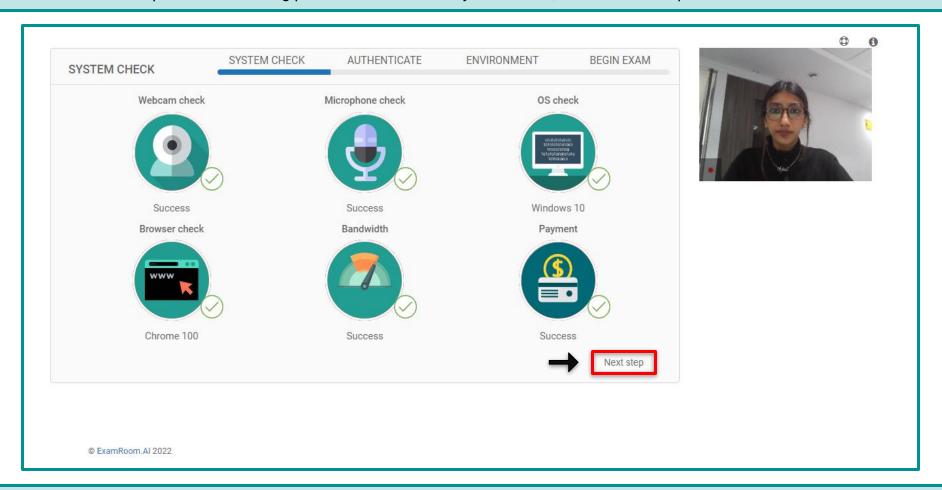


Click on the image of your screen, then select the small screen below entire screen tab, then click Share.

Please make sure that you have no other open tabs on your computer and that you are not connected to multiple monitors or devices.



☐ The first step in the onboarding process is the second system check, click on Next step.

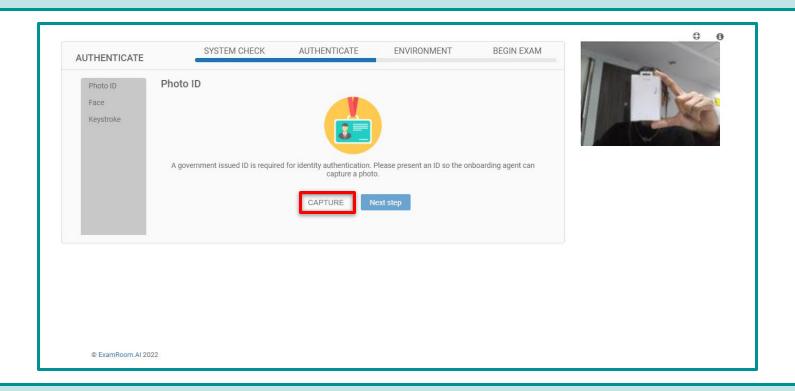


☐ If you get disconnected during onboarding, please log back in



#### > Photo ID

☐ The first identity verification check is a Government Issued ID card, such as a valid driver's license or passport.

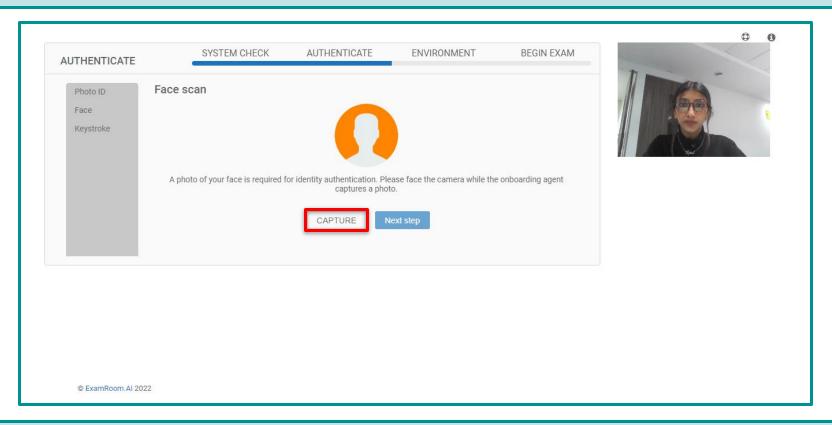


- ☐ Place your ID facing the camera. You must present a valid Government issued ID.
- ☐ Now, Click on Capture



#### > Face Scan

 $\ \square$  The second identity verification check is the face Scan.

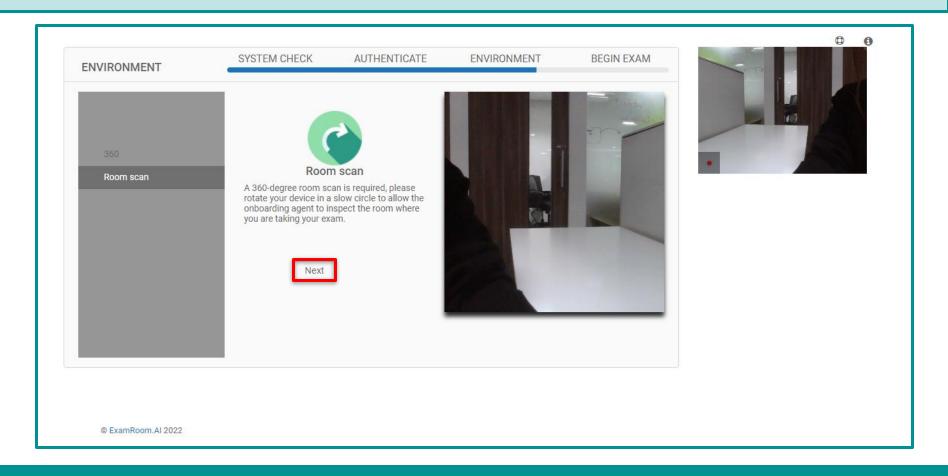


- ☐ Look into the camera.
- ☐ Now, click on Capture



#### > Room Scan

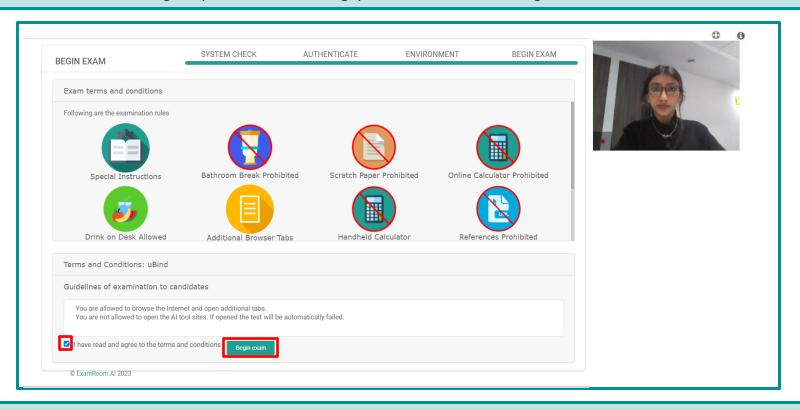
□ Once a successful stream from your webcam has been established, you will have to complete a room scan by rotating your laptop camera to show your surroundings. Once you have completed the room scan click on Next.





#### > Rules

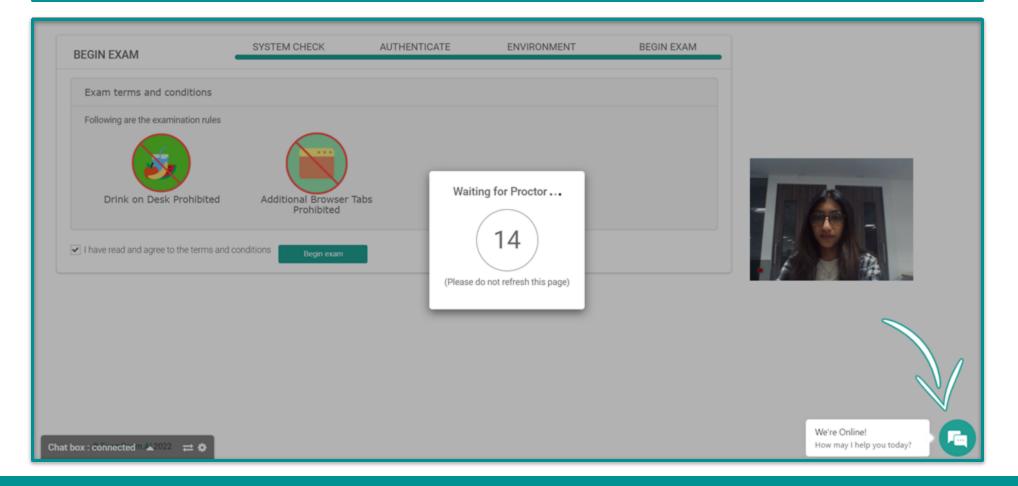
☐ The final onboarding step before accessing your exam is reviewing the Rules:



- ☐ The icons display what is allowed and prohibited.
- ☐ After reviewing, click the box that you Agree and then click Begin Exam.
- ☐ Then you will be transferred to the proctoring screen.



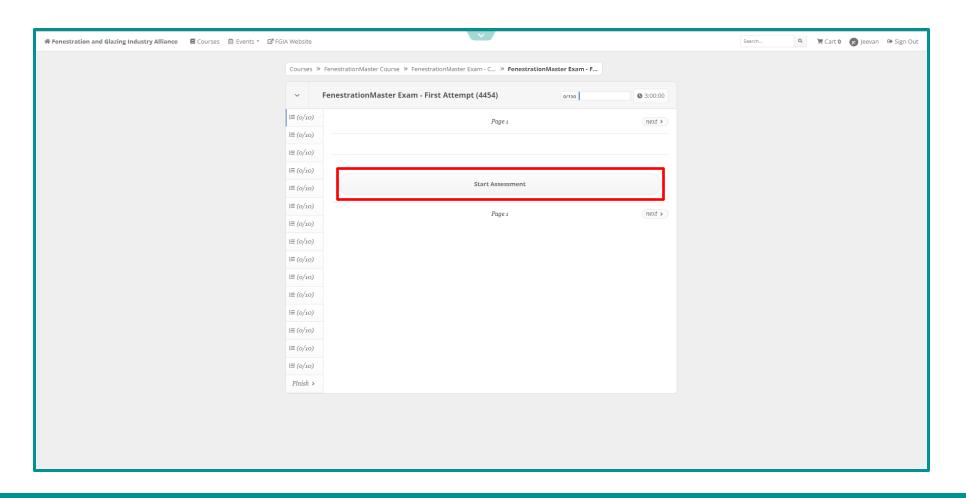
□ After clicking Begin Exam, you will be transferred to the Al proctor. Please allow up to a minute for the screen to change to the test console, once you are connected to the Al proctor. Please note this entire process is recorded.







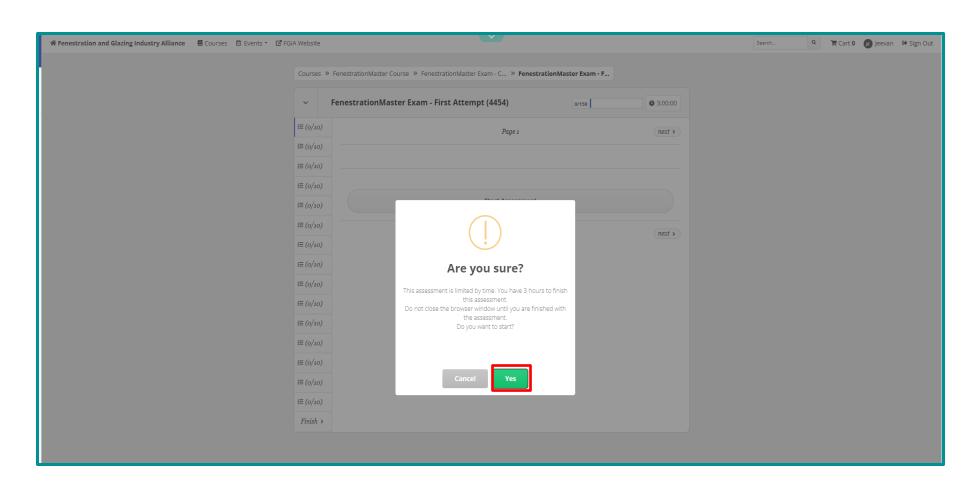
☐ Once you connect with the proctor click on Start Assessment.







☐ Next, click on **Yes**.





# **Begin Exam**



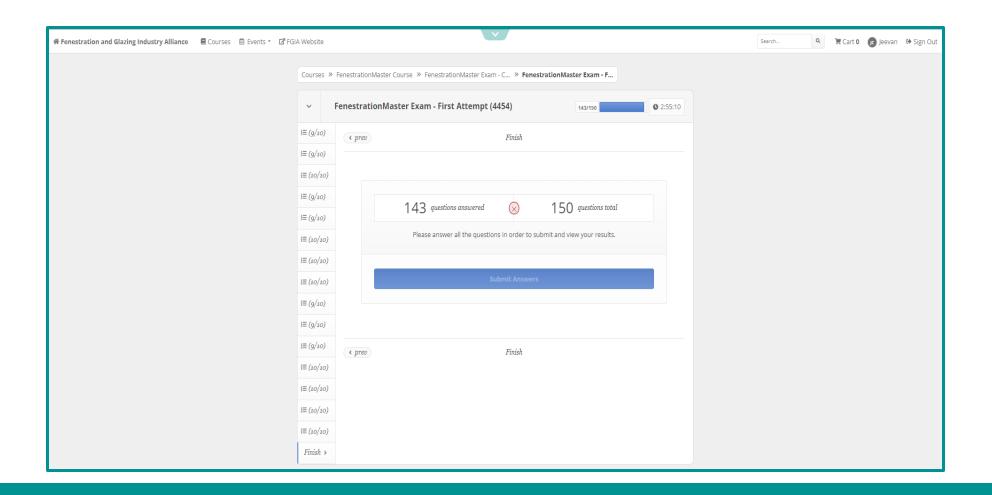
☐ On the testing page, each slide will contain 10 questions. Also, on top of the screen, you will find the exam time and the no of questions that you have answered.

<b>% Fenestration and Glazing Industry Alliance</b> ■ Courses ■ Events ▼ 【Z*FG	iIA Website		Search	Q	TCart 0	Jc Jeevan	<b>↔</b> Sign Out
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☐ To finish the exam, you will have to answer all the questions.

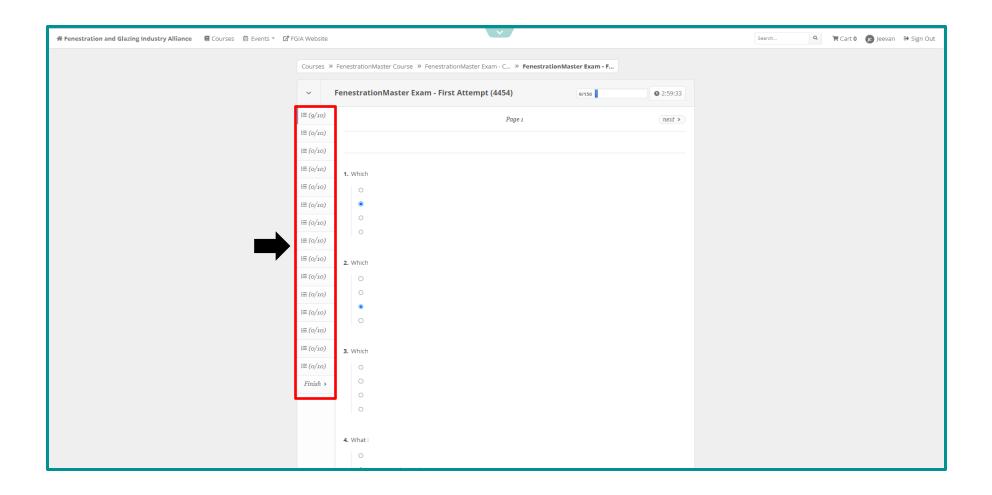




# **Begin Exam**



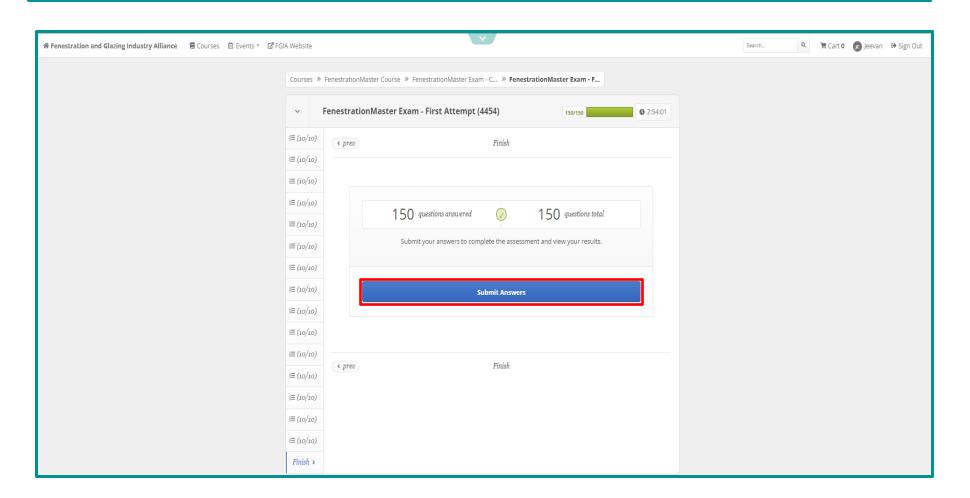
☐ On the left side, you will be able to see the number of questions you have answered and unanswered.







☐ Click on **Submit Answer** to complete your exam.







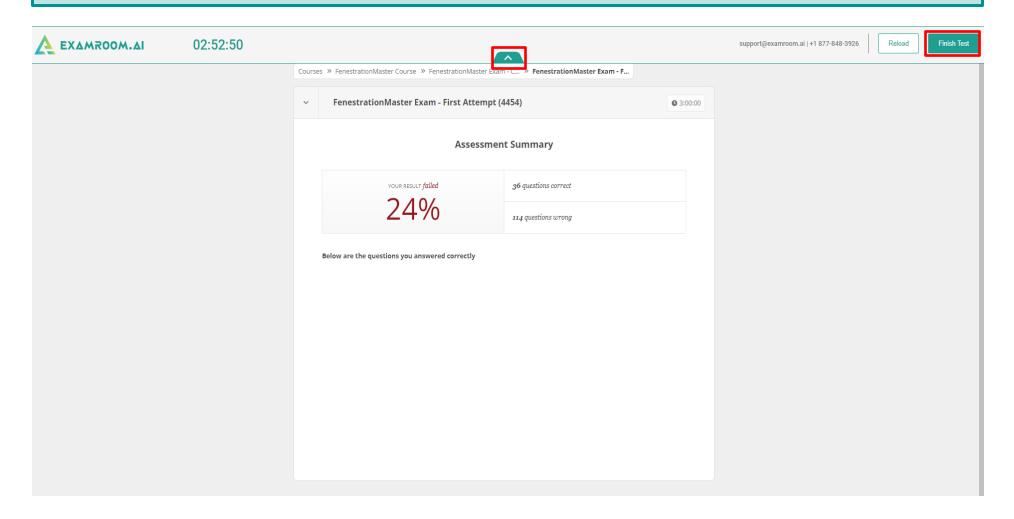
■ Next, you will be able to see the result.

# Fenestration and Glazing Industry Alliance © Courses © Events © FGIA Website © FonestrationMaster Exam - C... » FenestrationMaster Exam - F...





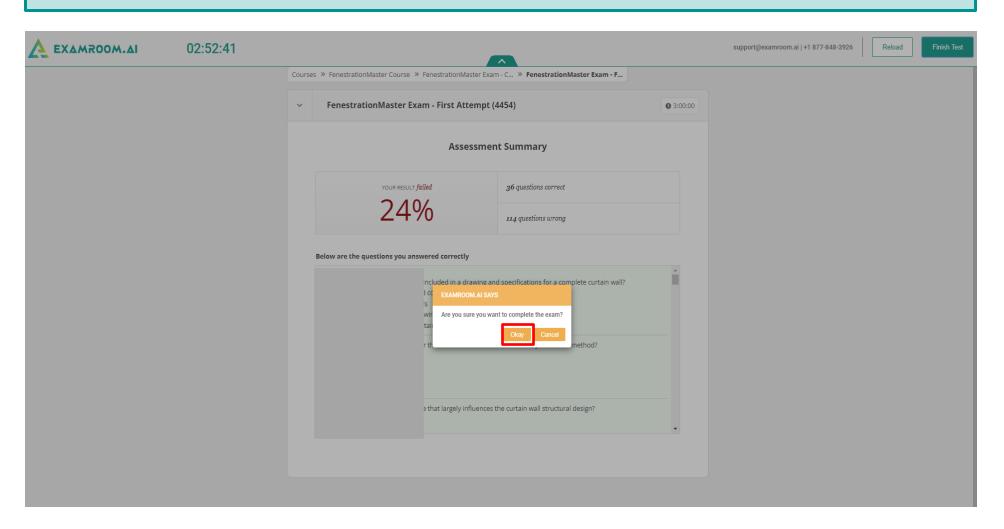
☐ Click on the green drop-down arrow on the center, then click on **Finish Test**.







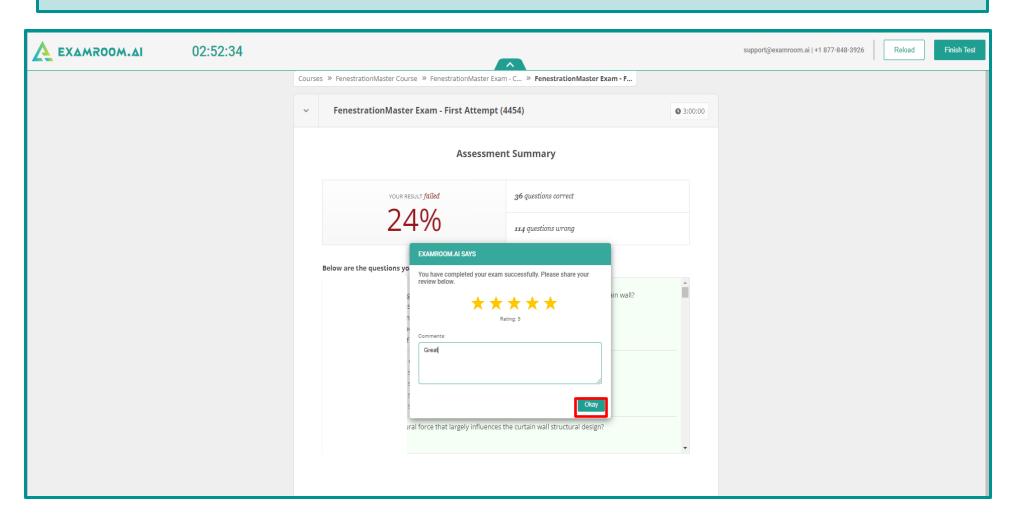
☐ Click on **Okay**.







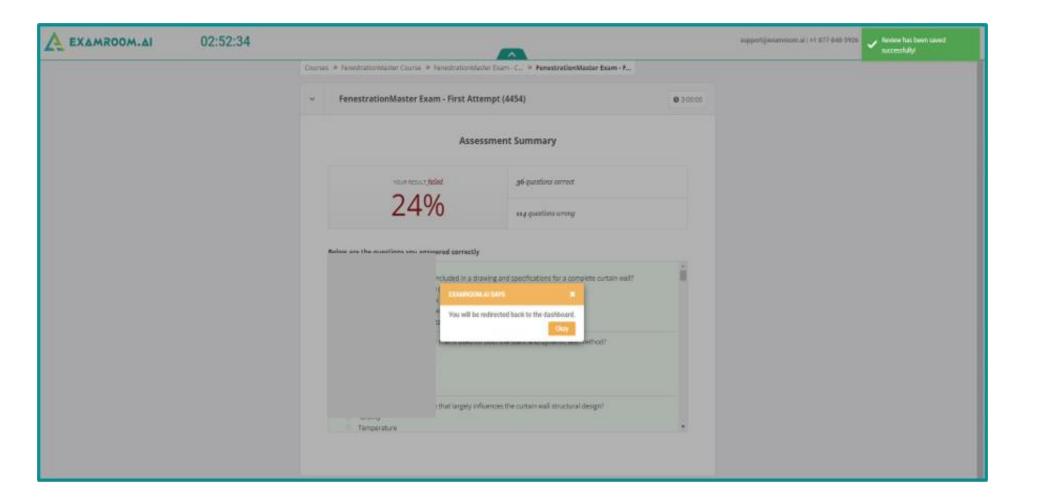
☐ Please share your review and click on **Okay**.







☐ Click on **Okay**, you will be redirected back to the ExamRoom.AI dashboard.

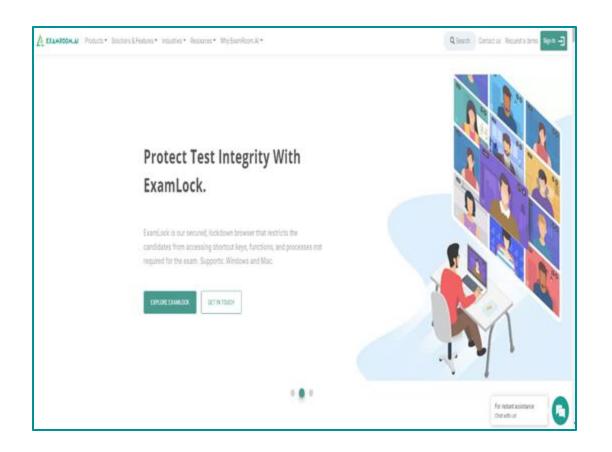






#### What to Do If You Encounter Issues or If You Are Disconnected from Your Exam

☐ If during your exam you get disconnected (due to internet, power, laptop battery drained, etc.)



Please contact us immediately at either:

877-848-EXAM (3926),

support@examroom.ai, or

https://examroom.ai/ Chat box on all

webpages and provide the agent with your

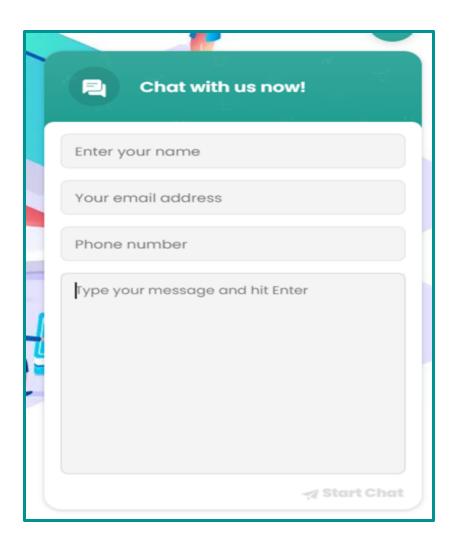
name, email, call back number, the exam

you were taking, and inform them that you

were disconnected from your exam.



### **Chat Support**



The agent will restart your exam, you will log back into ExamRoom.Al, and your exam will be listed again for you to click Start Exam.

In some cases, you may have to do the onboarding again, but in most cases, you will only be asked to perform a room scan (for security purposes).