Aspen Certification Exam Process

User Guide

Table of Contents

Prior to Exam

1. Review Process and Technologies Used

Process Overview: Aspen Online User Certification uses a two-step process to ensure that you are able to take exam securely and with integrity. You will be monitored through CloudShare Virtual environment, where you will take the exam. Web Ex will be used by sharing your webcam with the proctor. You will be asked to put your phone away.

Technology Used:
- WebEx for remote sharing
- CloudShare for quiz and workshop

2. Test WebEx

Please ensure your WebEx link works and you can access video camera. It is required for you to use a webcam during the exam. For troubleshooting, review the WebEx help guide.

3. Test Cloudshare

- Please test your connectivity speed. If your bandwidth is low, this is an Internet Service Provider issue. You will need a strong internet connection to ensure a good experience. To minimize issues, you can use an ethernet cord instead of WiFi and minimize the number of devices using the internet at the time of exam.
- To use CloudShare's technology, the required *minimum* bandwidth for one RDP session is 150 Kbps
- Please use Google Chrome as the recommended browser.
- Close all browsers/tabs during the exam.
- If Cloudshare crashes during exam, report to instructor.

4. Review Exam Expectations

- Leaving the room for any reason is unacceptable other than to go to the restroom. Please notify the instructor through a private chat message.
- If the proctor sees indications that you are not taking the exam seriously, you may be failed. View Aspen Certification Policy of when you can retake exam.
- Please ensure you do not use any mobile device during the exam. They will need to be silenced and put away.
- Please mute yourself as a courtesy to both the other students and the proctor. If you wish to ask questions, please use the chat feature on WebEx and address it only to the proctor.
- Please avoid any conversations during the exam.
- Help files within AspenTech software may be used for the exam within the Cloudshare environment.

Day of Exam

1. Join WebEx to Connect with Proctor

    a.   Join WebEx session and start Webcam to show your presence. Phones should not be used during exam.

2. Connect to CloudShare to take Exam

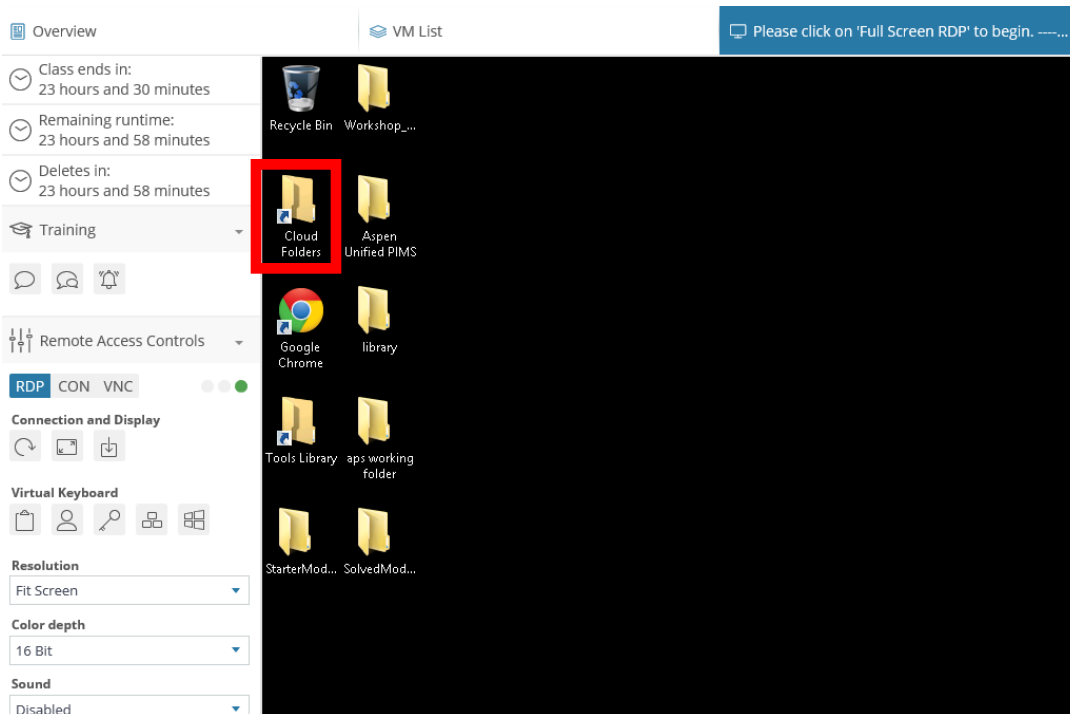   a.   Log into CloudShare, you should have received email with link and passphrase.

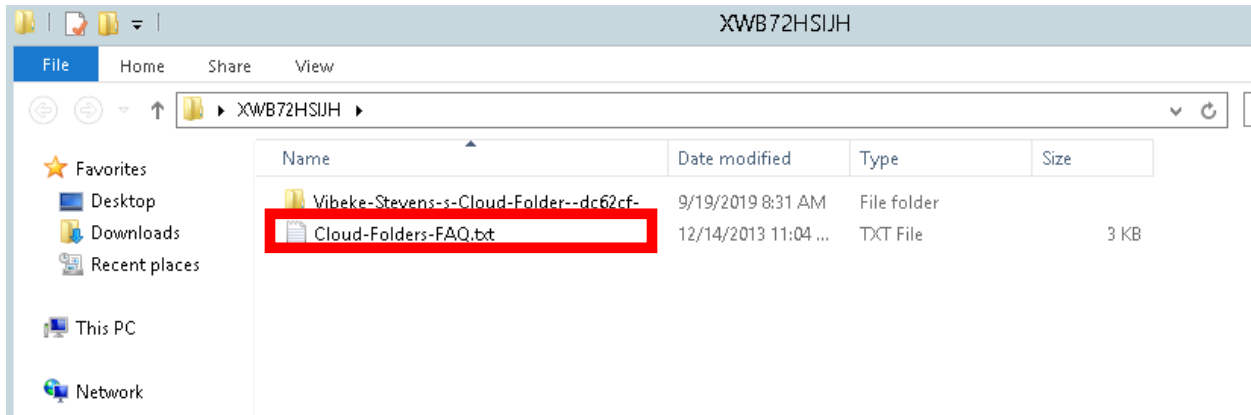   b.   Click on button and you will see the virtual desktop
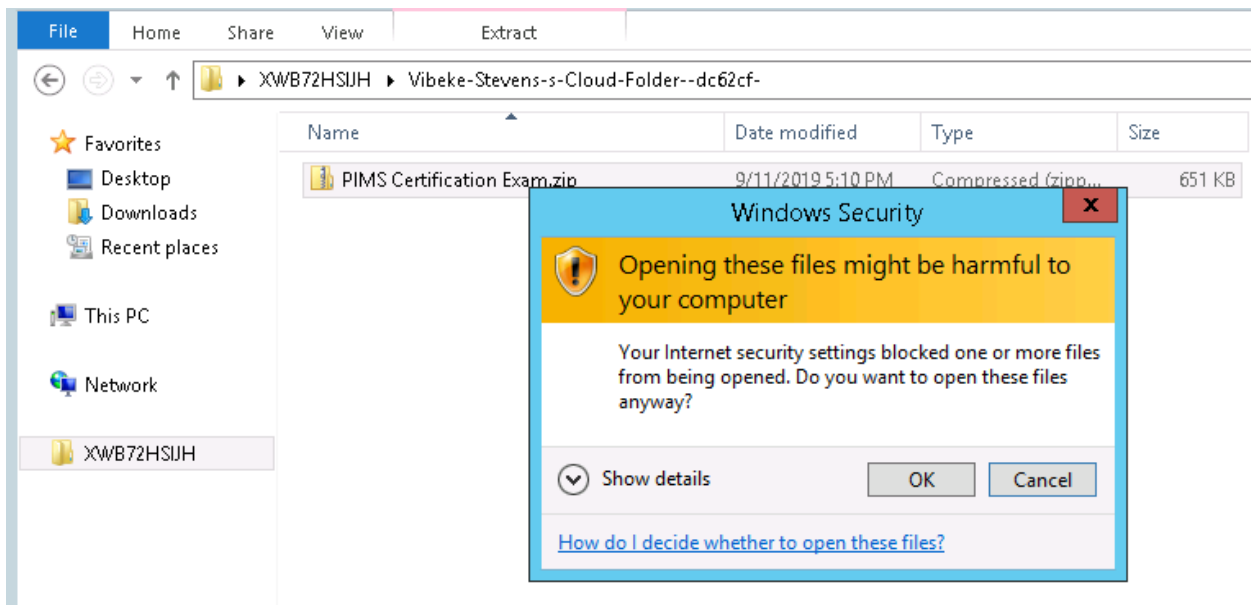
c. On the VM list, look out and click **Full Screen RPD**
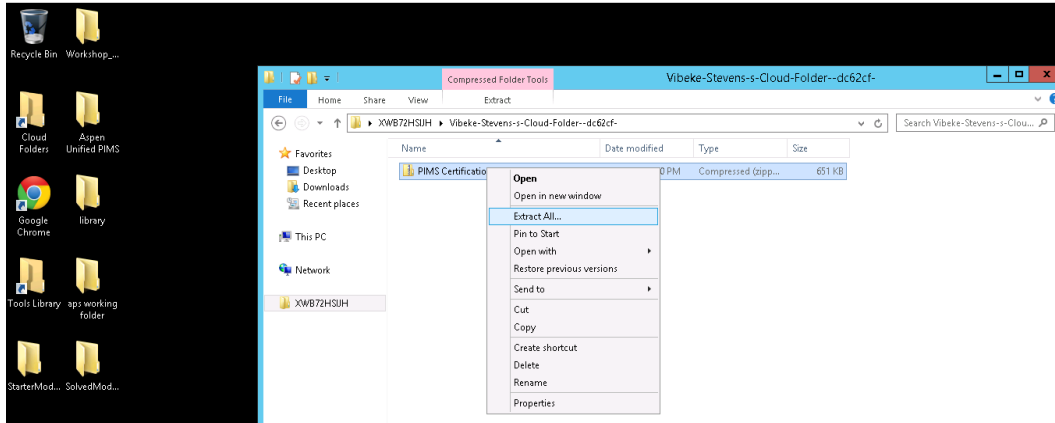

d. Click on "Cloud Folders"

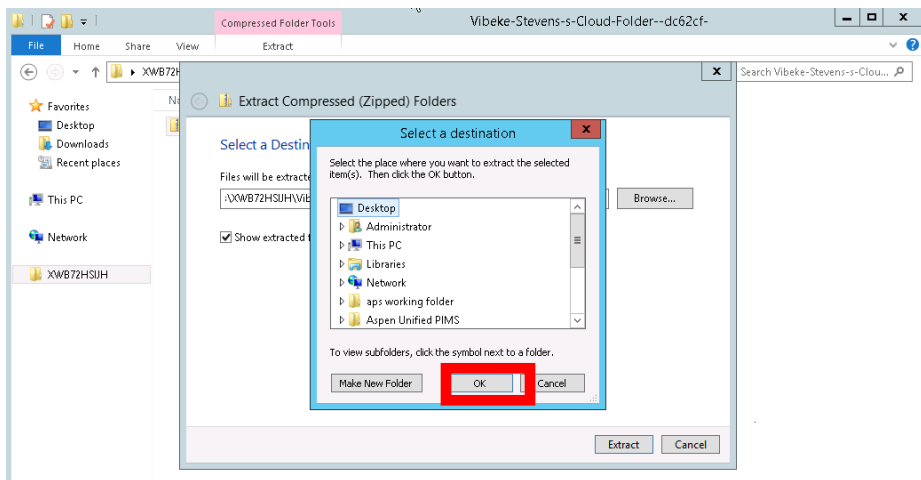e. Go to the Proctor's folder and double click

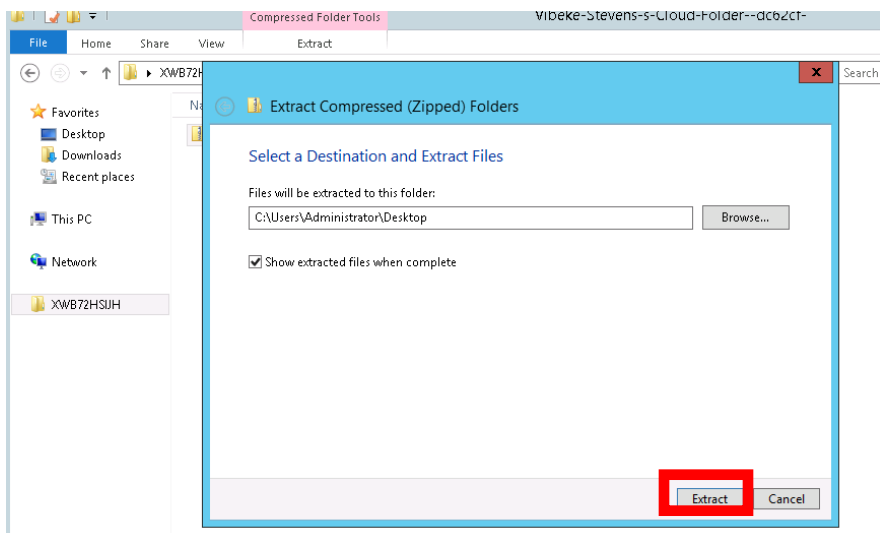f.   If you see the error, click: OK

g. Extract the file by right clicking and click "Extract All" to Desktop
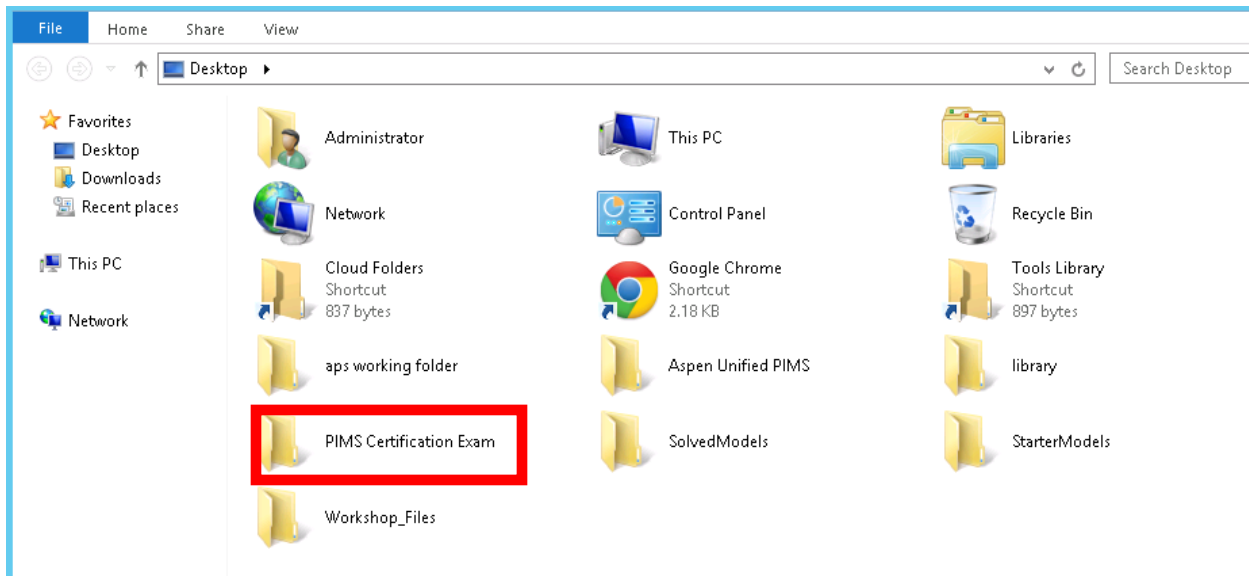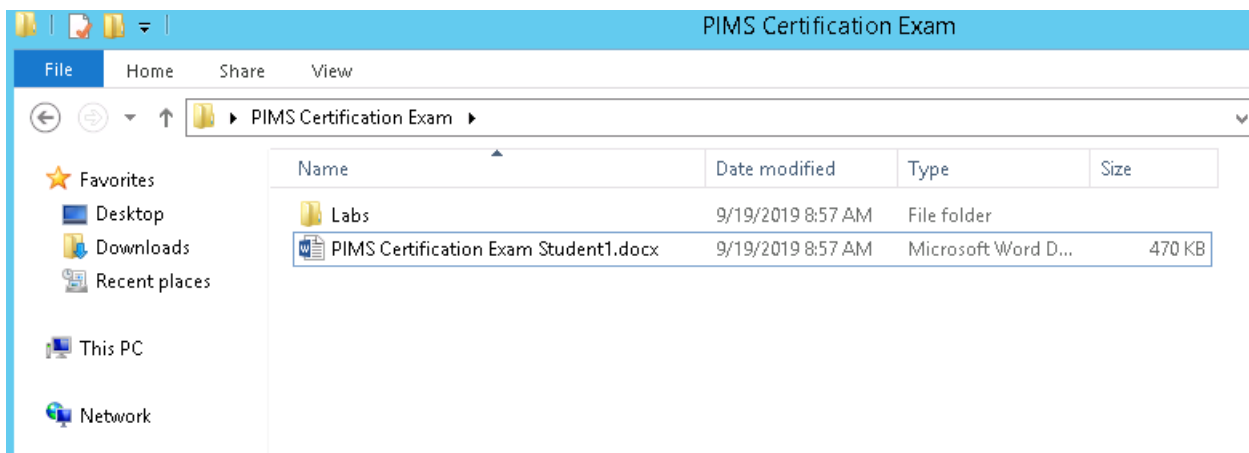

h. Click "OK: button

i. Click "Extract" button

j. Open Certification folder

k. **:** Rename certification file (s) by putting your first and last name on the end of the file.

l. When finished exam, "Alert" the instructor and copy your exam files to back to the proctor's folder. "Alert" the instructor that you finished copying the files to folder. Wait until proctor instructs you that the files were received.

Good Luck!