

# Clerk Testing Guide

## Getting Started with Your Exam

Don't worry if the exam process seems intimidating. Follow this step-by-step guide to make it easier.

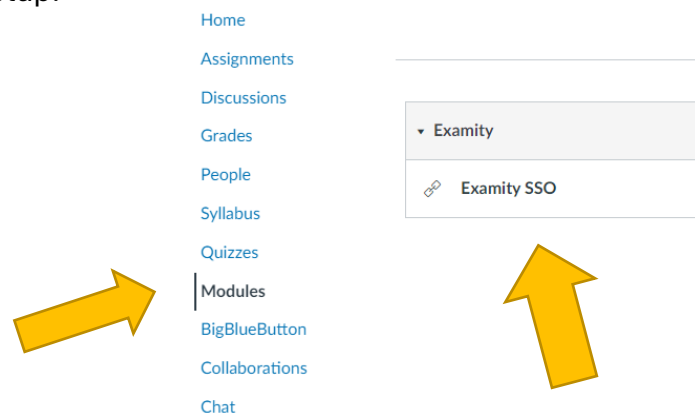
### Before You Begin:

- **Browser:** Use Google Chrome. [Download it here](#) if you don't have it.
- **Equipment:** Ensure your computer has a camera and microphone. The software will test for these.

**Open Book Exam Details:** You'll be allowed to use pre-approved materials, including downloadable PDFs (deskbooks, charts, etc.) and a designated website.

### Steps:

1. **Sign Up:** Register for the exam through the TJCTC database (you've done this!).
2. **Check Your Email:** Open the email from TXST Canvas, the platform for your test. Ignore any reminder to schedule your exam for now. Follow the email steps to create an account with your email as the username. Write down your username and password.
3. **Log Into Canvas:** Access the Canvas course page. You'll find the exam under "Syllabus" or "Quizzes," but you can't take it yet.
4. **Access Examiy:** Go to "Modules" and click on "Examiy SSO" to start the proctoring setup.

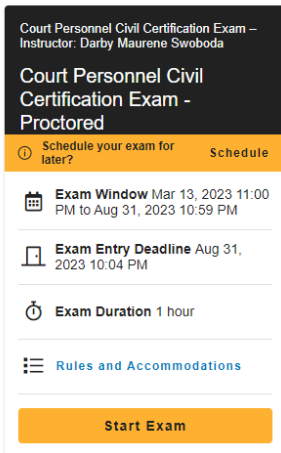


### What happens if my browser blocks pop-ups?

- Open Chrome and click the three dots in the upper-right corner.
- Go to **Settings > Privacy and security > Site Settings > Pop-ups and redirects**, then select **Allow**.

- 5. Creating Your Profile in Examity & Testing Your Computer:** Create a profile to verify your identity for the proctored exam. Examity will check your webcam, mic, and screen-sharing capabilities. Follow their instructions to complete this process.
- 6. Taking or Scheduling the Exam:** The exam interface looks like the photo below. Click “Start Exam” to begin immediately or “Schedule” to choose a different time.

Court Personnel Civil Certification Exam ▾



### Exam Rules:

- Clear your desk and area
- Stay connected to power
- No phones, headphones, or dual monitors
- Remain seated and alone
- No talking
- Stay in webcam view
- Keep webcam, speakers, and mic on

### Special Instructions for Open Book Exam:

- Access <https://statutes.capitol.texas.gov/>
  - Use handouts from our Spring exam webpage
- 7. Starting the Exam:** Follow Examity prompts to activate proctoring software. A proctoring bar will appear on your screen which will allow you to insert the test code. Click on the Quiz button in Canvas. There should be a blank to enter the access code. If you do not see this or it says you do not have access, you simply need to log out and log back into Canvas so that the software will update.

### Court Personnel Civil Certification Exam - Proctored

Due No due date Points 50 Questions 42  
Available Mar 14 at 12am - Aug 31 at 11:59pm Time Limit 60 Minutes

Only registered, enrolled users can take graded quizzes.



If the access code doesn't pop up here, you will need to re-login to Canvas. Use the Login button on the upper left-hand side of the Canvas page.

#### Proctoring Instructions

##### Inserting your password

You can now insert your password using the insert password button below and take your exam. If you have questions check the Help tab above.

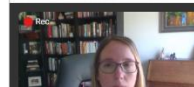
##### Standard Rules

- Clear your desk and the surrounding area
- Stay connected to a power source
- No phones or headphones
- No dual monitors
- No leaving your seat
- You must be alone in the room
- No Talking
- You must stay in view of the webcam for the duration of the test
- Your webcam, speakers, and microphone must remain on throughout the test

##### Additional Rules

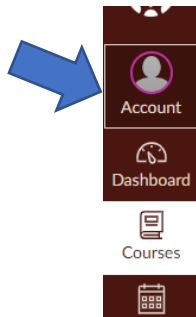
- Open book

Special Rules [Insert Access Code](#) [Or](#)



## 8. Logging Out and Back Into Canvas: If you encounter issues, log out and back into Canvas:

1. Click "Account" > "Logout"
2. Select "GUEST LOGIN" (not TXST LOGIN)
3. Use the username (likely your email) and password from Step 3
4. Click "Quizzes" and enter the access code



Home  
Syllabus  
Quizzes  
Modules

## Court Personnel Criminal Certific

To access the proctored exam, navigate to "Modules" and c

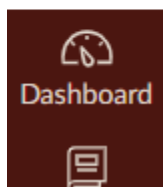
### Course Summary:

Date

Details



Account



Dashboard



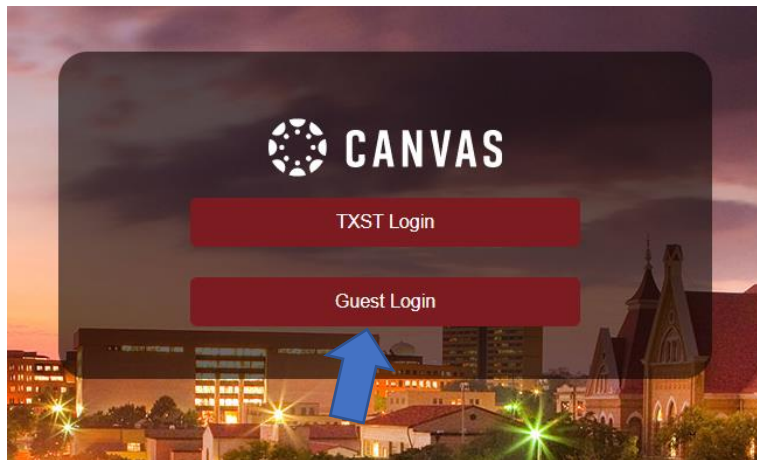
Test Student



Logout

Notifications

Then select **GUEST LOGIN**. **BE SURE AND SELECT GUEST LOGIN AND NOT TXST LOGIN.**



Use the account username (probably your email) and password you previously created.

Almost there! Click on the “Quizzes” button. Use the “insert access code” and it will automatically populate the access code.

### Court Personnel Civil Certification Exam - Proctored

This quiz is restricted by an access code. You'll need to ask your teacher or proctor to type in or tell you the access code in order to take the quiz.

Access Code:



### Special Rules

- You may   <https://statutes.capitol.texas.gov/>



9. **Submitting the Exam:** After submitting, you'll see your score immediately. If you pass, the proctor will email you to confirm no cheating occurred. Click “End Proctoring Session” to close Examity.

### 10. After the Exam:

- If you fail, wait for the next testing wave.
- If you pass, you'll receive an email from TJCTC in 3-5 business days confirming your status.

Good luck!