

Online Exam Registration and Scheduling Guide

Part 1: [Declare Your Candidacy](#)*

You must be an “In Progress” candidate in order to schedule the exam through Proctor U. If you are not an active candidate when you schedule the exam, you will not have access to the exam.

You can always check the status of your candidacy by visiting [PPA.com/MyPPA](https://ppa.com/MyPPA) under “[My Certification](#)”.

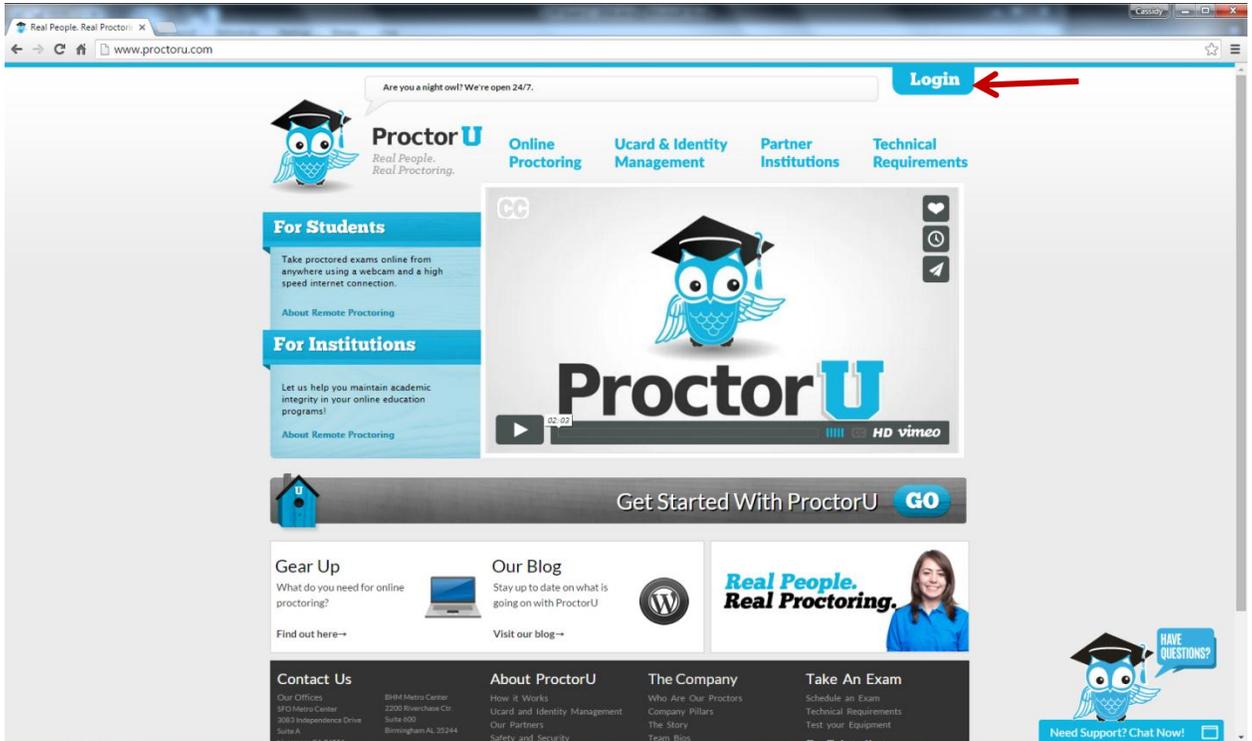
Once you declare your candidacy, you may schedule an exam in as soon as 72 hours (3 days).

*If you are a current CPP who is re-taking the exam for Re-Certification, you do not need to declare your candidacy again in order to schedule the exam.

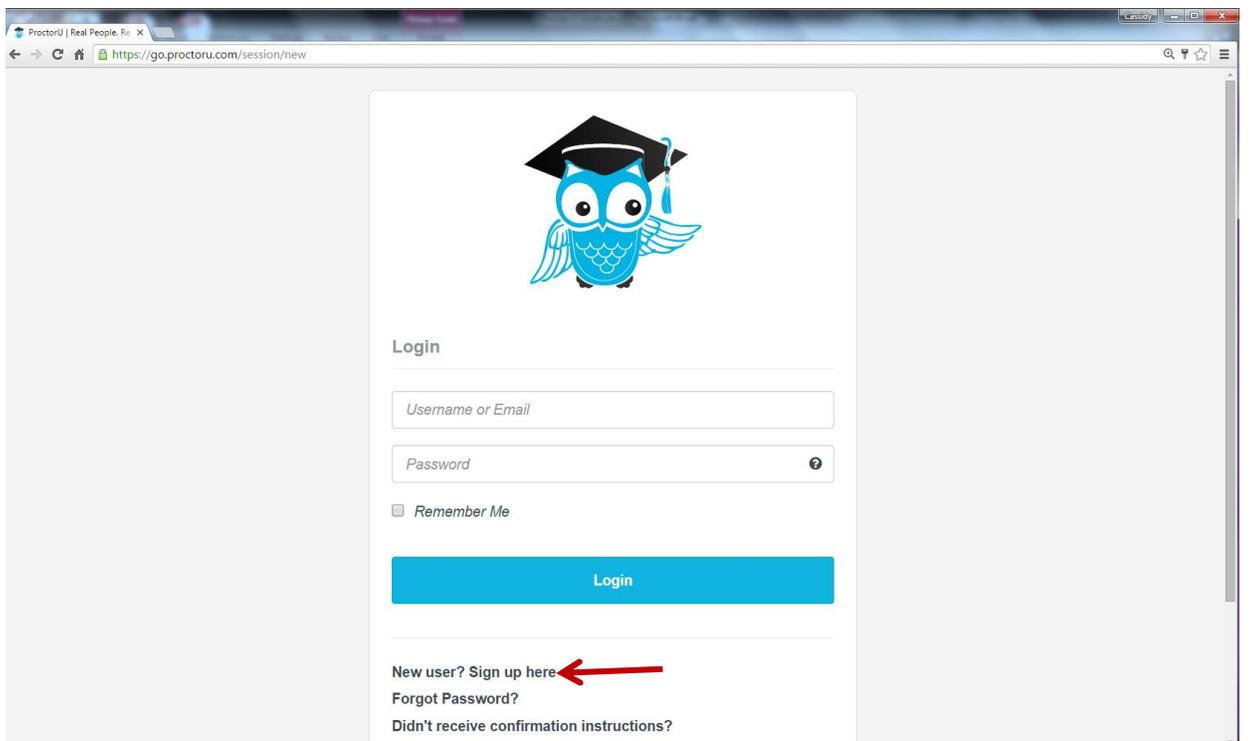
Part 2: Register with ProctorU

You will need a ProctorU account to take the CPP Exam online. Follow our step-by-step guide for registration:

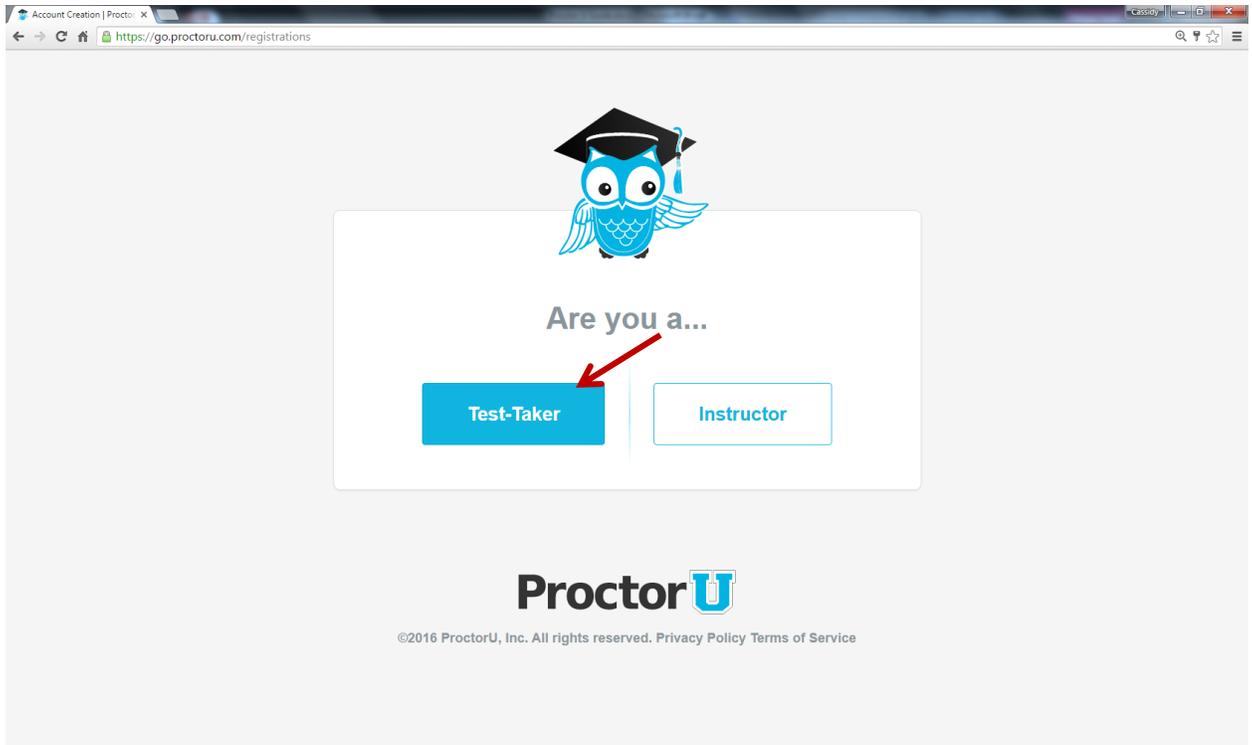
1. Visit <http://ProctorU.com> and click on “Login”



2. Click “Sign up here”



3. Select "Test-Taker"



4. Enter in Account Information

The screenshot shows a web browser window with the URL <https://go.proctoru.com/students/users/new>. The page features the blue owl logo at the top center. Below the logo, the text "Create an Account" is displayed. The form is divided into three sections: "Name", "Account", and "Timezone".

Name

First name *

Last name *

Account

Username *

Email *

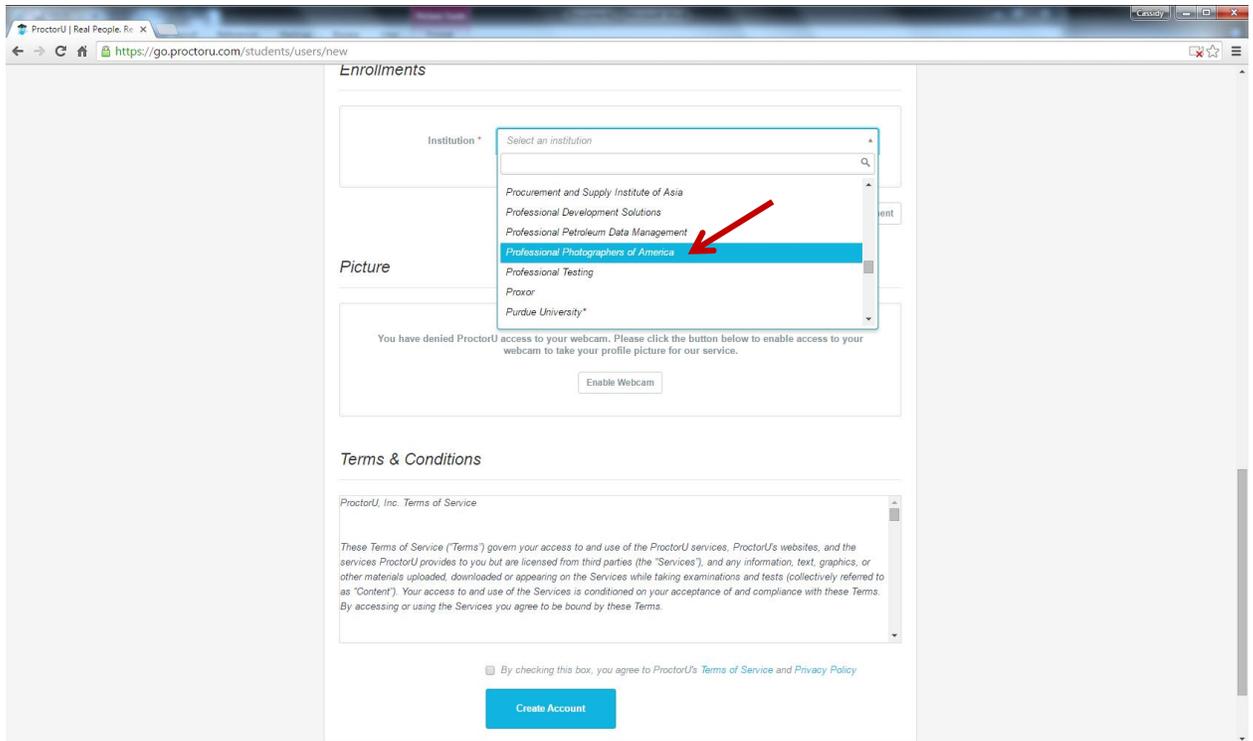
Password *

Password confirmation *

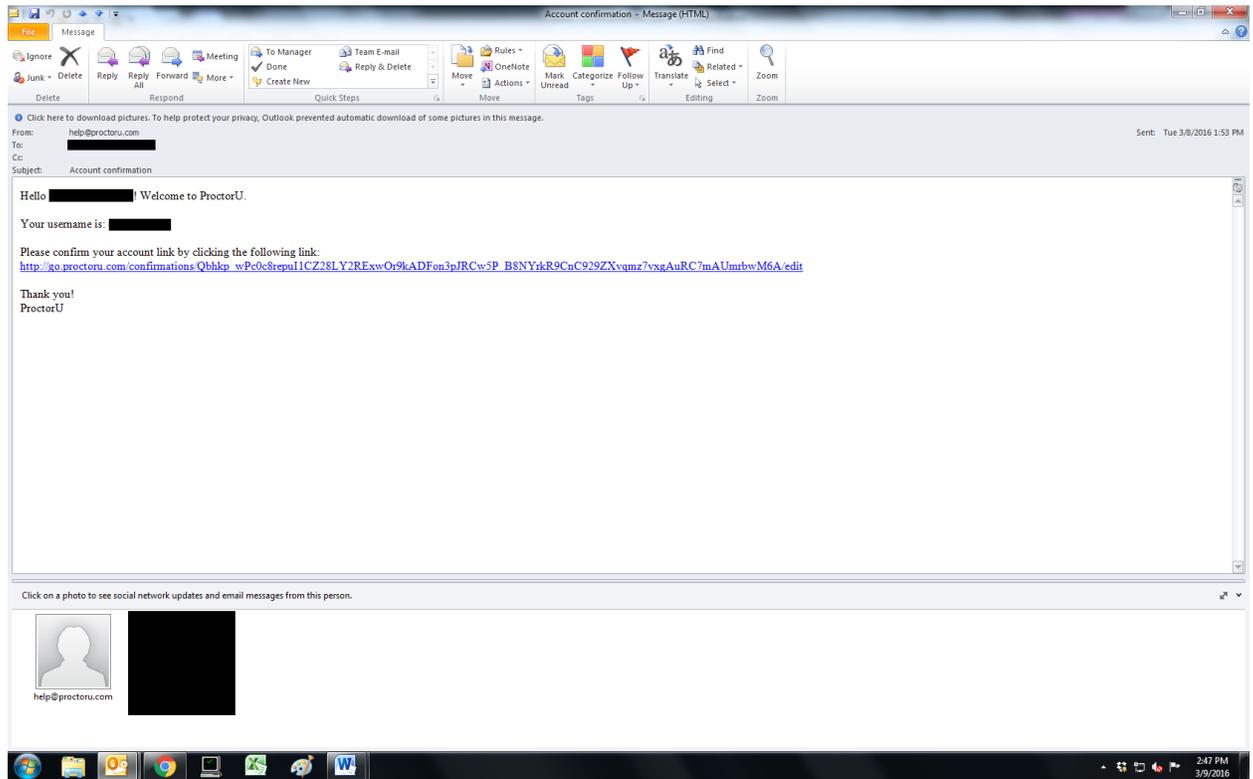
Timezone

Time Zone *

5. Select "Professional Photographers of America" for your Institution



6. Confirm your account registration by clicking the confirmation link in your email.



Part 3: Schedule Your Online Exam

*Watch the “[How It Works](#)” video to get an idea of what it will be like!

*Check the [Technical Requirements](#) page to ensure that your system meets the minimum requirements. We recommend using Google Chrome for the Exam.

*Because set-up can take a while depending on connectivity and preparedness, we recommend allotting about 3 hours from your schedule for the exam.

1. Visit <http://ProctorU.com> and click on “Schedule New Session”

The screenshot shows the ProctorU website interface for a student. The browser address bar displays <https://go.proctoru.com/students/reservations>. The page features a dark header with the ProctorU logo and user account information. A green notification banner at the top states: "Your account has been created. A confirmation email has been sent to your email. You will have three days to confirm your account or your account will be temporarily locked until you can confirm." Below this, three main action buttons are visible: "Have Questions?", "Test Your Equipment", and "Schedule New Session". A red arrow points to the "Schedule New Session" button. The main content area contains a table with columns for "SESSION" and "DATE & TIME", which is currently empty. A message in the center of the table reads: "You currently do not have any exams scheduled. Click 'Schedule New Session' to add your next test." Below this message is a "Schedule New Session" button. The footer includes the ProctorU logo, copyright information for 2016, and a "Need Support? Chat Now!" button with a chat icon.

2. Select the appropriate entries for each field:
 - Confirm your institution: Professional Photographers of America
 - Select a term: General
 - Select your exam: CPP Exam 1 or 2 (whichever is available to you)

The screenshot shows the 'Select New Session' page on the ProctorU website. The page has a dark header with the ProctorU logo and navigation links. The main content area is titled 'Select New Session' and contains a form with three steps: 1. Confirm your institution (Professional Photographers of America), 2. Select a term (General), and 3. Select your exam (CPP Exam 1). A blue 'Find Session' button is located below the form. The ProctorU logo and copyright information are at the bottom of the page.

3. Select a desired date & time to view options.

Note: You must schedule an exam at least 72 hours (3 days) in advance.

The screenshot shows the 'Schedule Session' page on the ProctorU website. The page has a dark header with the ProctorU logo and navigation links. The main content area is titled 'Schedule Session' and contains a calendar for March 2016 with the 8th selected. Below the calendar is a 'Select a Time' section with a time picker set to 01:55 PM. A list of available exam times is shown on the right, including 2:05PM EST, 2:35PM EST, 2:50PM EST, 3:15PM EST, and 3:35PM EST, each with a 'SELECT' button. Red arrows point to the date and time selection areas.

4. Make your selection and click "Schedule" to confirm.

Schedule Session | ProctorU

https://go.proctoru.com/students/reservations/new?date=2016-03-08&iteration_id=588308

My Sessions My Cart My Orders chaffman@ppa.com

Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

March 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Select a Time

01 : 55 PM

Find Available Times

Exam

This exam is available from Monday March 7, 2016 9:00AM EST - Tuesday

2:10PM EST
Tuesday March 8, 2016
14 minutes from now
CPP Exam 1
SELECT

Please click 'Schedule' to confirm your time: **2:35PM EST**
SCHEDULE

2:55PM EST
Tuesday March 8, 2016
about 1 hour from now
CPP Exam 1
SELECT

3:20PM EST
Tuesday March 8, 2016
about 1 hour from now
CPP Exam 1
SELECT

3:40PM EST
Tuesday March 8, 2016
about 2 hours from now
CPP Exam 1

Need Support? Chat Now!

5. Confirm your session and select "Proceed to Cart".

Confirm Session | ProctorU

https://go.proctoru.com/students/detail/reservations/2673063/edit

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Confirm Session

Reservation created. Please continue through checkout.

Edit Cancel

EXAM	DATE & TIME	TYPE	PRICE
CPP Exam 1 Professional Photographers of America	03/11/2016 3:35PM EST	Classic	\$25.00
TOTAL:			\$25.00

Comment

Proceed to Cart

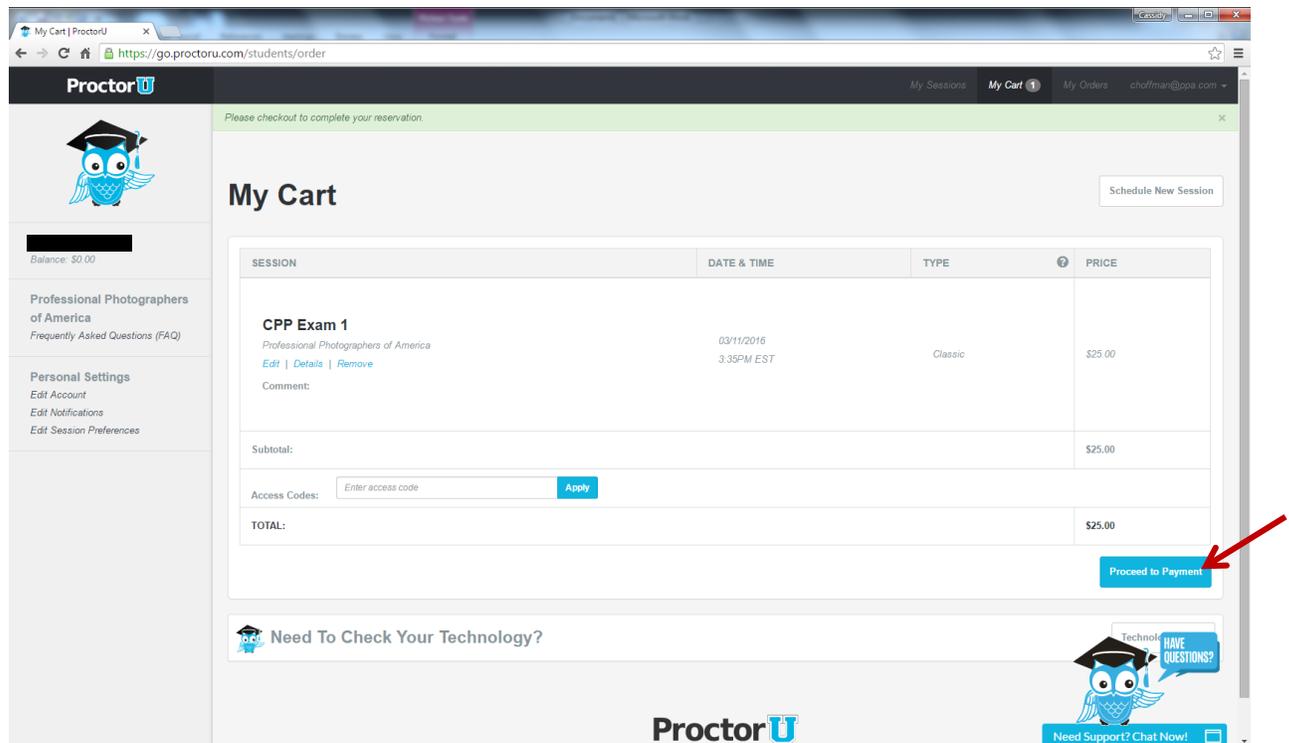
Need To Check Your Technology? Technology Check

ProctorU

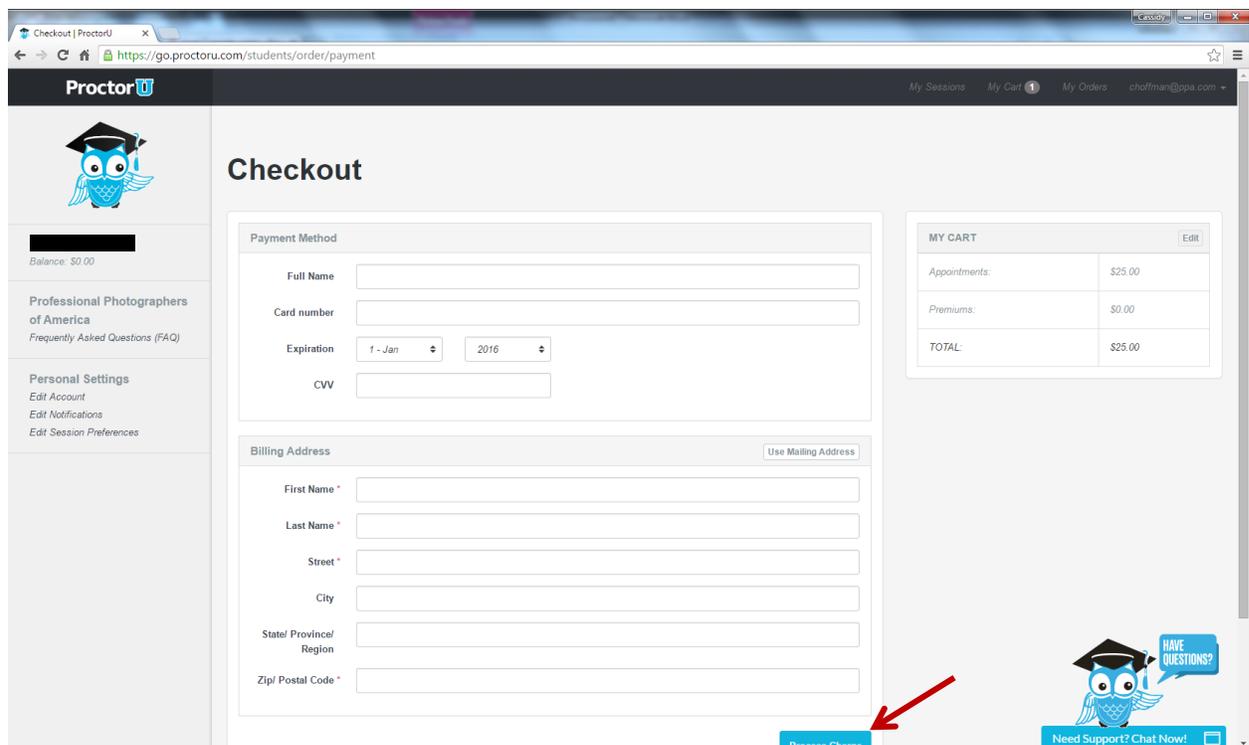
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Need Support? Chat Now!

6. Click "Proceed to Payment" ("Access Code" will be left blank).



7. Enter in your payment information and click "Process Charge".



8. Your scheduled session will appear on your home screen once you process the payment. You will receive a confirmation email as well.

My Sessions | ProctorU

https://go.proctoru.com/students/reservations

My Sessions My Cart My Orders julahboyd@gmail.com

ProctorU

Balance: \$0.00

Professional Photographers of America
Frequently Asked Questions (FAQ)

Personal Settings
Edit Account
Edit Notifications
Edit Session Preferences

Have Questions?

Test Your Equipment

Schedule New Session

Time to hit the books! Your next session begins in: **0:23:06:09**
DAYS HOURS MINUTES SECONDS

SESSION	DATE & TIME	
CPP Exam 1 Professional Photographers of America	03/09/2016 2:45PM EST	Reschedule Take it now Cancel

ProctorU

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Need Support? Chat Now!

Part 4: Taking the Exam

*We highly recommend using the "[Test Your Equipment](#)" function prior to taking the exam.

*We recommend using Google Chrome for the exam.

1. Prepare your area:

Clear your test-taking area of all reference materials.

Have the following items ready:

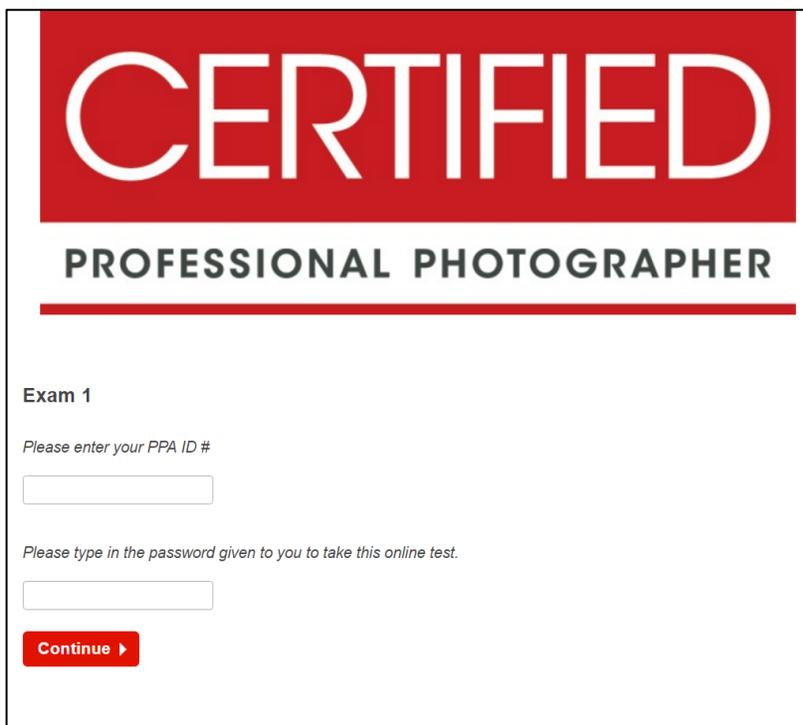
1. Photo ID
2. PPA ID
3. Reflective surface (such as a small mirror or a cell phone*)
4. Scratch paper (optional)
5. Writing utensil (optional)
6. Four-function calculator

*This will need to be turned off and out of sight during the exam.

2. Log into ProctorU at the time of your session and click on your appointment to begin.

3. The proctor will guide you through the set-up. He or she will have access to your computer screen.

4. You will enter your PPA ID, and the proctor will enter the password.



The screenshot displays the ProctorU exam interface. At the top, there is a red banner with the word "CERTIFIED" in large white letters, followed by "PROFESSIONAL PHOTOGRAPHER" in smaller black letters. Below this, the text "Exam 1" is visible. There are two input fields: the first is labeled "Please enter your PPA ID #" and the second is labeled "Please type in the password given to you to take this online test.". At the bottom left, there is a red button with the text "Continue ▶".

5. You will then enter your first name, last name and email address.

The screenshot shows a registration form for a 'CERTIFIED PROFESSIONAL PHOTOGRAPHER' exam. At the top, the word 'CERTIFIED' is written in large white letters on a red background, followed by 'PROFESSIONAL PHOTOGRAPHER' in black text on a white background. Below this, the text 'Exam 1' is displayed. There are three input fields: 'First name', 'Last name', and 'Email address'. A red button labeled 'Start Test' with a right-pointing arrow is located at the bottom left of the form area.

6. Once you click “Start Test,” you will have 120 minutes to complete the exam.

7. There are 5 questions displayed per page. You must answer all 5 questions before going to the next page.

8. You are able to go back to previously answered questions by clicking the “Previous” button. You can view previously answered questions by clicking the “Display previously viewed questions” button.

The screenshot shows a question interface. At the top, a grey bar contains the text 'Question 10 of 45'. Below this, the question text reads: 'When editing images in Photoshop, which of the following may cause the computer to perform slower?'. There are four radio button options: 'A) Small hard drive', 'B) Low battery level', 'C) Low amount of RAM', and 'D) Damaged power cord'. At the bottom left, there is a red button labeled 'Previous' with a left-pointing arrow. At the bottom right, there is a red button labeled 'Next' with a right-pointing arrow. At the very bottom, there is a red link that says 'Display previously viewed questions' followed by a downward-pointing triangle.

9. You can jump back to a specific question by selecting its number.

◀ PreviousNext ▶

1 ▶ *Red is a combination of which of the following two subtractive colors of light?*

2 ▶ *Which ISO value would create the most grain when converting a color photograph into black & white?*

3 ▶ *What additive light is produced when equal amounts of pure red and green lights are mixed?*

4 ▶ *A camera can get closer in order to focus on an object by adding distance between the focal plane and the lens with the use of*

5 ▶ *A portrait of an executive has been taken outdoors with a digital camera. The image looked fine on the LCD viewer. The next photograph of the executive is taken in an office building. This time the LCD image appears green.*

Before continuing the photo session, what is the most efficient way to correct this problem?

10. Scores will be sent via e-mail approximately 5-7 business days after your exam date.