

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](#)”.

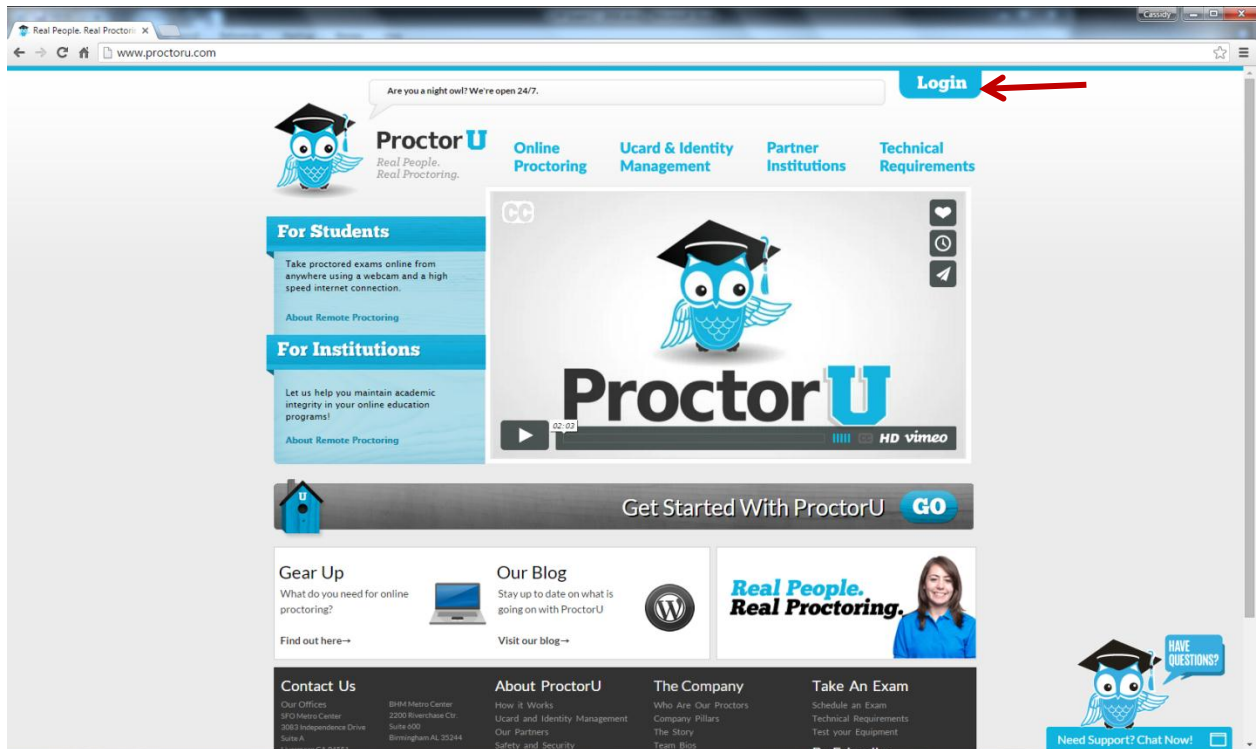
Once you declare your candidacy, you may schedule an exam in as soon as 72 hours (3 days).

*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.

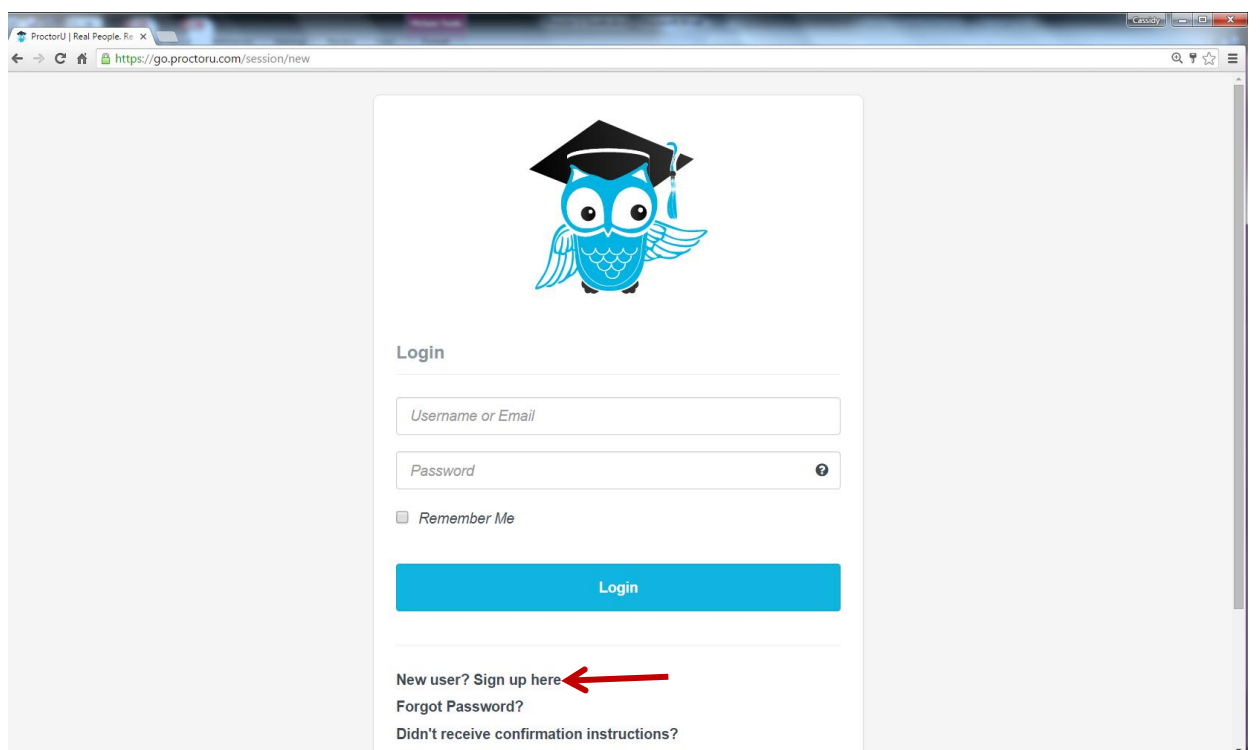
Part 2: Register with ProctorU

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

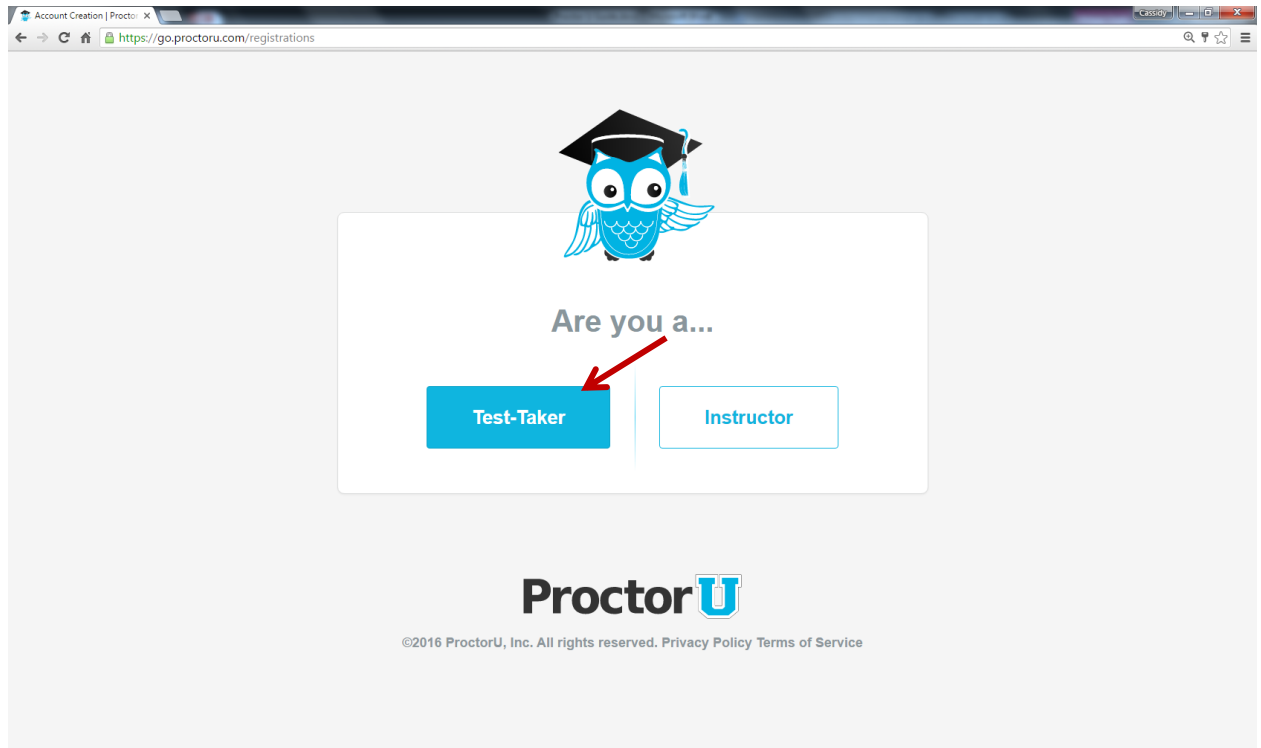
1. Visit <http://ProctorU.com> and click on “Login”



2. Click “Sign up here”



3. Select "Test-Taker"



Account Creation | ProctorU

https://go.proctoru.com/registrations

Are you a...

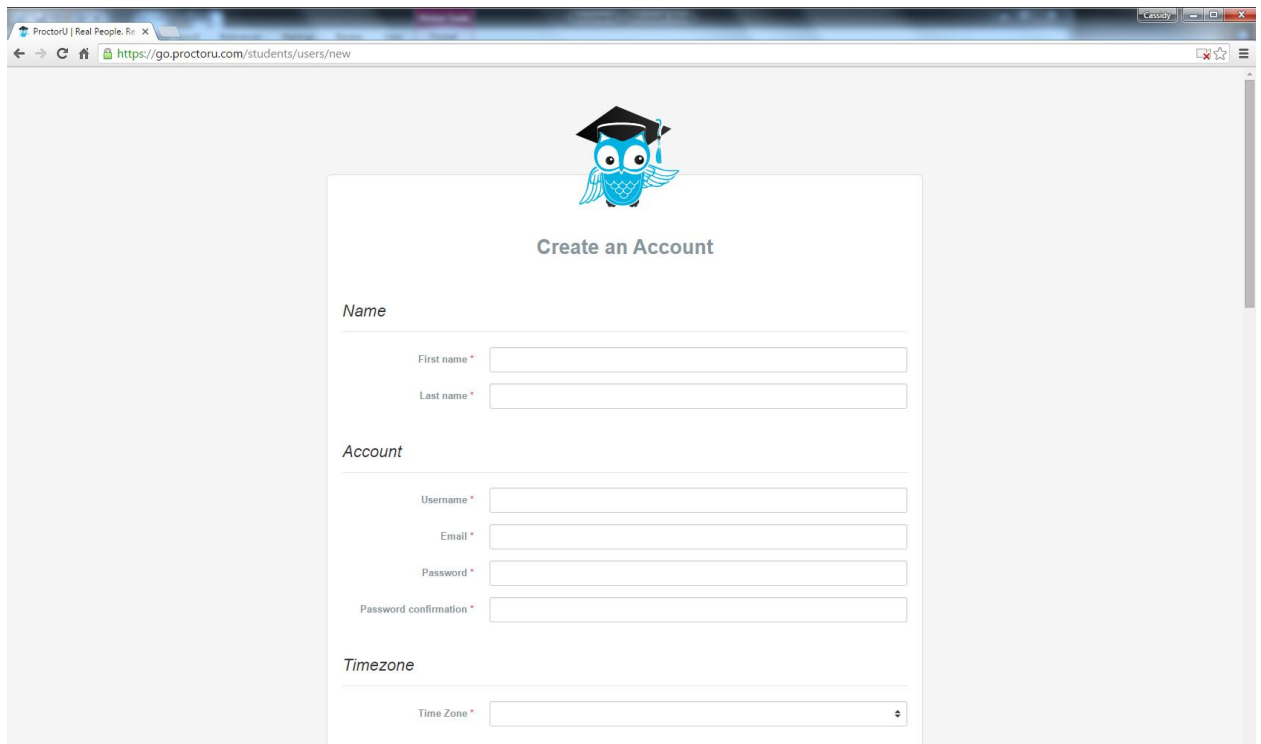
Test-Taker

Instructor

ProctorU

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4. Enter in Account Information



ProctorU | Real People. Real Results.

https://go.proctoru.com/students/users/new

Create an Account

Name

First name *

Last name *

Account

Username *

Email *

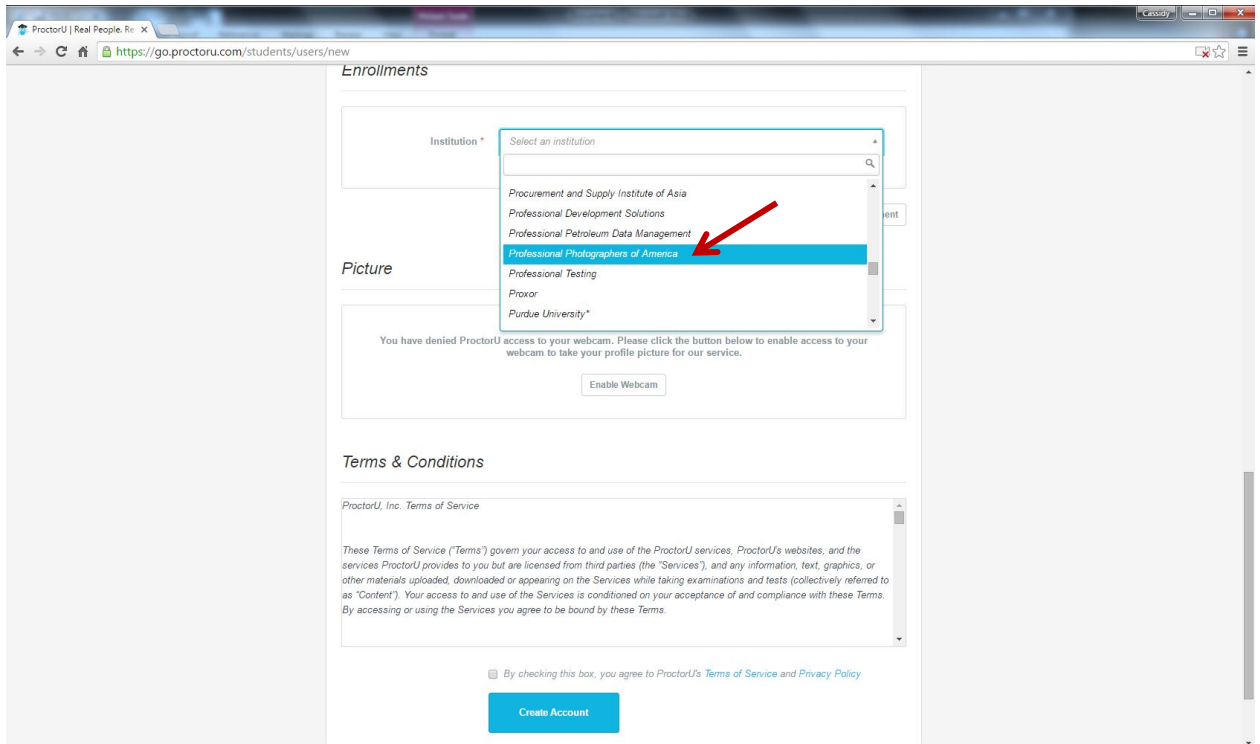
Password *

Password confirmation *

Timezone

Time Zone *

5. Select “Professional Photographers of America” for your Institution



The screenshot shows the ProctorU enrollment page. The "Institution" dropdown menu is open, displaying a list of institutions. A red arrow points to "Professional Photographers of America", which is highlighted in blue. Other institutions listed include "Procurement and Supply Institute of Asia", "Professional Development Solutions", "Professional Petroleum Data Management", "Professional Testing", "Proctor", and "Purdue University". Below the dropdown, there is a "Picture" section with a message: "You have denied ProctorU access to your webcam. Please click the button below to enable access to your webcam to take your profile picture for our service." and an "Enable Webcam" button. At the bottom, there is a "Terms & Conditions" section with a "Create Account" button.

Enrollments

Institution *

Picture

You have denied ProctorU access to your webcam. Please click the button below to enable access to your webcam to take your profile picture for our service.

Enable Webcam

Terms & Conditions

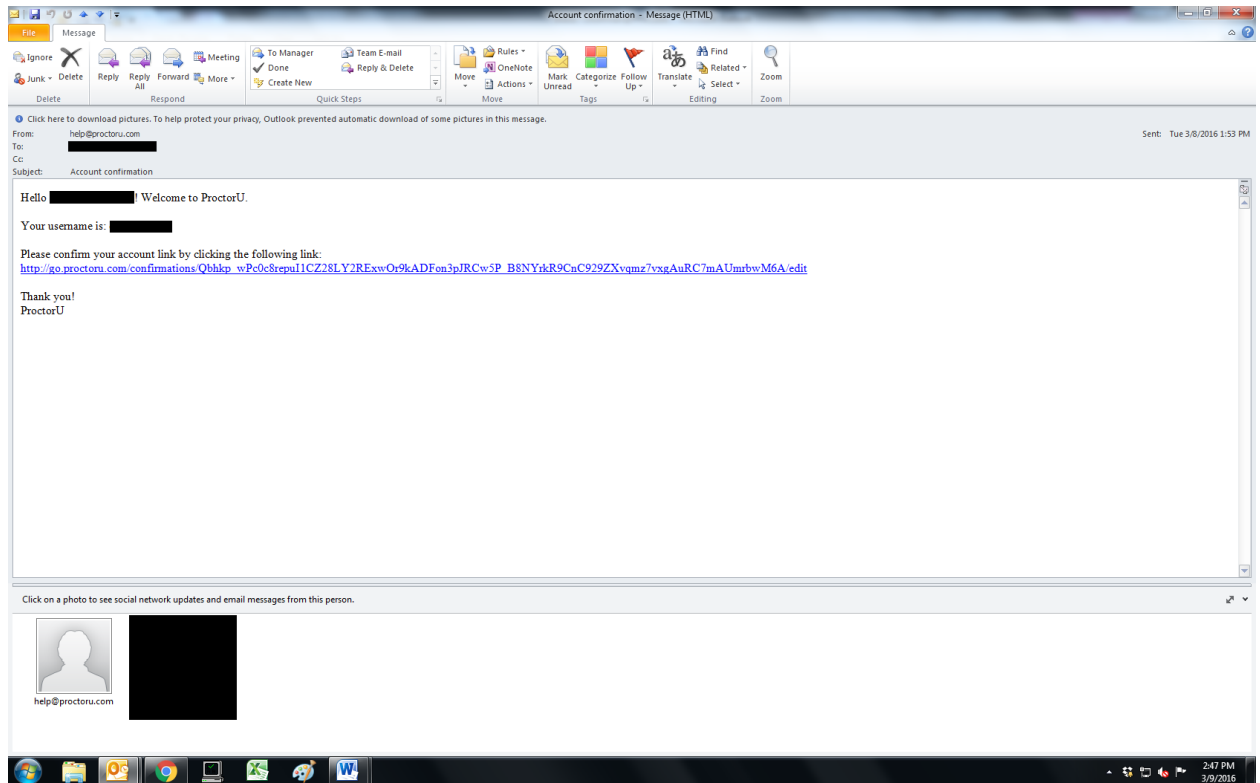
ProctorU, Inc. Terms of Service

These Terms of Service ("Terms") govern your access to and use of the ProctorU services, ProctorU's websites, and the services ProctorU provides to you but are licensed from third parties (the "Services"), and any information, text, graphics, or other materials uploaded, downloaded or appearing on the Services while taking examinations and tests (collectively referred to as "Content"). Your access to and use of the Services is conditioned on your acceptance of and compliance with these Terms. By accessing or using the Services you agree to be bound by these Terms.

☐ By checking this box, you agree to ProctorU's Terms of Service and Privacy Policy

Create Account

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



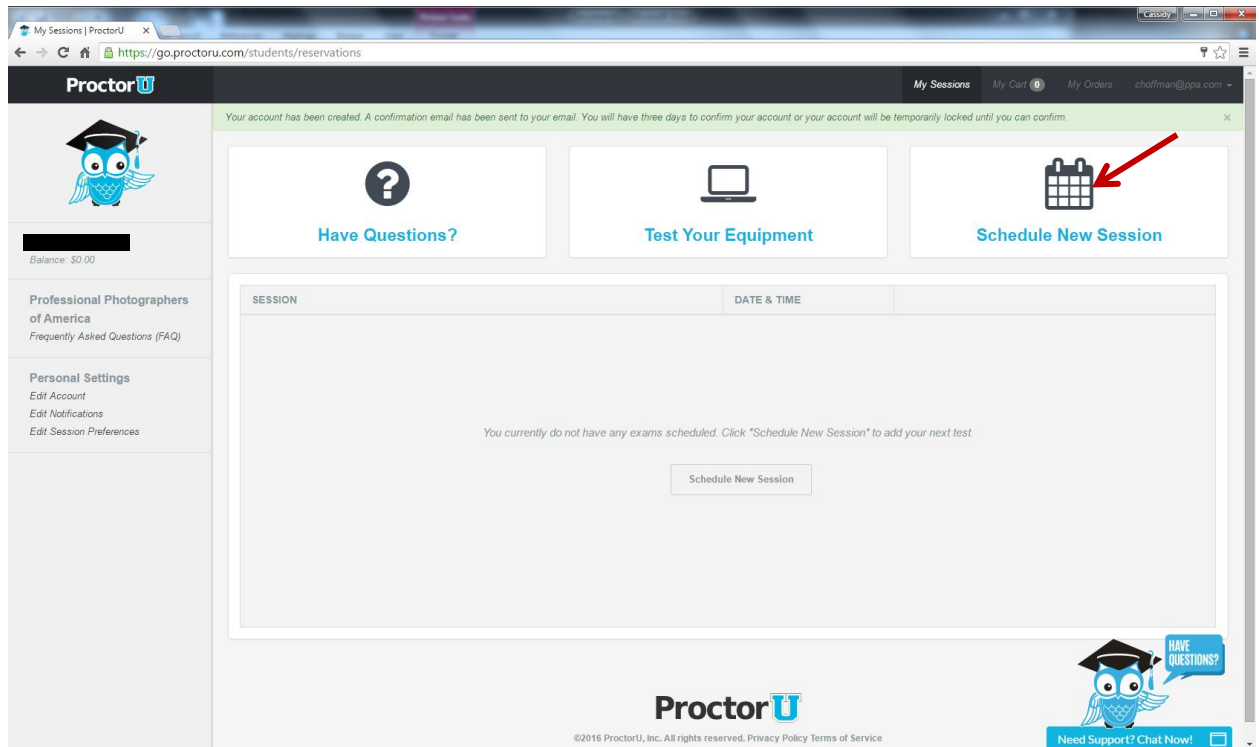
Part 3: Schedule Your Online Exam

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

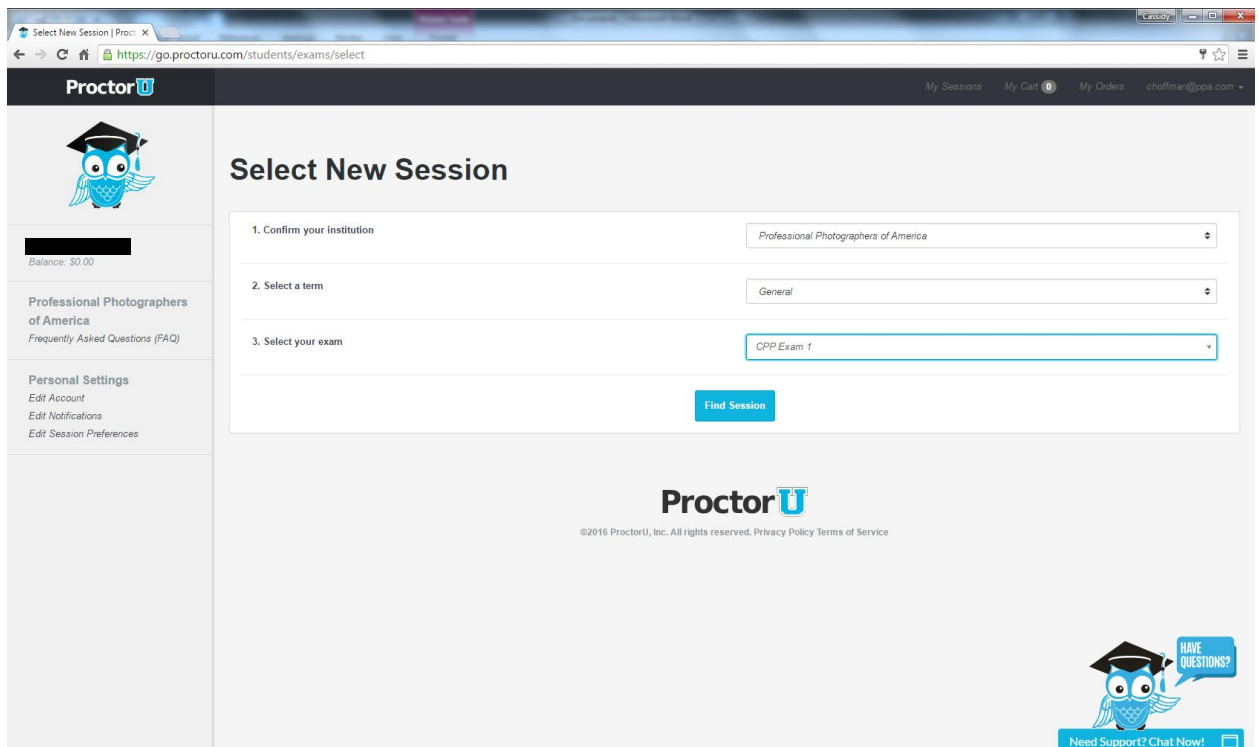
*Check the [Technical Requirements](#) page to ensure that your system meets the minimum requirements. We recommend using Google Chrome for the Exam.

*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”



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)




Select New Session | ProctorU

https://go.proctoru.com/students/exams/select

ProctorU

My Sessions My Cart My Orders choffman@ppa.com



Balance: \$0.00

Professional Photographers of America
Frequently Asked Questions (FAQ)

Personal Settings
Edit Account
Edit Notifications
Edit Session Preferences

Select New Session

1. Confirm your institution
Professional Photographers of America


2. Select a term
General

3. Select your exam
CPP Exam 1

Find Session

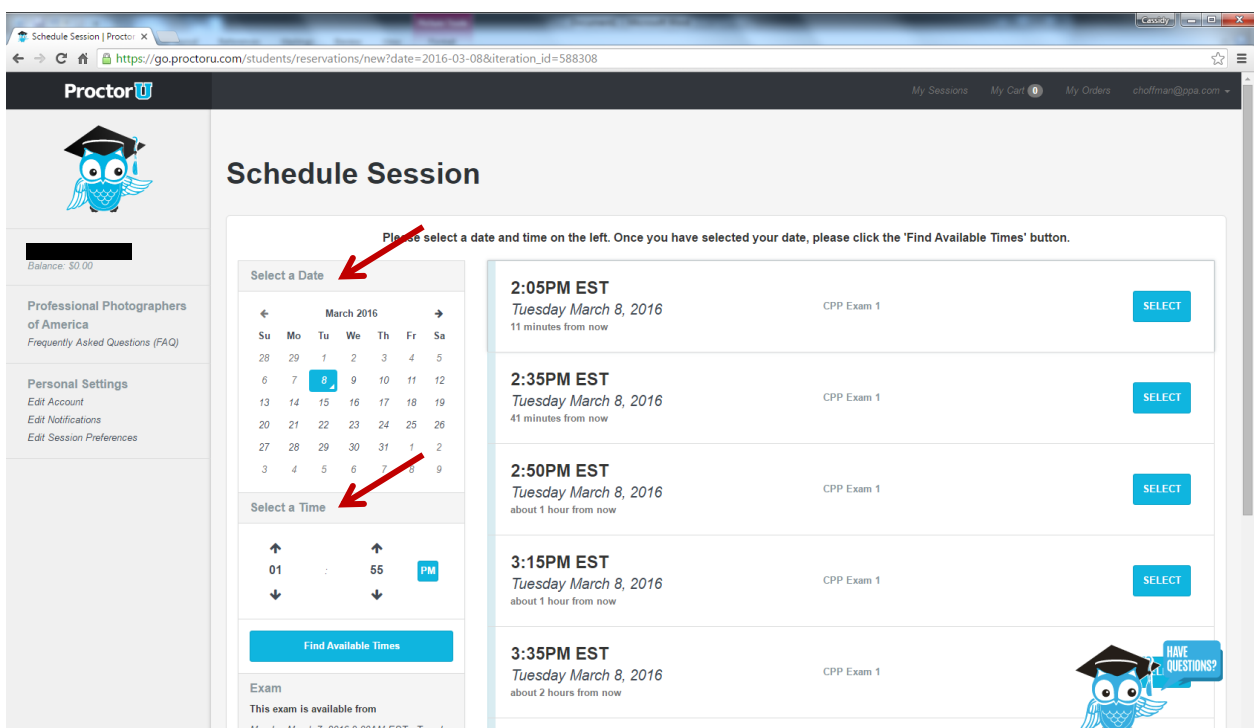
ProctorU

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 HAVE QUESTIONS?
Need Support? Chat Now!

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

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




Schedule Session | ProctorU

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

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Balance: \$0.00

Professional Photographers of America
Frequently Asked Questions (FAQ)

Personal Settings
Edit Account
Edit Notifications
Edit Session Preferences

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


2:05PM EST
Tuesday March 8, 2016
11 minutes from now
CPP Exam 1
SELECT

2:35PM EST
Tuesday March 8, 2016
41 minutes from now
CPP Exam 1
SELECT

2:50PM EST
Tuesday March 8, 2016
about 1 hour from now
CPP Exam 1
SELECT

3:15PM EST
Tuesday March 8, 2016
about 1 hour from now
CPP Exam 1
SELECT

3:35PM EST
Tuesday March 8, 2016
about 2 hours from now
CPP Exam 1
SELECT

 HAVE QUESTIONS?

4. Make your selection and click “Schedule” to confirm.

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

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

My Cart | ProctorU

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

My Sessions My Cart My Orders choffman@ppa.com

Please checkout to complete your reservation.

My Cart

Schedule New Session

SESSION	DATE & TIME	TYPE	PRICE
CPP Exam 1 Professional Photographers of America Edit Details Remove Comment:	03/11/2016 3:35PM EST	Classic	\$25.00
Subtotal:			\$25.00
Access Codes: <input type="text" value="Enter access code"/>			<input type="button" value="Apply"/>
TOTAL:			\$25.00

Need To Check Your Technology?

ProctorU

Need Support? Chat Now!

7. Enter in your payment information and click “Process Charge”.

Checkout | ProctorU

https://go.proctoru.com/students/order/payment

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Checkout

Balance: \$0.00

Professional Photographers of America
Frequently Asked Questions (FAQ)

Personal Settings
[Edit Account](#)
[Edit Notifications](#)
[Edit Session Preferences](#)

Payment Method

Full Name

Card number

Expiration

CVV

Billing Address ☐ Use Mailing Address

First Name *

Last Name *

Street *

City

State/Province/Region

Zip/Postal Code *

MY CART

Appointments:	\$25.00
Premiums:	\$0.00
TOTAL:	\$25.00

Need Support? Chat Now!


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


ProctorU


My Sessions My Cart My Orders juliahboyd@gmail.com


 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	<button>Reschedule</button> <button>Take it now</button> <button>Cancel</button>

ProctorU

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 HAVE QUESTIONS?

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.

CERTIFIED

PROFESSIONAL PHOTOGRAPHER

Exam 1

Please enter your PPA ID #

Please type in the password given to you to take this online test.

Continue ▶

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

CERTIFIED

PROFESSIONAL PHOTOGRAPHER

Exam 1

First name

Last name

Email address

Start Test ▶

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.

Question 10 of 45

When editing images in Photoshop, which of the following may cause the computer to perform slower?

☐ A) Small hard drive

☐ B) Low battery level

☐ C) Low amount of RAM

☐ D) Damaged power cord

◀ Previous**Next ▶**

Display previously viewed questions ▼

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

[◀ Previous](#)[Next ▶](#)

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.