



NAFA's Online Certification Exam Orientation

What to Expect– Before You Begin

Before you begin, ensure you have your government-issued photo ID available. You will be asked to show it.

Start by going to <https://learning.nafa.org> and click the blue **Login / Create Account** button in the upper right corner. You will be re-directed to the NAFA website to log in using your email address and password. Once you submit them, you will be directed back to the LMS where you will see a list of exams. Click to purchase the exam and you will then be provided access to that exam.

Click the **Start Exam** button, and then review the **Proctoring Acknowledgement**.

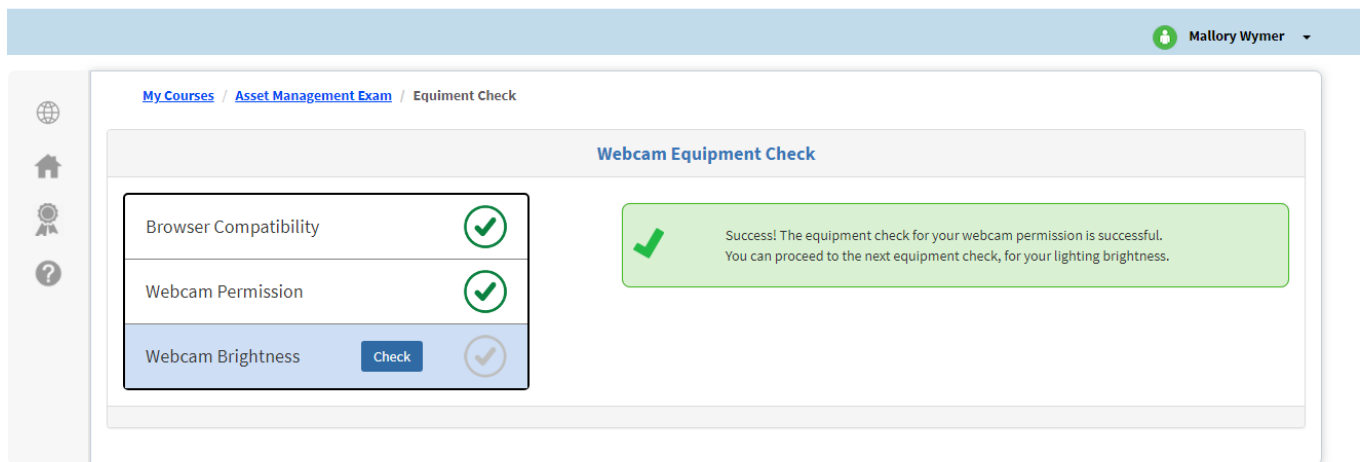
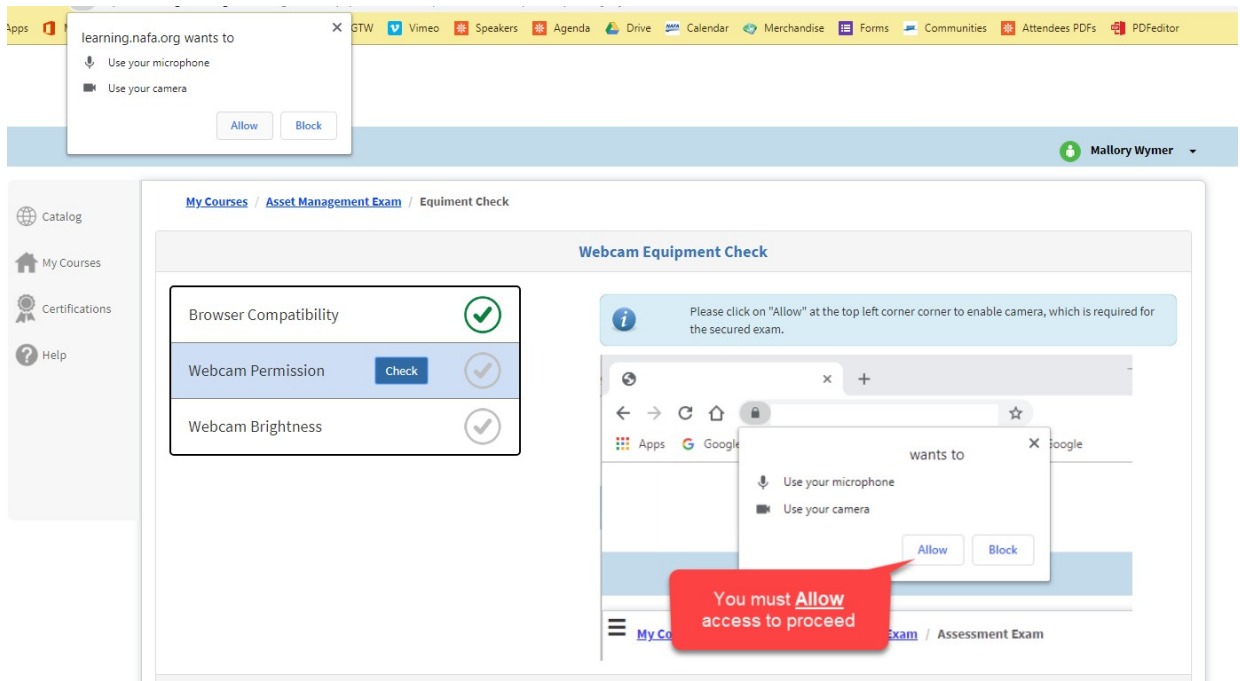
1. Browser Compatibility Check – Your computer will be checked automatically to ensure all technical requirements have been met.



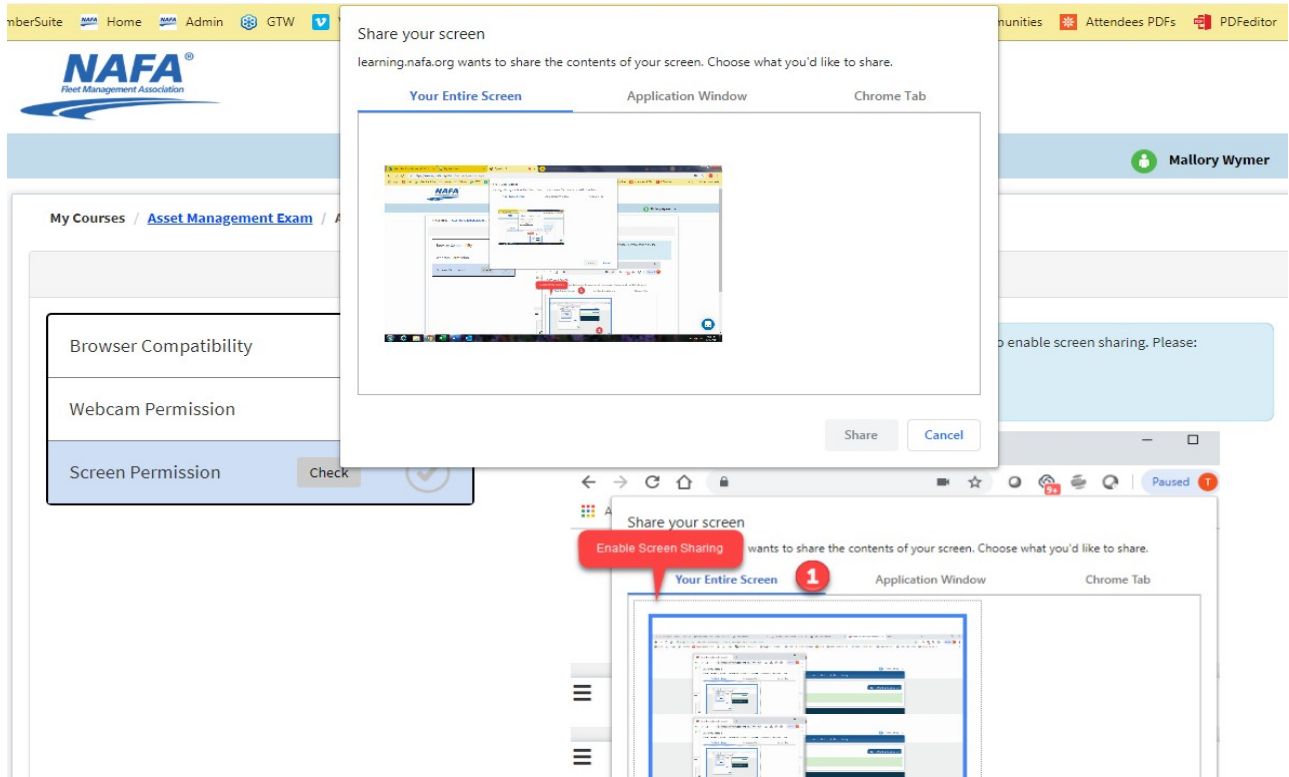
Webcam Equipment Check		
Browser Compatibility		✓
Webcam Permission	<input type="button" value="Check"/>	✓
Webcam Brightness		✓

✓ Your browser has passed the compatibility check. Please click on "Check" button to confirm that you have a working webcam.

2. Click the **CHECK** button next to Webcam Permission and be sure to click **ALLOW** to enable the proctor access to your webcam and microphone.



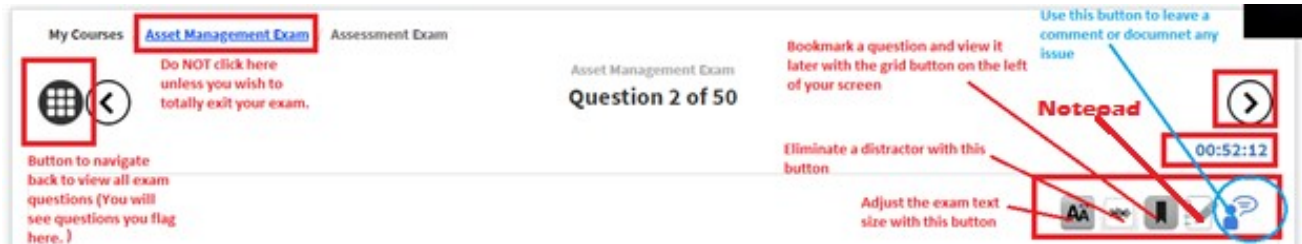
3. Click the **CHECK** button next to Webcam Brightness.
4. You will be prompted take a photo and show your ID.
5. Enable screen sharing. You will see a popup window where you can select to show your entire screen. Choose your entire screen and click **Share**.



6. You can now begin your exam.

When Taking the Exam

You will notice icons at the top left and right of your exam screen:



There is a button on the top left (looks like a grid) which can be used to navigate back to view all 50 questions without leaving your exam. If you skip a question or mark it for later, you will then be able to navigate back to it using this button. You can also use this button to review all the questions at the end of your exam.

The other buttons on the top right are tools for adjusting the text size, marking a distractor as eliminated (when you know a choice is the wrong answer), bookmarking a question for later, a notepad to write any notes for yourself, and (in blue) leaving a feedback comment or issue about a specific question for NAFA.

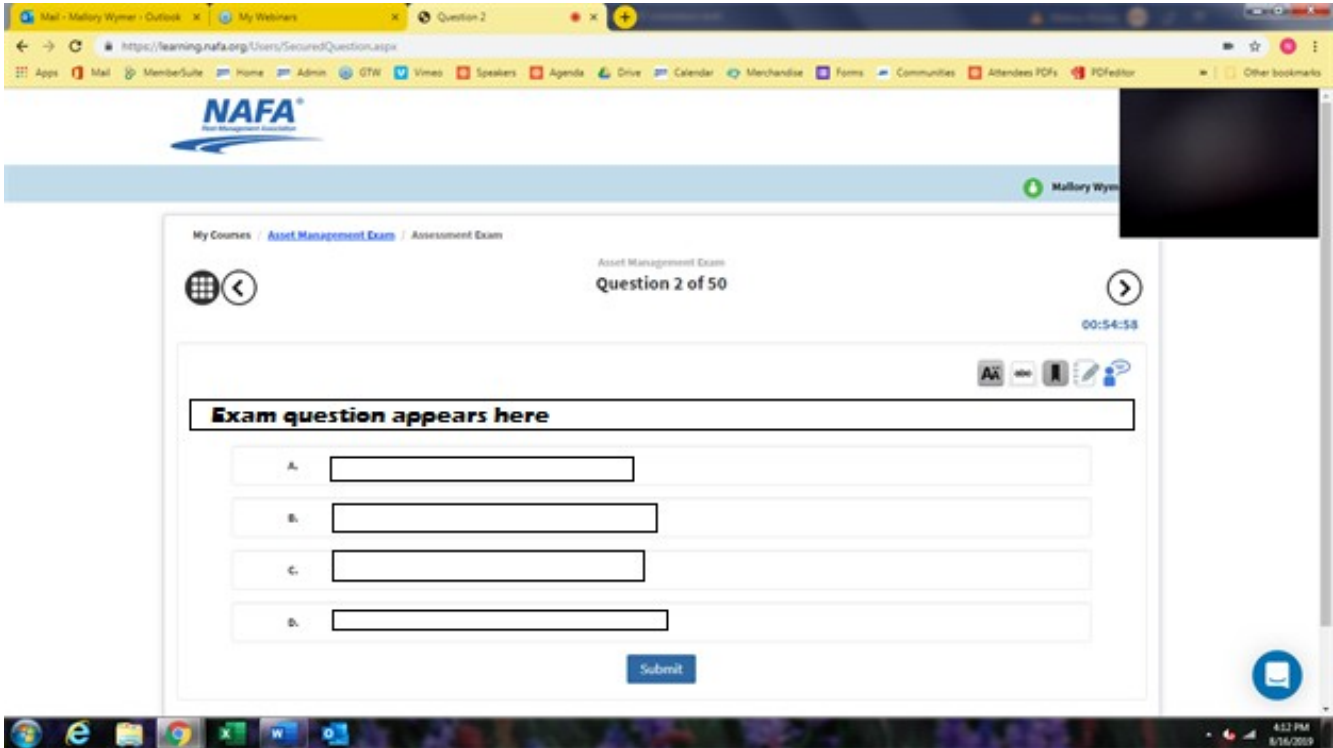
In the top right, you will see how time is remaining to complete the exams. Forward and back buttons can also be used to navigate through the exam questions one at a time.

The user's screen in the upper right can be resized if needed by clicking it once.

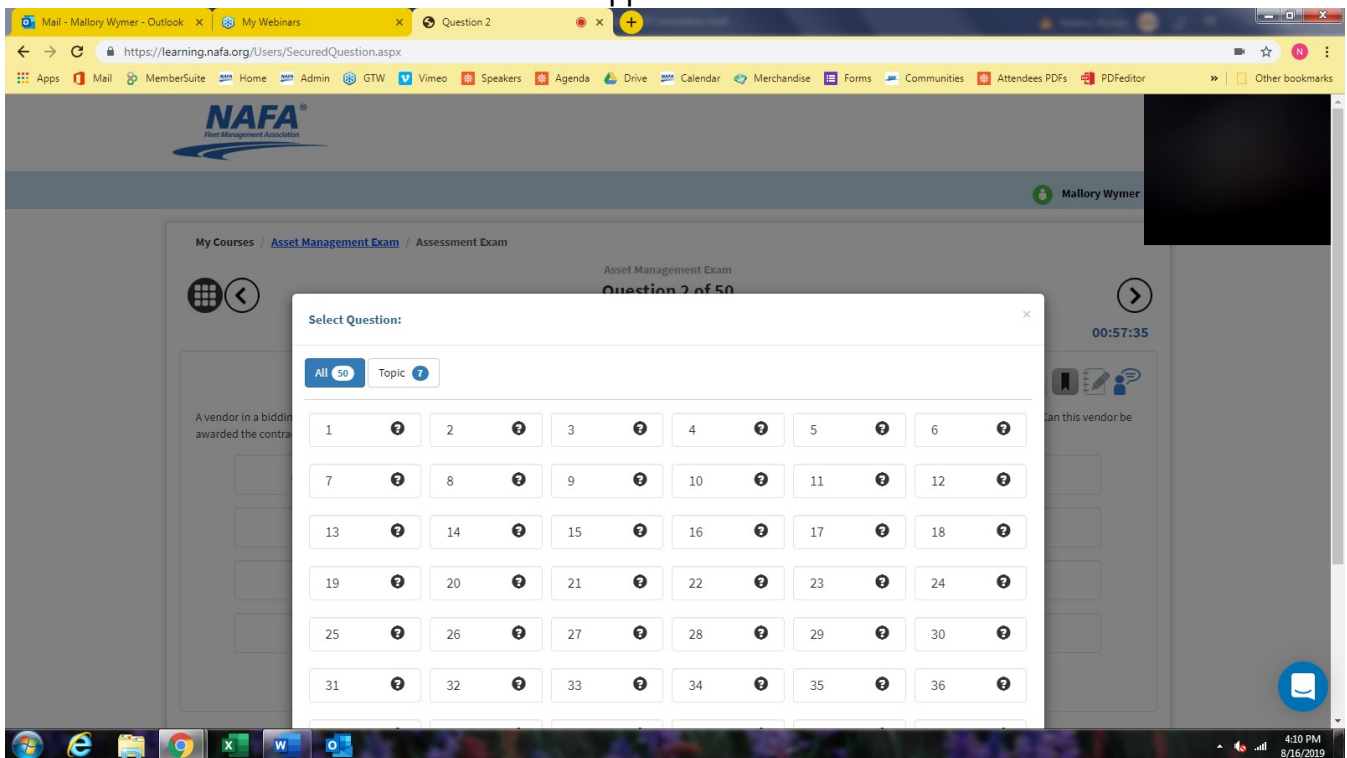
A calculator feature is included in the toolbar on the top left. You **MUST** use this calculator during the exam. Do not use a handheld calculator or your exam may be flagged and nullified. Similarly, use only the Notepad feature inside the exam interface. Do not use a scrap piece of paper for any calculations or notes.

During the exam, you will see a screen at the top right that shows your face. This box can be moved if it is blocking your view of any of the above-mentioned tools.

Below is a screenshot of what to expect the screen to look like during the exam.

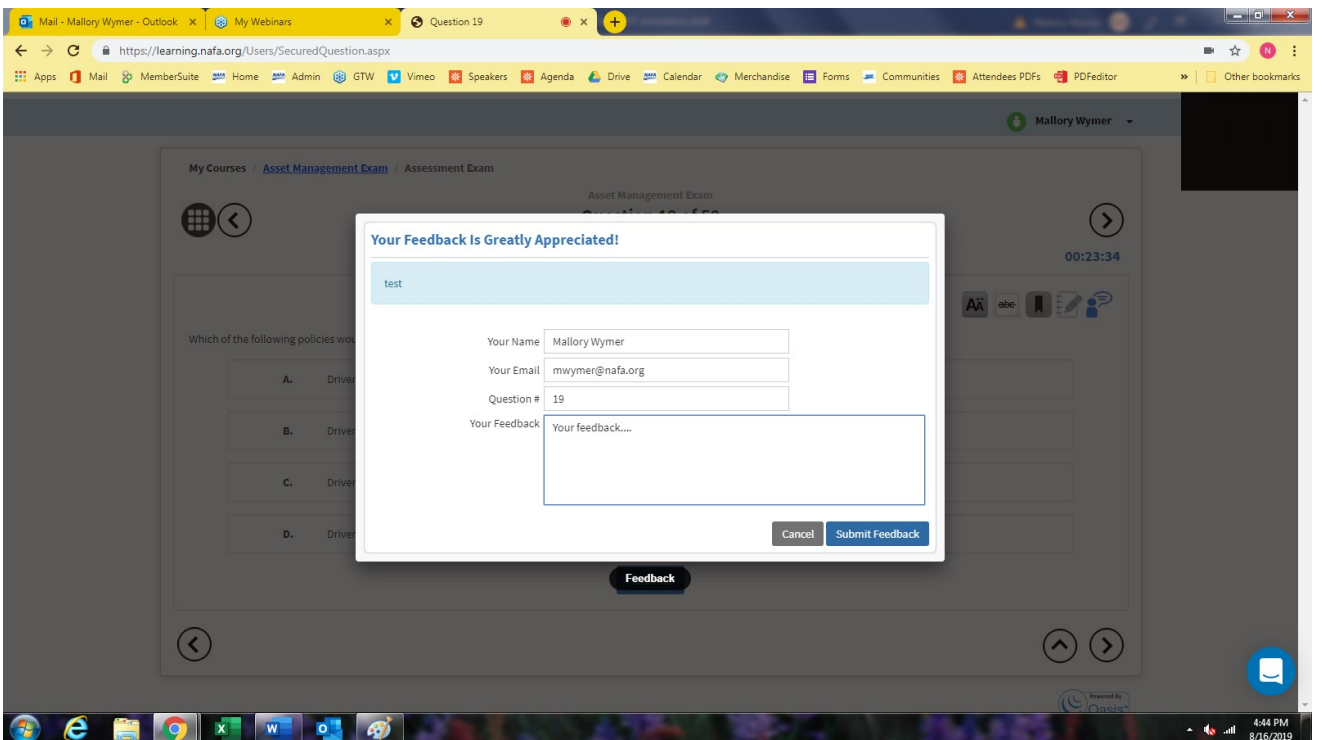
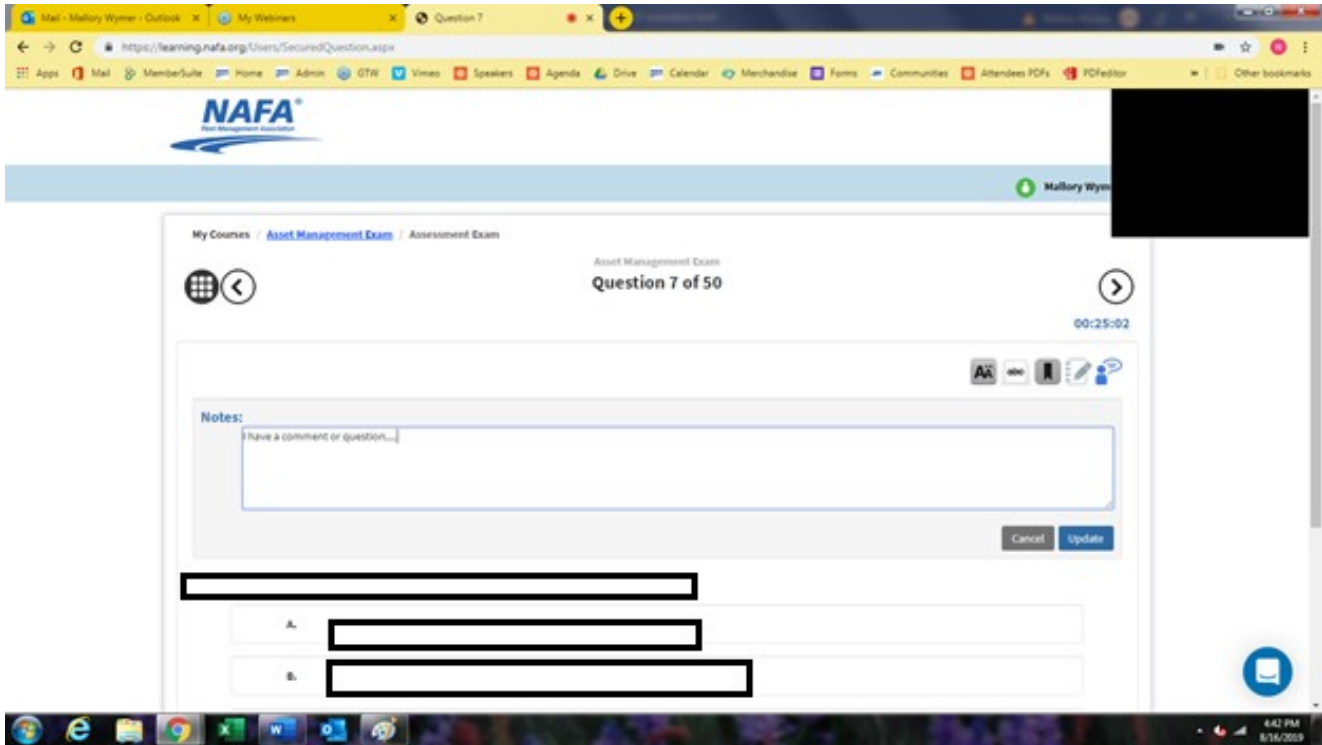


After you have selected the grid icon on the left to navigate the exam questions, the screenshot below shows how that will appear:



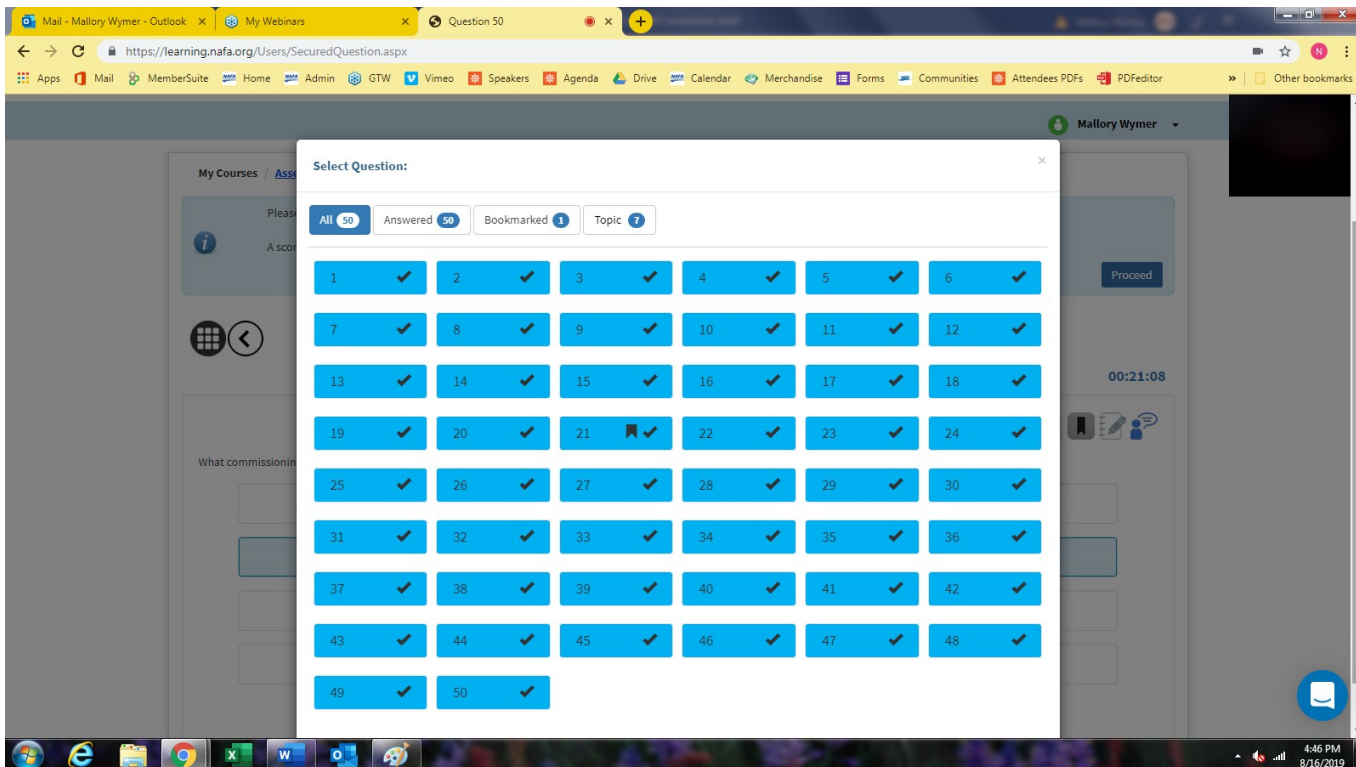
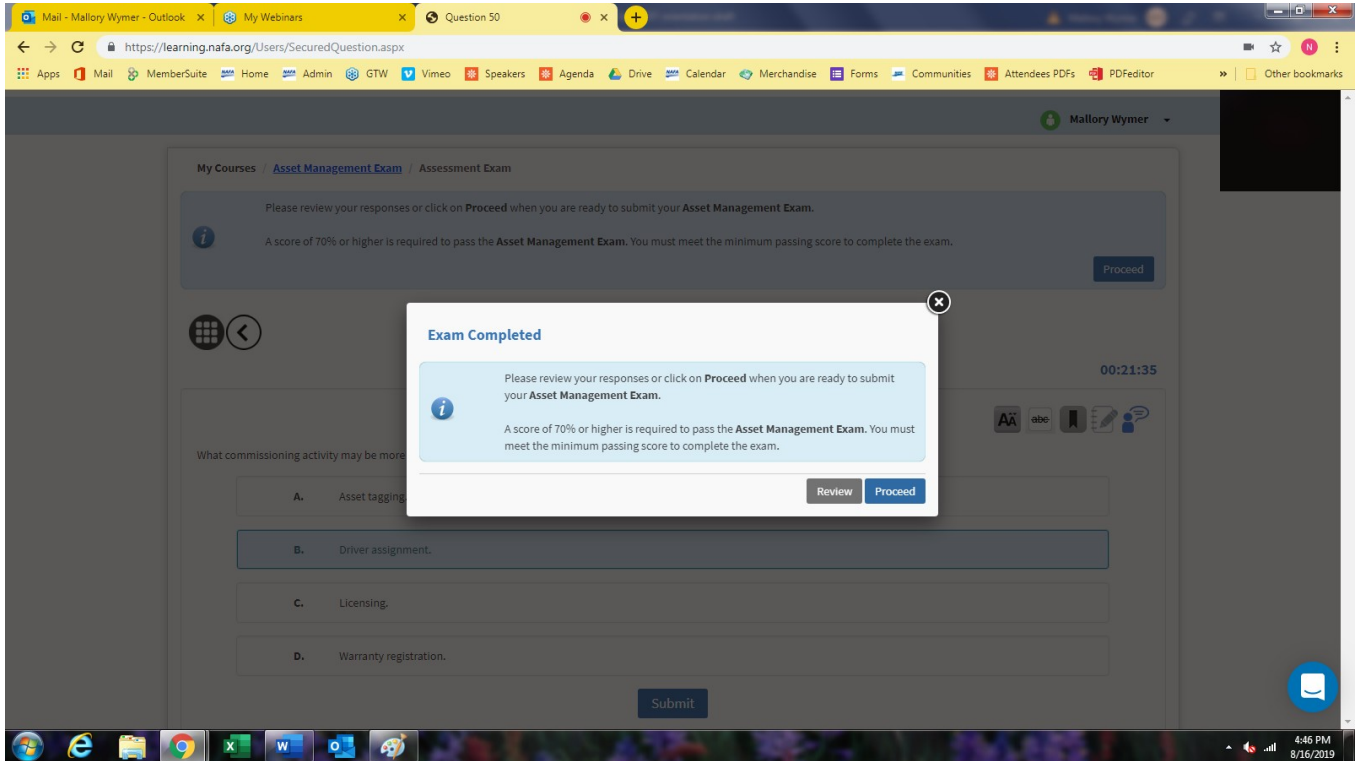
You can use the icon shaped like a pencil and paper on the top right to write any notes for yourself while you are taking the exam.

If you have questions or concerns related to the exam or a particular question, please use the FEEDBACK ICON. These comments will be forwarded directly to NAFA.

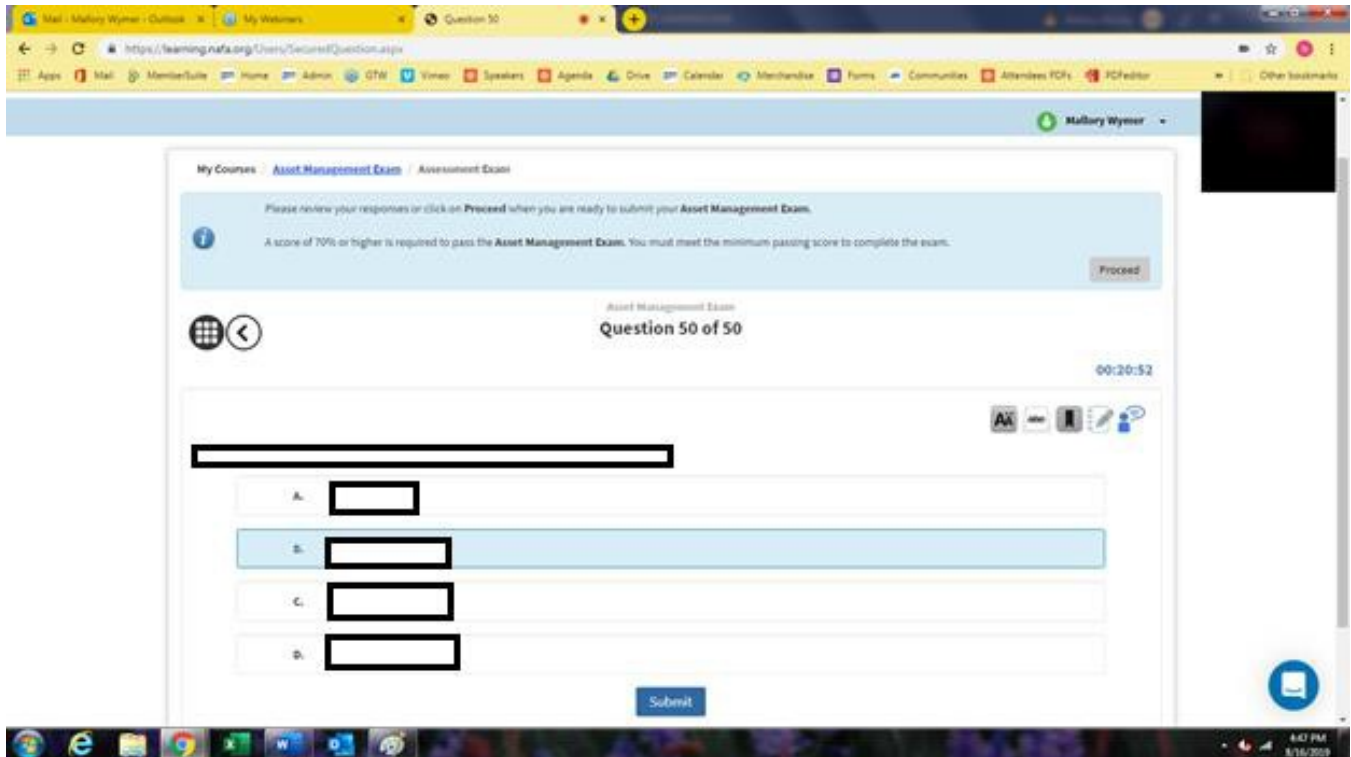


Review and Submit Your Exam

Once you have completed your exam (if you still have remaining time), you can choose to **Review** your answers or **Proceed**.

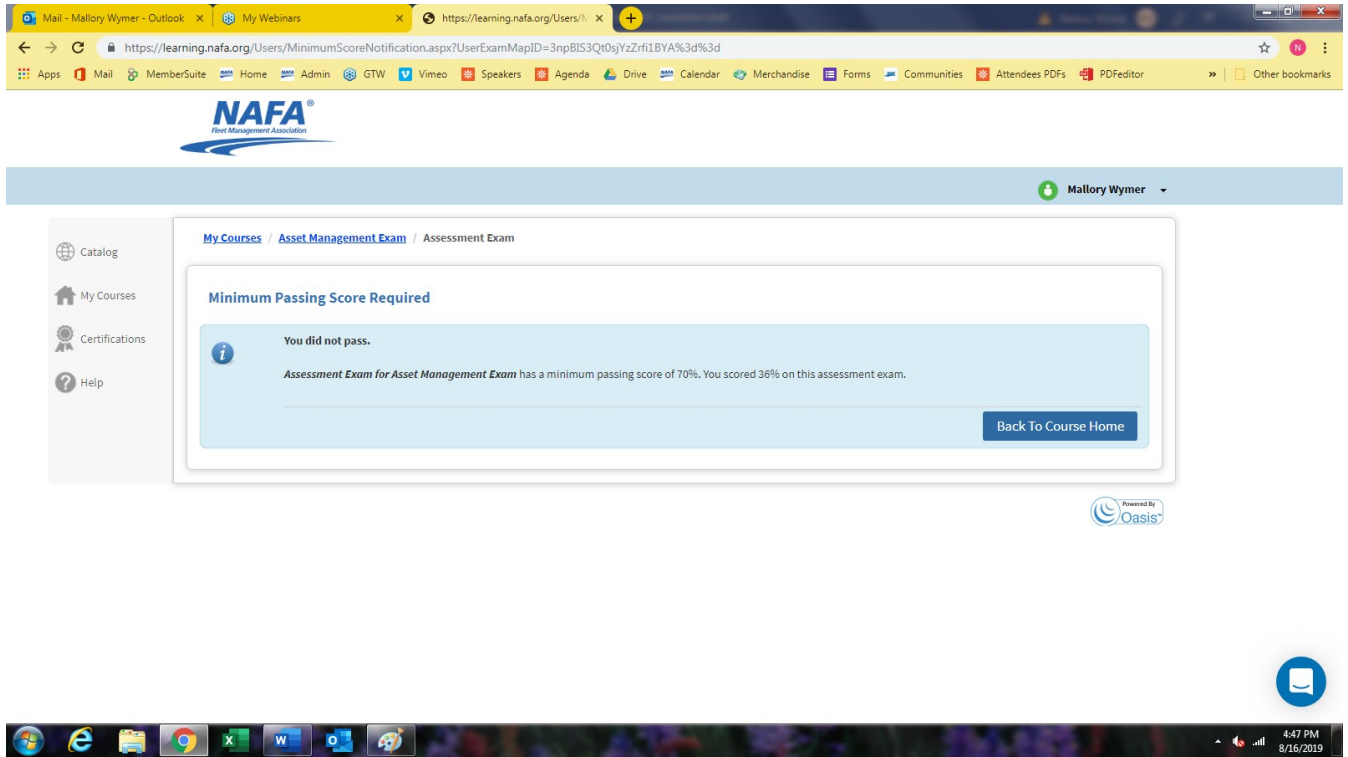


****NOTE! Review will keep you in the exam. Proceed will end your exam and submit it.**

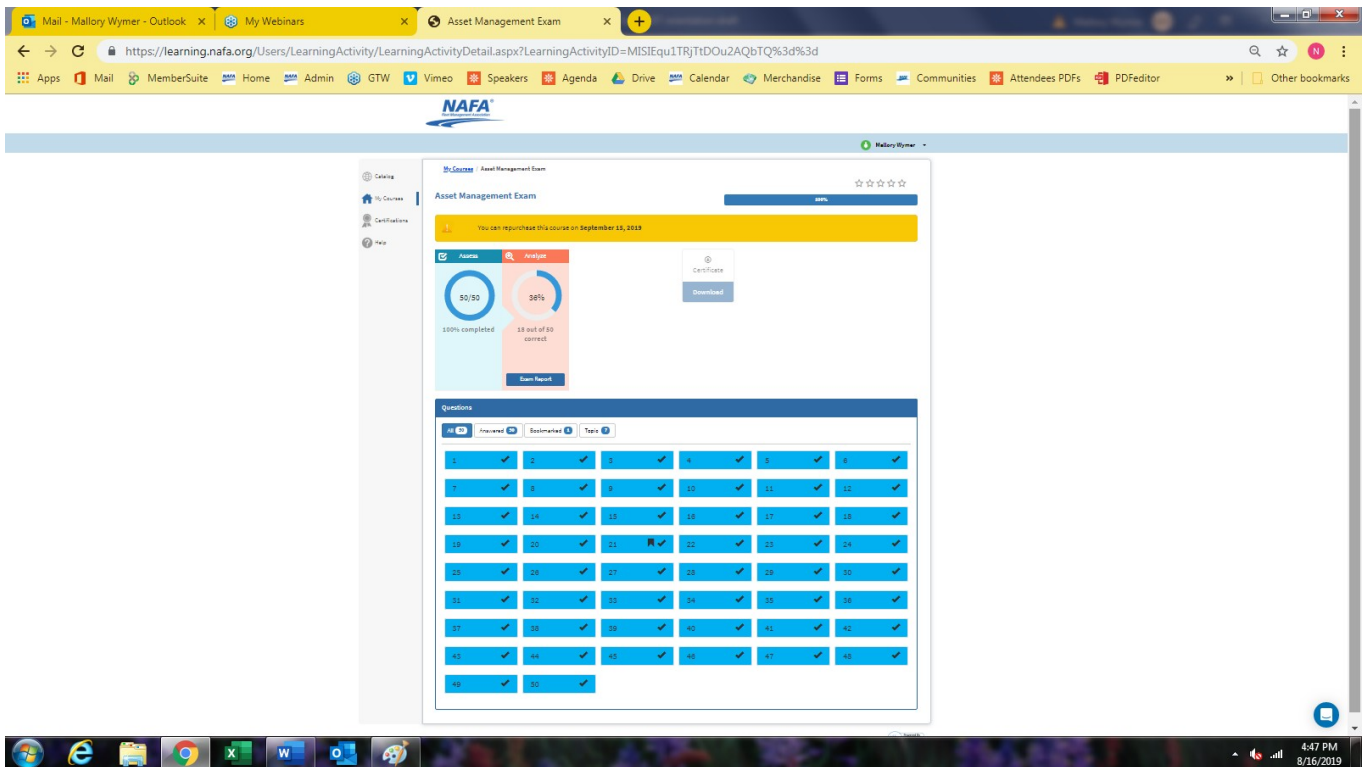


Once submitted, you will receive an immediate notification of whether or not you passed. You will not be able to find out which specific questions were answered incorrectly. All results are communicated in writing via a diagnostic that lists the number of correct questions overall and by subdiscipline. The pass mark is 70%.

Click on the **Back to Course Home** button for your report.



If you passed, there will be a screen where you could download a certificate if you passed your exam. You will also have access to view a Diagnostic Report which details how you did on each section of the exam. You can also email this report.



NAFA Fleet Management Association

Mallory Wymer

My Courses / Asset Management Exam

Asset Management Exam 100%

You can repurchase this course on **September 15, 2019**

Assess 50/50 100% completed

Analyze 36% 18 out of 50 correct

Certificate Download

Exam Report

Questions: All 50, Answered 50, Bookmarked 1, Topic 7

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NAFA Fleet Management Association

Mallory Wymer

My Courses / Asset Management Exam / Exam Report

Exam Report - Asset Management Exam Download Email

Name: Mallory Wymer Your Score: 36%
Passing Grade: 70%

Thank you for taking the CAFM/CAFS Asset Management Exam. Unfortunately, you did not pass your examination. Don't give up!
A summary of your performance is included below. Use this to help you prepare for retaking the examination, which you can do in 30 days.

Category Score

Active Fleet Management	80 %
Remarketing	60 %
Specification Types & Development	30 %
Strategic Sourcing	0 %
Vehicle Invoices & Pricing	40 %
Vehicle Procurement	40 %
Vehicle Selection	20 %

If you have any questions, please do not hesitate to contact NAFA at certification@nafa.org.

NAFA Education Team

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If you do not pass the exam, you will need to wait thirty days before retaking the test.

Good luck on your exam. If you have any questions, please email certification@nafa.org.