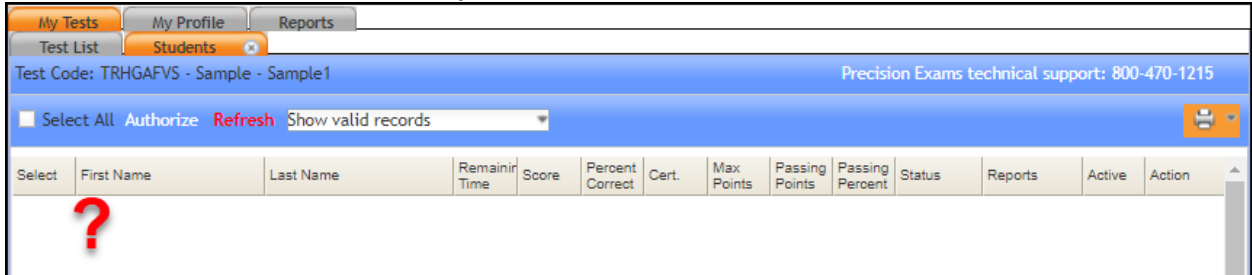


Student Registration - Two simple ways to register your students

I've created a test code, now how do I add my student info?



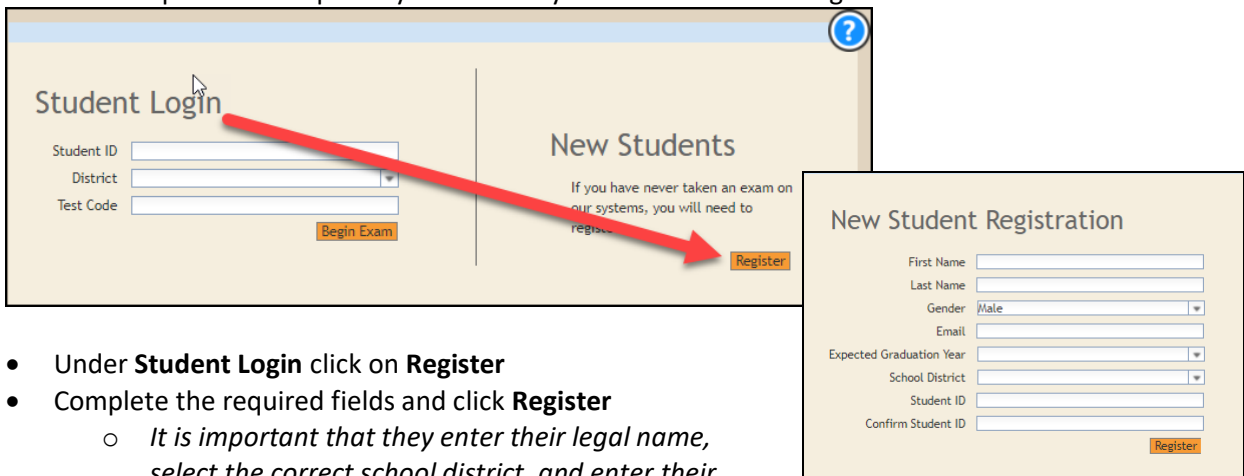
Don't worry, your student info will appear once they have signed in using your unique test code.

Do my students need to pre-register?

We provide you with two simple solutions to register or import your student data.

1. Individual Student Registration -

- This is a quick and simple way for each of your students to self-register in 30 seconds or less.



- Under **Student Login** click on **Register**
- Complete the required fields and click **Register**
 - It is important that they enter their legal name, select the correct school district, and enter their correct student ID.*
- Now they can log in using their student ID, selecting the district, and entering your unique test code.

OR

2. Student Data Import -

- You can export a file (.csv, .xlsx) with your District, Student ID#, First Name, and Last Name.

*Required	*Required	*Required	*Required		*Required			
STATE ABBREVIATION	DISTRICT NAME	STUDENT ID #	FIRST NAME	MIDDLE NAME	LAST NAME	GENDER	BIRTH_DATE	EXPECTED_GRADUATION_YEAR
2_DIGIT (ie. GA)						M_OR_F	YYYY-MM-DD	YYYY

- Send the file to support@precisionexams.com
 - This method may require 24-48 hours for us to import the data.

Your students are now registered! Once they login and click “Go To Test” they will appear in your proctor screen waiting to be authorized by you.

The screenshot shows the 'Students' tab in the Precision Exams interface. At the top, there are navigation tabs for 'My Tests', 'My Profile', and 'Reports'. Below these, there are sub-tabs for 'Test List' and 'Students'. The main header area displays 'Test Code: TRHGAFVS - Sample - Sample1' and 'Precision Exams technical support: 800-470-1215'. Below the header, there are buttons for 'Select All', 'Authorize', 'Refresh', and a dropdown menu for 'Show valid records'. The main content is a table with the following columns: Select, First Name, Last Name, Remaining Time, Score, Percent Correct, Cert., Max Points, Passing Points, Passing Percent, Status, Reports, Active, and Action. The table contains one row for a student named 'DEMO STUDENT' with a remaining time of 20, a score of 0, and a status of 'Waiting Authorization'. A red arrow points to the 'Waiting Authorization' status cell. The 'Action' column for this student has a 'Mark Invalid' link.

Select	First Name	Last Name	Remaining Time	Score	Percent Correct	Cert.	Max Points	Passing Points	Passing Percent	Status	Reports	Active	Action
<input type="checkbox"/>	DEMO	STUDENT	20	0	0	N	0.0	0	0.0	Waiting Authorization	Unavailable	Y	Mark Invalid

Click **Refresh** to update your student list.
Select All, then **Authorize** to allow students to begin testing.