

Exam Login Instructions

PRE-EXAM LOGIN INSTRUCTIONS

All examinees must have a PCI Account to access the online proctored exam.

PLEASE BE SURE YOU HAVE THIS INFORMATION WITH YOU WHEN YOU GET READY TO TAKE THE EXAM.

Prior to the exam day, you must be able to sign in at <https://www.pci.org/signin>

If you do not know your PCI Account username and password, follow these instructions:

- If you have trouble remembering your **Username**, it is typically your work email address. Go to www.pci.org/cms to login and if you do not know your username, click on the **Forgot Username?** to reset the username. Or, if you know your username but have trouble remembering the **Password**, click on the **Forgot Password?** An email will be sent with instructions on how to reset your password.
- If you were registered by someone else for an online exam or QC school, ask the person who enrolled you for the email address they provided for you during the registration process. This will be your username. Go to www.pci.org/cms to login and select **Forgot Password?** An email will be sent with instructions on how to reset your password.
- If you registered for an online exam or QC school yourself, the email address provided during the registration process will be your username. Go to www.pci.org/cms to login and select **Forgot Password?** An email will be sent with instructions on how to reset your password.
- After you establish your account username and password, sign into your account. Click on **My Account** at the top of the page on the Right. Take a moment to review your account page to be sure your contact information is up to date.
- If you have trouble accessing your PCI Account email, please contact PCI at QualityPrograms@pci.org

If you do not have a PCI Account, see the instructions below on how to create an account or email membership@pci.org.

If you do not have a PCI Account, see the instructions below.

1. If you are employed by a PCI member organization (PCI-certified plant, certified erector, and supplier or service associate) you are already a member of PCI. For assistance with account creation or how to be added to your company's roster, contact your organization's PCI Company Admin. Details are also available in the [How to Access Your Company Roster video](#). Or email membership@pci.org for assistance.
2. If you are not a member of PCI, click here to create a [Non-Member Account](#).
3. Or create an account by becoming a PCI Member to receive discounts on training, certification, and events. Join here: [PCI Membership](#).

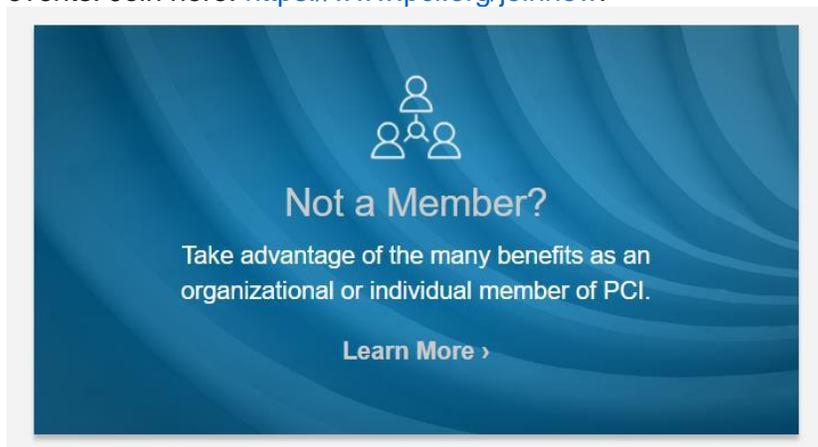
ACCOUNT CREATION INSTRUCTIONS

1. Create a Non-Member Account at: https://www.pci.org/PCI/Contacts/Create_Account_no_Sign_In.aspx.

Create an Account

Prefix	(None) ▾
• First name	<input type="text"/>
Middle name	<input type="text"/>
• Last name	<input type="text"/>
Suffix	(None) ▾
Organization	<input type="text" value="Enter an organization"/>

2. Or create an account by becoming a PCI Member to receive discounts on training, certification, and events. Join here: <https://www.pci.org/joinnow>.



EXAM DAY LOGIN INSTRUCTIONS

1. The examinee must login to <https://www.pci.org/cms>
2. Once logged into the PCI Certification Management System, click on the “**Exam**” tile located on the bottom-right side of the Certification Dashboard to navigate to the exam invitation code entry screen.

Level I Quality Control Technician/Inspector	Level II Quality Control Technician/Inspector	Level III Quality Control Technician/Inspector	Glass Fiber Reinforced Concrete (GFRC) Technician/Inspector	Certified Field Auditor (CFA)	Certified Company Auditor (CCA)
In-progress	In-progress	Ineligible	Eligible	Eligible	Ineligible

 Apply for Somebody Else Click here to complete a certification application on someone else's behalf.	 Proctored Exam Request Click here to sign up for a proctored exam	 Exam Click here to start the certification exam. You must have an invitation code from PCI to access the exam.
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3. The proctor will provide the unique invitation code to the examinee. Enter the code in the field and click “Enroll”.

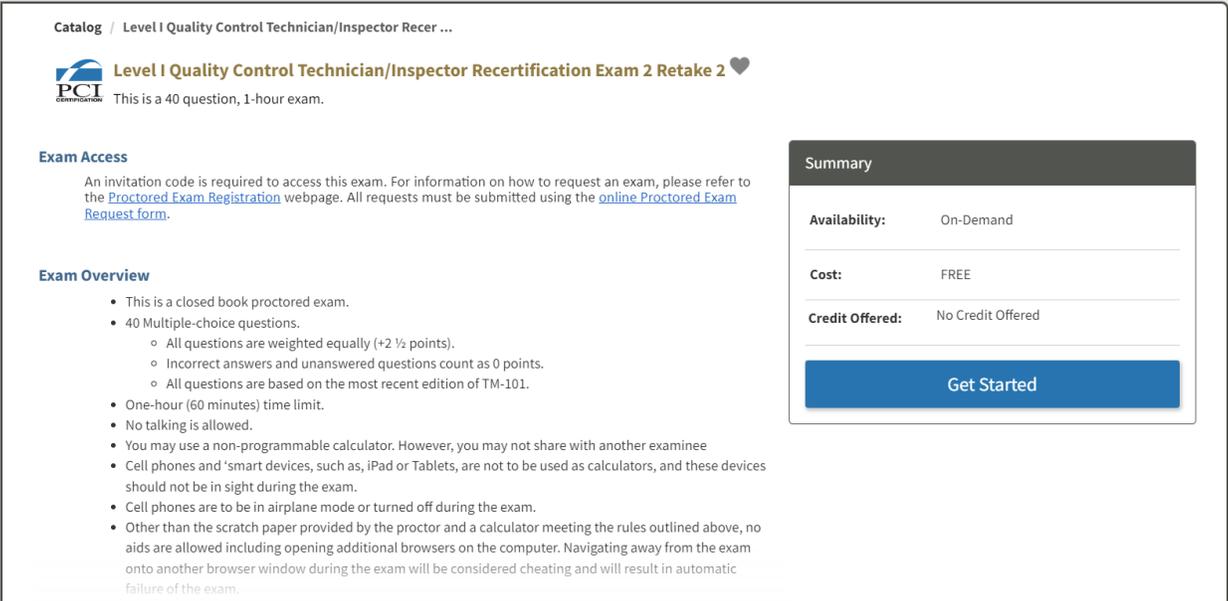
Enter your invitation code below to enroll

Invitation Code

If you are unsure what invitation code to use, please contact administrator.

EXAM DAY LOGIN INSTRUCTIONS (Cont'd)

4. The browser will then load to the specific exam's overview page and from there the examinee will need to read all the exam instructions on this page before beginning the exam. To begin the exam, the examinee must select "**Get Started**".



Catalog / Level I Quality Control Technician/Inspector Recer ...

 **Level I Quality Control Technician/Inspector Recertification Exam 2 Retake 2** ♥
This is a 40 question, 1-hour exam.

Exam Access
An invitation code is required to access this exam. For information on how to request an exam, please refer to the [Proctored Exam Registration](#) webpage. All requests must be submitted using the [online Proctored Exam Request form](#).

Exam Overview

- This is a closed book proctored exam.
- 40 Multiple-choice questions.
 - All questions are weighted equally (+2 ½ points).
 - Incorrect answers and unanswered questions count as 0 points.
 - All questions are based on the most recent edition of TM-101.
- One-hour (60 minutes) time limit.
- No talking is allowed.
- You may use a non-programmable calculator. However, you may not share with another examinee
- Cell phones and 'smart devices, such as, iPad or Tablets, are not to be used as calculators, and these devices should not be in sight during the exam.
- Cell phones are to be in airplane mode or turned off during the exam.
- Other than the scratch paper provided by the proctor and a calculator meeting the rules outlined above, no aids are allowed including opening additional browsers on the computer. Navigating away from the exam onto another browser window during the exam will be considered cheating and will result in automatic failure of the exam.

Summary	
Availability:	On-Demand
Cost:	FREE
Credit Offered:	No Credit Offered

[Get Started](#)

5. The examinee will be taken to the User Agreement page and should read the entire agreement before clicking in the checkbox at the bottom of the webpage, which will signify acknowledgement and agreement with the statements made in the User Agreement.

6. Once the checkbox has been clicked, a 'Start' button will appear, and the examinee should click 'Start'.

7. After closing the 'Good Luck' pop-up and clicking 'Go to Exam', the examinee will be taken to the Exam page and can click 'Start Exam'.

How to Take an Online Exam

1. The examinee must remain in the PCI CMS for the entire duration of the online exam. Navigating away from the exam onto another browser, window or tab during the exam will be considered cheating and will result in automatic failure of the exam.
2. All exam questions are in a multiple-choice format, and there is only one correct answer to each question.
 - a. For each question, the examinee will select the option they think is the best answer to the question by clicking on the appropriate selection, A, B, C or D.
 - b. Once the examinee has selected the best answer to the question, the selection must be finalized by clicking 'Submit Answer'. The selection can still be changed after being submitted; however, answers to questions that are not "submitted" will be counted as incorrect.