Guide to Appendix N Proficiency Exam

How to Access and Complete the Appendix N Proficiency Exam

BOAH uses an online training and testing system called **Synap**. This document will guide you through registering and taking the exam.

Important Notes About the Exam:

- You will have **1 hour to take the exam**; be prepared to complete the entire exam **in one sitting** after clicking the start button.
- Once a test has been opened, if you close the test it will result in a failure and count as an attempt.
- You are allowed two opportunities to pass the exam.
- You must achieve 70% or higher to pass the exam.
- If you have questions or need assistance, contact Trish Price at tprice@boah.in.gov or 317-544-2391.

Getting Started

- 1. Go to: <u>https://boah.synap.ac/join/iuPrWwkS6r</u>
- 2. Click on: Register the first time you use Synap. After that, select Login.



3. Complete the fields and click Register.

You will **receive an email** with your username and a link to access the test at a later time, if you choose. Otherwise, it will allow you to access the test immediately.

| Tell us about yourself | | |
|--|--------------------|----|
| Full name* | | |
| Please enter your full name | | |
| Create account | | |
| Email* | | |
| Must be valid | | |
| Password* | | |
| Minimum 8 characters; 1 upper, 1 lower | and 1 digit | |
| Privacy policy • Te | rms and conditions | 2 |
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4. Select Join group:

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| \leftrightarrow \rightarrow | сŌ | boah.synap.ac/join/iuPrWwkS6r | | |
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| Ö | | | | You have been invited to join the Appendix N Exam group. |
| 2 | | | | |
| Z | | | | 4. |

5. Select View exam to begin the test.

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|----------|-------|-------------------|---|-------------------------------------|--------------------------------|--------------------------------------|----------------------------|---------------------------|----------------------------|--------------------------|---------------------------------|
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| 0 | | Exa | ms | | | | | | | | |
| 2 | | It may as 1 of | take a few moment 2 possible attempt | s for the exam to load. If no 5. | thing populates, please wa | it a few seconds and refre | esh the page. Please allot | 60 minutes to complete th | is exam. Once test is oper | 1, if you close the test | it will result in a failure and |
| 2 | | | | | Open | | | | | | |
| Z | | | | | Name | Open | Close | Status | Time allowed | Attempt | Action |
| | | | | | Industry Plant Sampler Exam | 3 days ago (2 Oct 2023, 04:27 pm) | No close date | Ready | 1hr | 1/2 | <u>View exam</u> |
| | | | | | Upcoming | | | | | | |
| | | | | | You do not currently h | ave any upcoming exa | ims. | | | | |
| | | | | | Past You do not have any p | ast exams. | | | | | L |
| | | | | | | | | | | | |

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6. Click: Start exam. You will have two attempts to complete the exam.

| 6 Indu | istry Plant Sampler Exam 🗙 🕂 | | | | | | |
|--------|--|---------------|--------------------------|-------------------|-----------------------|--|----------------------------------|
| ← → | C 🗅 boah.synap.ac/exam-hall/ROX1ZVKzUP | | | | | | |
| 0 | Industry Plant Sampler E | xam | | | | | |
| | | Candidate | | | | Exam | |
| 2 | | Name | Denise Derrer Spears | | | Access opens | 2 Oct 2023, 04:27 pm |
| Ø | | Email | dderrer@boah.in.gov | | | Time allowed | 1hr |
| | | Started | Not st | | | Attempts | 1 of 2 allowed |
| | | Submitted | | | | Reference | EXAM-FgSWrLcp4H |
| | | Reference | USER-5tEcY1HZrw A | ATTEMPT-ROX1ZVK: | UP | | |
| | | | | | 🖋 Open You can | now begin the exam | |
| | | Instructions | | | | | |
| | | Some multiple | choice questions may hav | ve multiple corre | ct answers, please se | elect all that apply. You will have 60 | 0 minutes to complete this exam. |
| | | | | | Start | exam 6. | |

7. **NOTE:** Be prepared to finish the exam after you click start. Once started, you will have **1 hour to complete the exam**. A **countdown clock** at the upper right side of the screen indicates how much time to finish.



8. **NOTE:** The **upper right corner** of the answer box indicates if more than one answer is acceptable for that question.



If you need to go back to an earlier question, use the back arrow at the bottom left corner of the screen. DO
NOT use your browser arrows. You may use the forward arrow to review your answers and/or return to the end
of the exam to submit.



10. When finished, click **Submit attempt** at the bottom right corner of the screen.



11. **Submit** the test **only when you are finished**. You will be given a warning confirmation screen to finish the exam.



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12. After submitting, the **system will automatically grade your exam** and provide your pass/fail results. You are allowed two attempts to pass the exam.

| Unfortunately, you have failed this exam | |
|--|--|
| Click the 'View results' button below to find out your results for this exam. | |
| Resit information: | |
| You have 1 resit available. | |
| This means you have 1 attempt remaining to pass this exam. | |
| Message from BOAH: | |
| We are sorry to inform you that you have not successfully completed the Industry Plant Sampler exam. You may re-take the exam one more time. | |
| Submitted: 12:25pm, 4th Oct 2023 | |
| Attempt ID:wp1t81XPv | |
| View results | |
| | |
| | |
| | |

13. Clicking View results allows you to see details for how you did.

| Overview Results Progress Breakdown | Questions | | |
|--------------------------------------|---------------------------|----------------------------------|--|
| 12 correctly answered 12 credits | 9 incorrectly answered | 0 partially correct 0 credits | |
| 57.14% Scored 12/21 points | 13mins, 42s Time spent | Any score below 70% is a failure | |

Completing the Exam Process:

After you have completed the exam:

- Passes: Contact James Lairson at (317) 494-8019 or Glenn Goss at (317) 499-3301 to schedul your onsite evaluation.
- Fails, but 1 remaining reset: You may re-take the exam one more time. Access the test using the link: https://boah.synap.ac/join/iuPrWwkS6r, then logging in.
- Fails twice: Please revisit your training resources and contact James Lairson at (317) 494-8019.