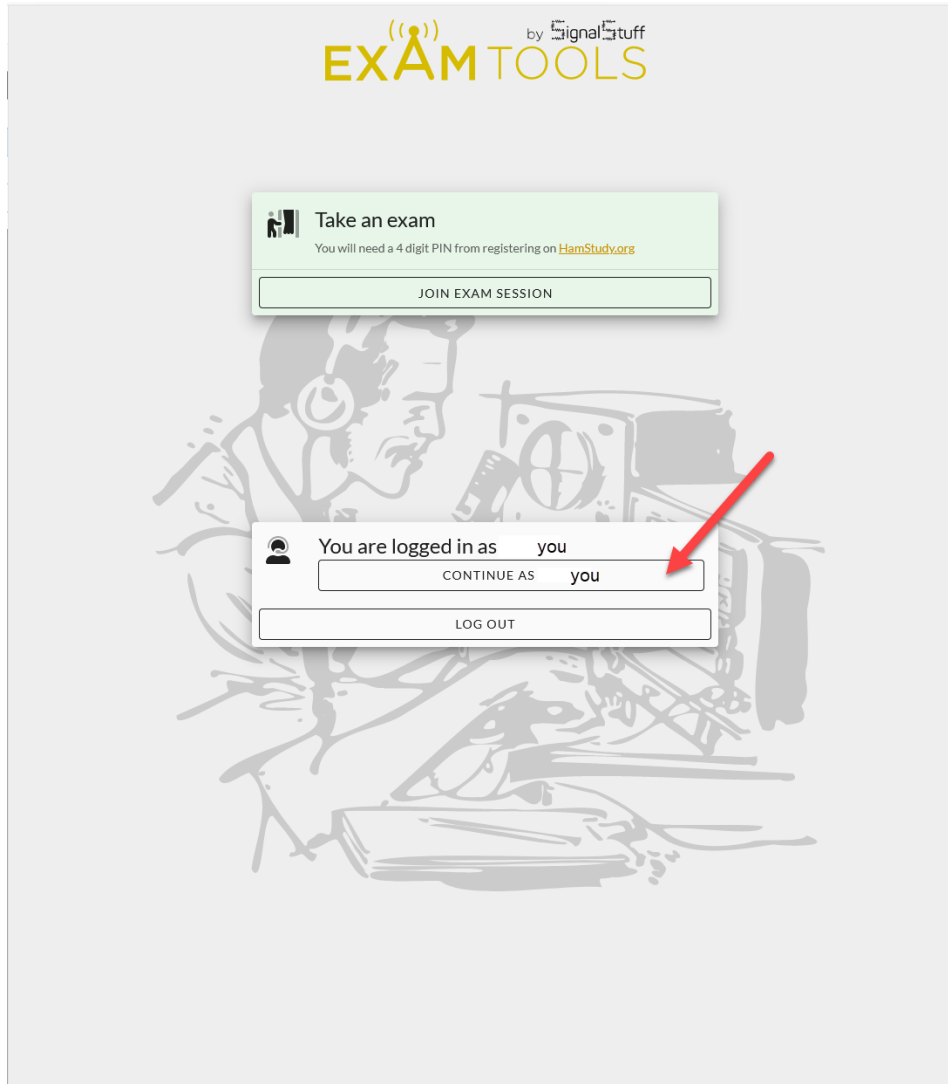


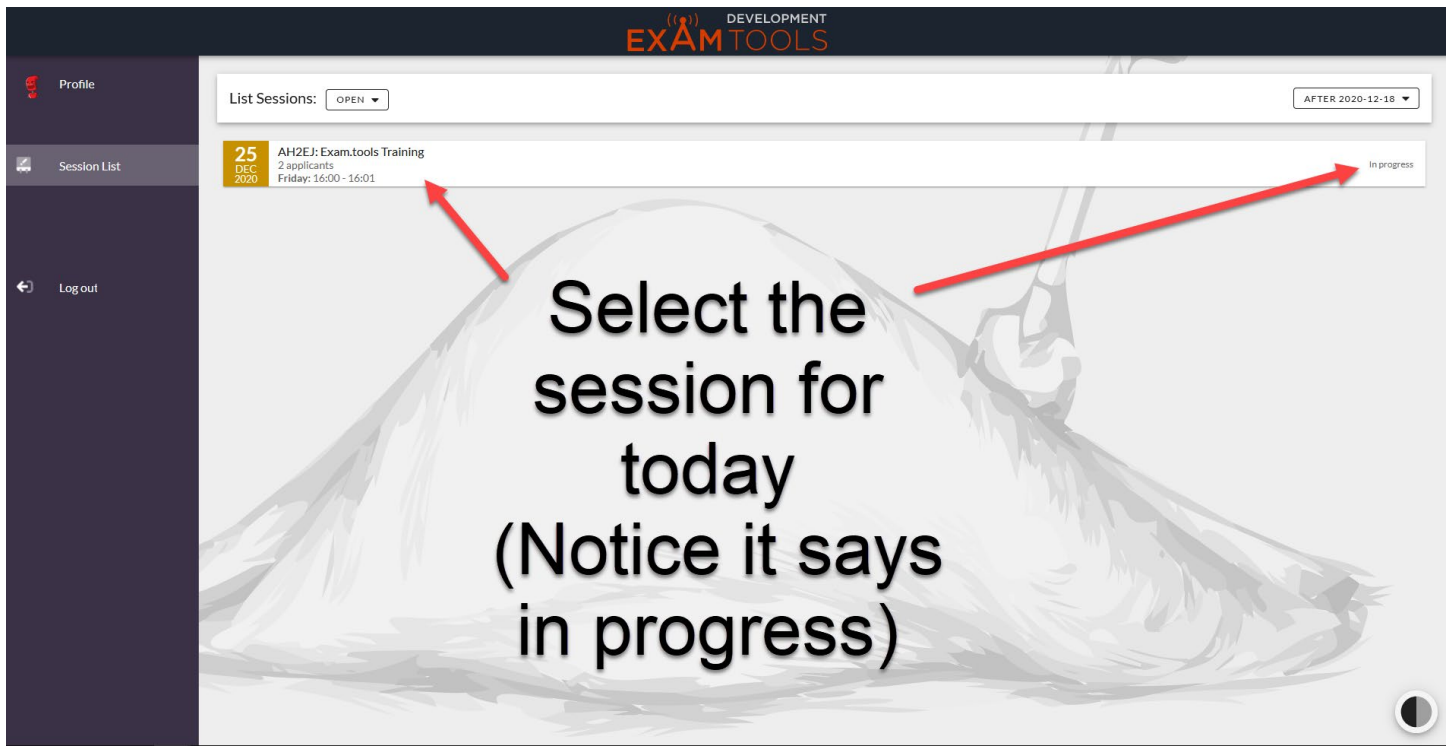
Your responsibility is: **APPROVER**

1) Go to <https://exam.tools>

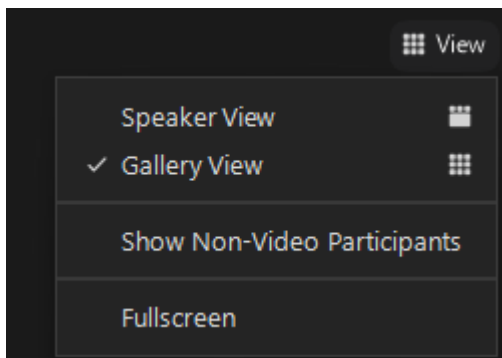
2) Assist with exam and login or (you are logged in as you) Select **Continue as you**

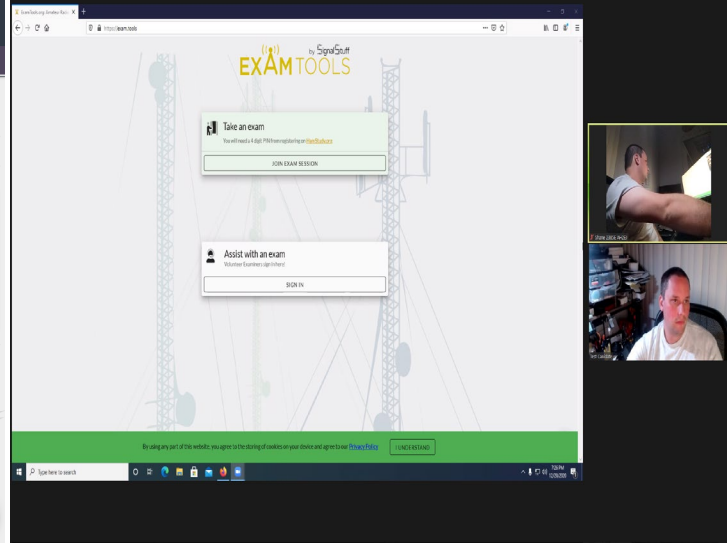
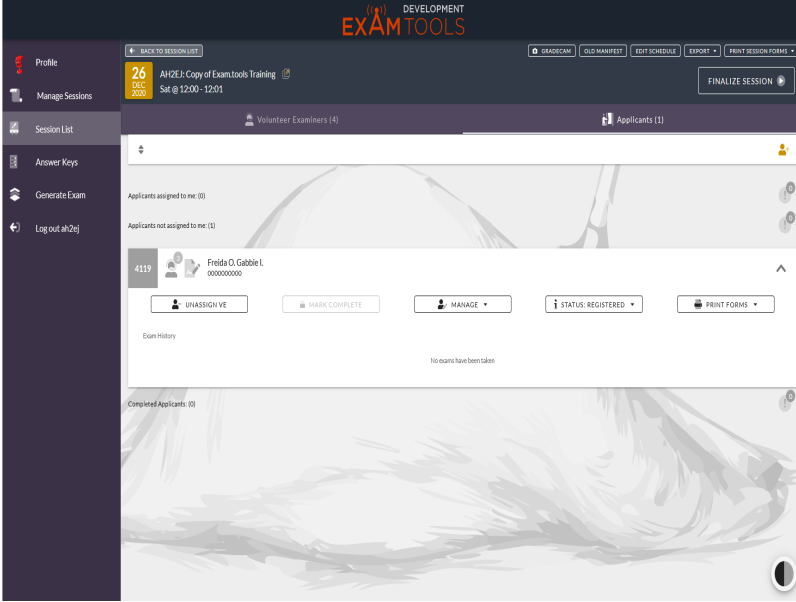


3) Select the session for today (one that says **in progress**)

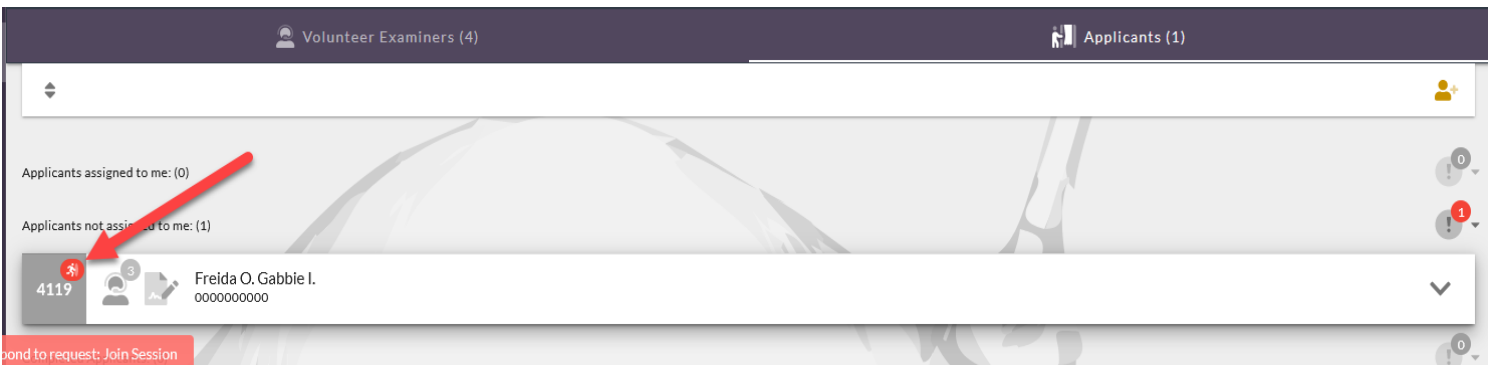


4) Stand by as Exam is administered, You should be monitoring the Zoom Session AND the exam tools. Below is an example on how your screen should be:

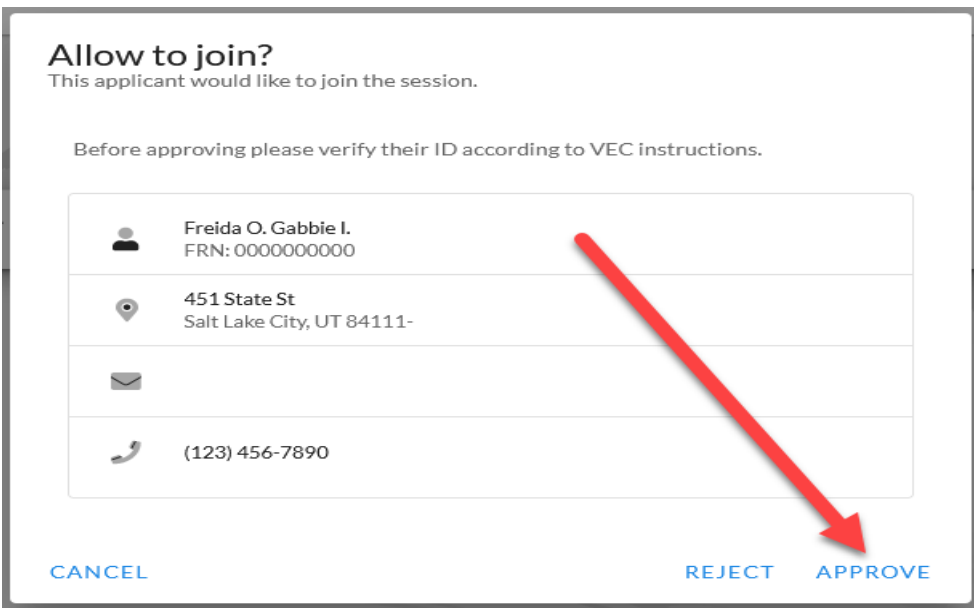




5) Once directed by the team lead you will notice there is a running man next to the applicant



6) Select the running man and the applicant is requesting to join select approve



7) The applicant will then be ordered to select Start exam once they do that the box now has an hourglass to request permission to start the exam. Select and click approve

The screenshot shows a software interface with a top navigation bar. On the left, a dark sidebar contains a user profile card with the number '4119' and a red arrow pointing to it. The main content area is titled 'Applicants not assigned to me: (1)'. Below this, a card displays the applicant's name 'Freida O. Gabbie I.' and FRN '0000000000'. A red arrow points from the top card to the '4119' in the sidebar. Below the applicant information, a dialog box asks 'Start Element 2 exam? Is everything ready?'. The dialog contains the text: 'This applicant is ready to begin their exam! Please make sure everything is prepared and all Volunteer Examiners are ready before approving their request.' Below this text is a card with the applicant's details: name 'Freida O. Gabbie I.', FRN '0000000000', address '451 State St, Salt Lake City, UT 84111-', and phone '(123) 456-7890'. At the bottom of the dialog are three buttons: 'CANCEL', 'REJECT', and 'APPROVE'. A large red arrow points from the top of the dialog down to the 'APPROVE' button.

8) One the applicant is done and selects grade exam you will have yet another icon (checkbox) select that and enter your password and select Approve

Grade exam?



Freida O. Gabbie I.
FRN: 0000000000



451 State St
Salt Lake City, UT 84111-



(123) 456-7890

Please enter your username and password to grade the exam

Username or email

USER



Password

●●●●●●●●



CANCEL

REJECT

APPROVE

You are completed as a approver. No further action is required