



Building Officials' Association of BC

Candidate Instruction Manual

This packet contains step by step instructions with screenshots on how to access your PRONTO account, purchase and write your BOABC examination.

Table of Contents

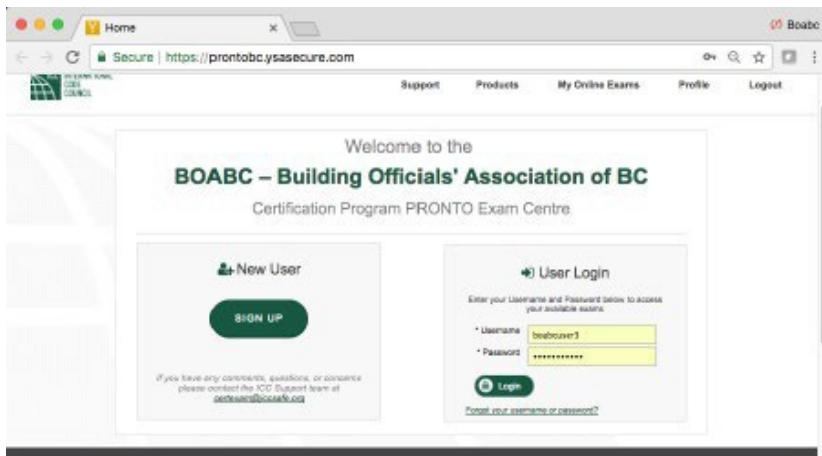
Purchasing Your Exam.....	3
Booking Your Exam	5
Waiting to Launch your Exam	7
Video on Connecting with ProctorU	6
Support	6

The only browser you can use for PRONTO examinations is the Guardian Secure Browser. Download the browser for free at: <https://guardian.measurelearning.com/>

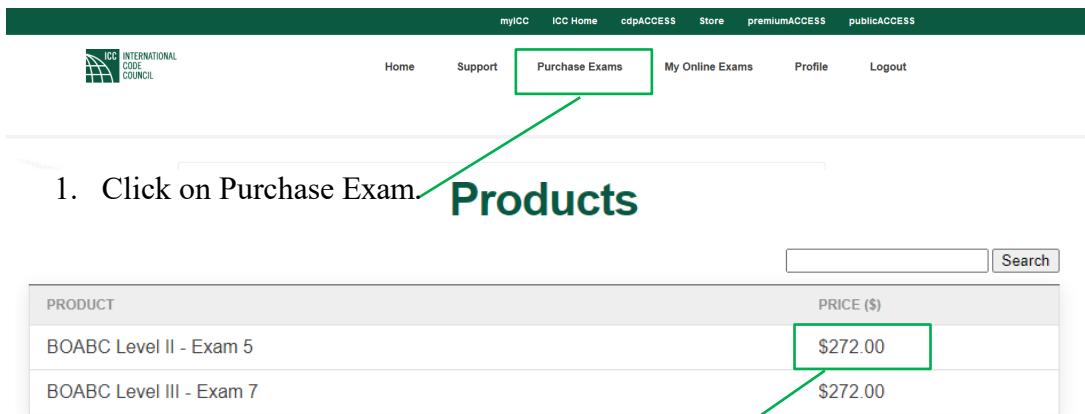
Purchasing Your Exam

Launch Guardian Secure Browser

Go to this URL: <https://prontobc.ysasecure.com/>



Enter your username and password. If this is your first time accessing the website, click on Forgot your username or password to create a password.



1. Click on Purchase Exam.

Products

PRODUCT	PRICE (\$)
BOABC Level II - Exam 5	\$272.00
BOABC Level III - Exam 7	\$272.00

2. Click on the examination you wish to purchase.

BOABC Level II - Exam 5

\$272.00

What you're buying:

Product	Type	Valid until	Number of Attempts
BOABC Level II, Exam 5	Exam	July 2, 2022	1



3. Click on Buy.

Review Your Purchase

1 Address & Payment Type 2 Payment 3 Review Order 4 Receipt

Product	Quantity	Price
BOABC Level II - Exam 5	1	\$272.00

* The above pricing may not reflect discounts. Click continue to see the amount with discounts.

Billing and Shipping Information

Payment Type

Payment type Credit Card ▾

Continue

4. Click on Continue

Review Your Purchase

1 Address & Payment Type 2 Payment 3 Review Order 4 Receipt

Product	Quantity	Price
BOABC Level II - Exam 5	1	\$272.00
	Total »	\$272.00

* The above pricing may not reflect tax in your area. Click continue to see the final amount.

Billing Details

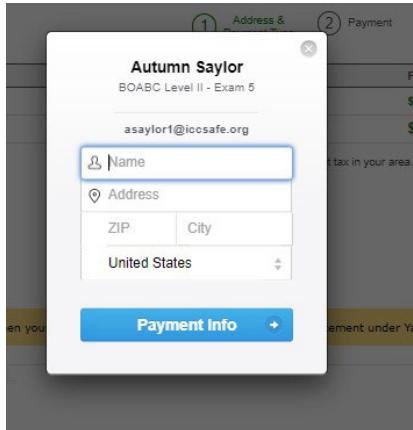
Add payment info

Back

Review order confirmation

Please note: When your payment is processed, it will appear on your statement under Yardstick.

5. Click on Add payment info



Enter Billing and Shipping information and continue through the screens adding in payment information.

Once examination has been purchased, click on My Online Exams and proceed with **Step 4 listed** in the Booking Your Exam section below.

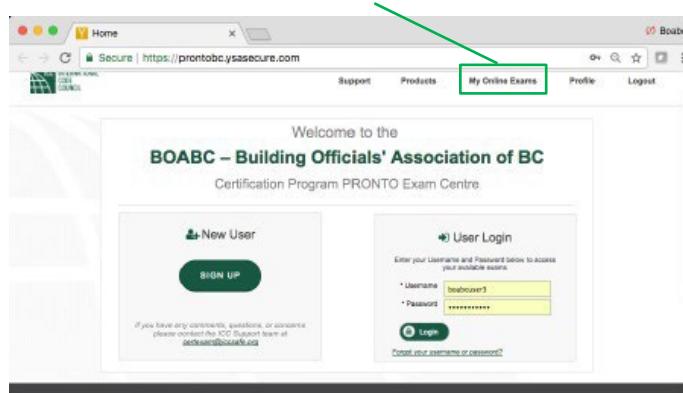
NOTE: Refunds for examinations which have not been written are **only** available if requested within 180 days from purchase.

Booking Your Exam

If writing the exam immediately after purchase: After you have purchased the exam, you will select the "Take Exam" button in your PRONTO account in order to launch the exam on-demand.

If you are not taking the examination immediately after purchasing the examination, you will:

1. Launch the Guardian Secure Browser and go to: <https://prontobc.ysasecure.com/>
2. Log into your PRONTO Account
3. Click on "My Online Exams"



4. Read and agree to the terms and conditions.

Note: If you have tested previously with ProctorU, it is recommended you test your system by clicking on the "Test it Out" button prior to agreeing to the terms and conditions.

Is your equipment ready for online proctoring?

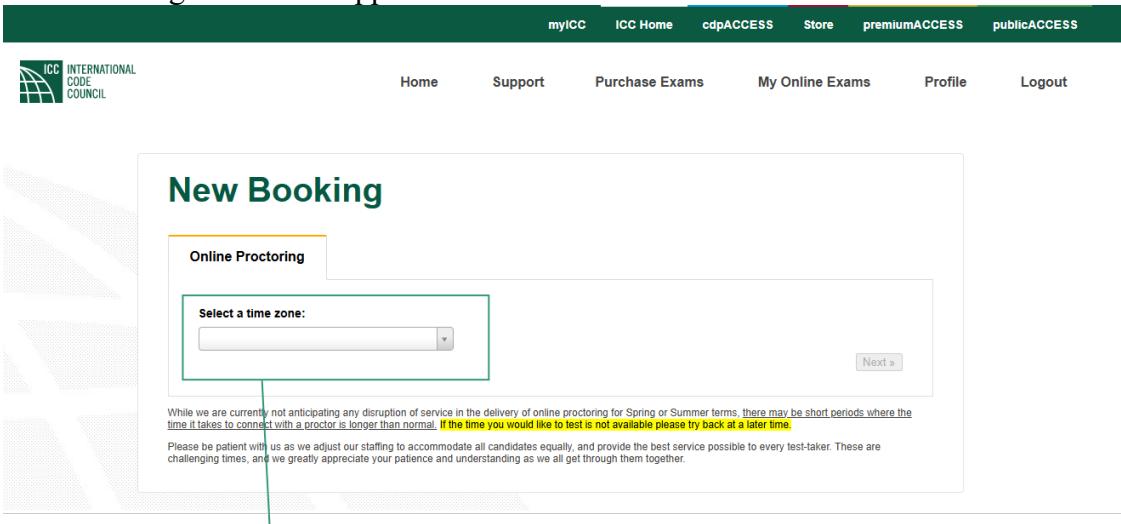


The list of available exams will appear:



A screenshot of a web page titled 'Available Exams'. At the top right is a 'History' button. Below it, a box contains the text 'POABC Level I' and '1 use remaining'. A green box and arrow highlight the 'Book' button on the right side of this box.

5. Click on "Book" next to the examination you will be writing.
The following screen will appear

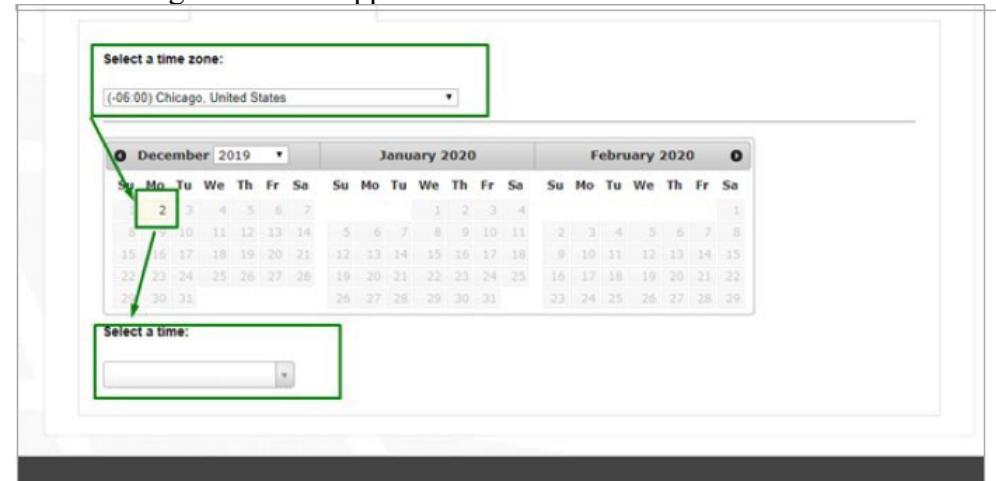


A screenshot of a 'New Booking' page. At the top, there is a navigation bar with 'myICC', 'ICC Home', 'cdpACCESS', 'Store', 'premiumACCESS', and 'publicACCESS'. Below the navigation bar, the 'INTERNATIONAL CODE COUNCIL' logo is on the left, and 'Home', 'Support', 'Purchase Exams', 'My Online Exams', 'Profile', and 'Logout' are on the right. The main content area is titled 'New Booking' and contains an 'Online Proctoring' section. A green box and arrow highlight the 'Select a time zone:' dropdown menu. Below it is a note: 'While we are currently not anticipating any disruption of service in the delivery of online proctoring for Spring or Summer terms, there may be short periods where the time it takes to connect with a proctor is longer than normal. If the time you would like to test is not available please try back at a later time.' Another note below says: 'Please be patient with us as we adjust our staffing to accommodate all candidates equally, and provide the best service possible to every test-taker. These are challenging times, and we greatly appreciate your patience and understanding as we all get through them together.'

6. Select your time zone.

NOTE: All examinations are on demand and cannot be booked for future dates. ProctorU schedules exams within 15-minute intervals. If a proctor is available within the current 15 minutes, you will be able to book into the current time slot, then you can take your exam immediately. If you do not see a time, please refresh by reselecting the day every few minutes.

The following screen will appear



A screenshot of a booking calendar. The top part shows a 'Select a time zone:' dropdown menu with '(+06 00) Chicago, United States' selected. Below it is a calendar for December 2019, January 2020, and February 2020. A green box and arrow highlight the date '2' in December 2019. At the bottom, there is a 'Select a time:' dropdown menu. The calendar shows the following dates:

December 2019	January 2020	February 2020
Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7	1 2 3 4	1
8 9 10 11 12 13 14	5 6 7 8 9 10 11	2 3 4 5 6 7 8
15 16 17 18 19 20 21	12 13 14 15 16 17 18	9 10 11 12 13 14 15
22 23 24 25 26 27 28	19 20 21 22 23 24 25	16 17 18 19 20 21 22
29 30 31	26 27 28 29 30 31	23 24 25 26 27 28 29

7. Then click on today's date and select your time. Your exam is now be scheduled.

- Click on "My Online Exams" on the top of the page.

Waiting to Launch your Exam

After you navigate to "My Online Exams" you will see your current booking:

Bookings for BOABC Level II, Exam 5

Booking Number	0000992709
Exam Name	BOABC Level II, Exam 5
Exam Start Time	09/30/2020 19:50 CDT
Exam End Time	09/30/2020 22:50 CDT

Exam available in:
0d 0h 35m 21s

Withdraw from this booking
Transfer this booking

Back to launch page

Note: If you will not make this appointment, you must click on "Withdraw from this booking" prior your scheduled appointment time.

If you decide to go to "Back to launch page", you can check on the status of your examination on this page. Clicking on Status will take you back to your booking.

If less remaining

BOABC Level II, Exam 5

Exam available in:
0d 0h 30m 48s

Status

Unlimited uses | [View](#) | [Transfer](#)

At your appointment time, the countdown timer will be replaced with a message that your examination is now available. You will have 15 minutes to launch your exam. If you do not launch your examination before the countdown expires, you will be marked as a "no show" and will forfeit your examination fee.

Exam expires in:
0d 0h 13m 16s

- Click on "Back to launch page".

BOABC Level II, Exam 5

Exam expires in:
0d 0h 10m 9s

Launch exam »

Unlimited uses

- Click on "Launch exam". You will now start the process for connecting with your proctor.

Video on Connecting with ProctorU

A video on connecting to ProctorU can be found at: <https://vimeo.com/374999370>

Support

CONTACT INFORMATION FOR YARDSTICK AND PROCTORU

Yardstick Assessment Strategies

Measure Learning Support

Real Time Chat: Click [HERE](#)
Ticket support (for non-urgent matters): Click [HERE](#).
Phone: 1-855-772-8678, Option 1.

HOW DO I LOG IN TO MY ACCOUNT?

- To log-in to your account, please click on the following link to be taken back to the [My ICC Login Page](#)
- If you do not have an account yet, you can click here to [Register for an Account](#)
- If you have forgotten your password, simply enter your e-mail on the [Forgot Your Password Link](#)

WHAT SHOULD I DO BEFORE CONNECTING TO A LIVE PROCTOR?

- Your webcam is installed and turned on. This is the fastest and most reliable way to successfully complete the exam.
- With the exception of the International Code Council PRONTO website, all other programs and applications are closed.
- You have your government-issued photo identification ready to show the Proctor. The identification must be valid (not expired) and include your signature. Examples include a driver's license or a passport.
- Your work station is clear of any papers and other miscellaneous items.

WHAT DO I DO IF I ENCOUNTER TECHNICAL ISSUES DURING MY PRONTO EXAM?

If you encounter account, or purchasing issues, please send your:

- Account Number
- Full Name
- Brief description of the issue

To the ICC Support team at askac@iccsafe.org.

If you encounter technical issues with your live proctor, please contact ProctorU directly:

Measure Learning Support

Real Time Chat: Click [HERE](#).
Ticket support (for non-urgent matters): Click [HERE](#).
Phone: 1-855-772-8678, Option 1.