

## **Instructions for the 2011 Online Practitioner Licensing Exam**

Again, this year, we will administrator our 2011 United Centers for Spiritual Living Practitioner licensing exams online.

**The practitioner student may test anytime between May 1<sup>st</sup> and May 30<sup>th</sup>.**

Here are the five steps in how it will work:

**The procedure for the online examination is as follows:**

### **One: Student chooses Proctor.**

Practitioner Candidates may take the exam on their home computers, a church computer, or the computer of a friend, as long as they have an **approved** Proctor. If the center wishes, all students may test together in one place, with one proctor. This is the choice of the center and a function of the availability of computers. Test may be taken individually, in groups or in shifts.

### **Two: Proctor is approved by the Instructor.**

The student must submit the proctor's name to his/her Practitioner II instructor, who has the sole authority to approve the Proctor. We recommend that the proctor be a licensed practitioner. Fellow students, family members, and close friends are not considered to be satisfactory proctors. The Proctor must be trustworthy and capable of confidentiality. The duties of the proctor are to use the password to log onto the testing site, to hold consciousness during the testing period, and to ensure that the student does not use books or other materials during the testing process.

### **Three: Instructor provides Proctor with Password.**

In May, the GEMS Department will provide all Practitioner II instructors with the passwords for the exam. The Instructor will give these passwords to the approved proctors for the test. Complete instructions will be given to the proctors for getting into the testing site.

We will also provide a short practice test so that the student and proctor can feel comfortable with the process.

### **Four: Testing**

The Student, with the Proctor in the room, takes the examination on any computer.

Practitioner Candidates must complete the exam within a 3 hour time period.

The examination will consist of multiple choice, true/false, and essay questions. All questions will be completed online. There will be no paper examinations.

### **Five: Grading**

The Online Practitioner Examination is a combination of Multiple-Choice and True-False questions that will be automatically scored by computer. The written portions of the exam will be anonymously graded by a group of ministerial readers ONLINE.

Grades will be sent to GEMS, and GEMS will forward the results to the individual communities. Therefore, all communities will know the examination results within 2 weeks after testing.

### **Oral panels**

Oral Panels will be held as usual. Panelists will be responsible, as they always have been, with checking in on the consciousness of the Practitioner Candidates. Online Readers' comments will be made available to the Prac II instructors to address in the Oral Panels if there are questions that arise about the student. The process, therefore, is the same as previously submitted. Our intention is to streamline the process of handling examinations and avoiding the possibility of exams being lost in the mail. It also makes sense that Practitioner Candidates know the results of their examination earlier, and hopefully before you hold any graduation ceremonies.

We look forward to the Examination Process in 2011, preparing the ground for the growth and expansion of our Practitioner Core as we move forward into the future.

### **On line testing period: May 1, 2011 – May 30, 2011**

Students who have successfully passed the online portion of their examination will be scheduled for their oral panel by the Instructors.

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