PAX EXAM QUICK GUIDE

O

HOW TO CREATE AN ACCOUNT, PURCHASE, AND SCHEDULE A PAX EXAM.

°CREATE AN ACCOUNT

• https://ondemand.questionmark.com/home/405669/user/register

User account				
	Create new account	Log in	Request new password	

Username *



A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Select your school (group)*		
clover Search Clear		
Group Name	Parent	Selected Groups
☑ 393141-01 - Clover Park Technical College - Lakew		✓ 393141-01 - Clover Park Technical College - Lakew
Page 1 of 1		

CHECK YOUR EMAIL

- An activation email will be sent to the email address you used to create your account. You will use this email to create a **password**.
- Create a password that you can remember. If you won't be able to remember it then write it down, email it to yourself, or put it in your phone.
- Once a password is created, you will automatically be logged into your account. If not, use the username and password that you just created to log in here: https://ondemand.questionmark.com/home/405669/user

SELECT BUY EXAM AT THE TOP OF THE PAGE

- Then select PAX under School Products
- Click Apply

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Apply Reset

SELECT H-PAX OR E-PAX

- Select H-PAX_1 to take the exam with Clover Park, \$55
- Select **E-PAX_1** to take the exam at home, remotely, \$80
- Verbal is the correct form of the test covering English (word knowledge and reading comprehension), Science, and Math

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Search Catalog	H-PAX_1	E-PAX_1 Pre-Admission Exam (for Examity) This product is for exclusive purchase by Participants testing remotely with one-on-one proctoring. Type: Assessment	
Exam type - Any - SKU Contains	Pre-Admission Exam for HyFlex Type: Assessment Exams: Pre-Admission Exam Verbal		
Exam name contains	Proctor Option: Proctorio / HyFlex School Products: PAX Price: \$55.00 Quantity 1 Add to cart	Exams: Pre-Admission Exam Verbal Proctor Option: Examity School Products: PAX	
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SELECT YOUR CART ITEM AT THE TOP OF THE PAGE AND CHECK OUT!

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				Update cart Checkout

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		Order total	\$55.00
Exam Voucher Code			
Do you have a voucher code? Enter it below for a free or discounted exam! Voucher Code			
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Continue to next step or Cancel			

°CONTINUE TO NEXT STEP

ENSURE YOUR USERNAME AND EMAIL ADDRESS IS CORRECT

Continue to next step

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Review your order before continuing.			
Shopping cart contents			
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		Order total	\$55.00
Account information			
Username kbray10			
E-mail address kemble.bray@cptc.edu			
Payment			
Pay with Credit Card via Avangate			
Continue to next step Or Go back			

PAY FOR THE EXAM



Zip or postal code:

State or province:

Country*:

Please select ...

Billing Information 2 Confirmation and Payment 3 Finish Products in your shopping cart Show price in: \$ USD - United States V The billing currency is USD (\$) Product/Service name Quantity Unit price Value Pre-Admission Exam for HyFlex - 1.0 \$55.00 \$55.00 m Total price: \$55.00 I have a discount coupon The total price inclusive of applicable taxes will be displayed before the order is transmitted. < Back to shopping WIRE Secure Checkout VISA PayPal TRANSFER **Billing Information Payment Options** ● Person ○ Company Licensed to: First name*: Billing currency*: USD - United States Dollar Last name*: Card number*: Card expiration Address*: Month Year date*: City*:

Card	holder	name*

Security code*:

Continue

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SCHEDULE A TESTING TIME

- H-PAX_1: Visit https://www.cptc.edu/testing and select "Book an In-Person Appointment". Times may vary due to COVID-19. There is a \$10 fee for scheduling a testing time with CPTC.
- E-Pax_1: A calendar/time should automatically populate once you've purchased the exam. You would then be able to schedule the exam at your earliest convenience. Your test MUST be within 30 days of purchasing.

• Please call: <u>253-589-6035</u> or email: <u>testing@cptc.edu</u> if you need additional assistance.