



IFSE Institute

Exam Purchasing and Booking Guide

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1 Introduction

This document is a guide to purchasing and booking a single comprehensive computer-based online proctored exam on the IFSE Exam platform.

2 How to contact IFSE for help

IFSE's Customer Service Representatives are available to help you register for courses and exams, as well as to answer any questions you may have. Please don't hesitate to contact us at ifse@ifse.ca or call us toll free at **1-888-865-2437** Monday to Friday, between 9:00 a.m. and 5:00 p.m. (Eastern Time), excluding holidays.

If you are having issues accessing your exam during your scheduled exam session, please contact the Exam Support Team at **1-888-551-3571**.

3 Requirements to write the exam

Part of the certification process is based on successful completion of applicable online modular pre-requisite learning activities. In order to be eligible to take the single comprehensive computer-based online proctored certification exam, all online modular pre-requisite learning activities must be completed. Once completed, the single comprehensive computer-based online proctored certification exam can be purchased, as outlined in step 4 below.

4 How to purchase the certification exam

To purchase the exam, please follow the steps below:

- Log into your IFSE account
- From the menu bar, click on **"MY IFSE"** and then **"EXAMS"**
- Select **"IFSEeTest Online Proctor Exam"**
- Review and Accept the **"Exam Terms and Conditions"**
- Enter your payment information when prompted by the system
- The system will then process your payment

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Exams >> Choose Exam Option

Exam: Life License Qualification Program (Civil Code) - Summative Exam

Student Name: Marcus Tester
Number: 4104214

Please select an exam option and click the 'Next' button.

IFSEeTest Online Proctor Exam

- **IFSEeTest Online Proctor Exam, delivered by IFSE.** This is an online exam supervised by an off-site proctor and written in the comfort of your home or office. Exam fees may apply.

5 How to register for an exam

After you have followed the steps in section 4 above, please note it can take up to 5 minutes for your access to the testing website to change from **“PENDING”** to **“ACTIVE.”**

Once your status becomes **ACTIVE**, you will be able to schedule your exam. To do so, please follow these instructions:

- From the menu bar, click on **“MY IFSE”** and then **“EXAMS”**
- Click on **“IFSEeTest Online Proctor Exam”**
- Click on **“ONLINE Proctor Exam Platform”**

From the ONLINE Proctor Exam Platform, you will be able to view the exam calendar to schedule your exam. Click on the date to view details of the exam:

<input type="button" value=" <"/> <input type="button" value=" >"/>		Current date	April 2022				Month	Week	Day	Agenda
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
27	28	29	30	31	1	2				
LLQP Online Proctor Exam										
		10a March 29, 2022 - ...	10a ENG Proctor Exa...	3p ENG Proctored Exa...						
			12p ENG Proctor Exa...							
3	4	5	6	7	8	9				
LLQP Online Proctor Exam										
		9a ENG Proctored Exa...	9a ENG Proctored Exa...	2p ENG Proctored Exa...						
			11a ENG Proctor Exa...	4p ENG Proctored Exa...						
			4p ENG Proctored Exa...							
10	11	12	13	14	15	16				
LLQP Online Proctor Exam										
		9a ENG Proctored Exa...	9a ENG Proctored Exa...	9a ENG Proctored Exa...						
17	18	19	20	21	22	23				
LLQP Online Proctor Exam										
		9a ENG Proctored Exa...	9a ENG Proctored Exa...							
24	25	26	27	28	29	30				
LLQP Online Proctor Exam										
		9a ENG Proctored Exa...	9a ENG Proctored Exa...							

Details of the session will appear. To schedule the exam, please click **“BOOK”**.

Test booking ✕

*** Please note that the time is presented in Eastern Standard Time TIME ZONE ***

Session name: Online live-proctored - ENG Proctored Exam April 20...

Session start: Apr-20-2022 09:00 AM EDT

Booking deadline: Apr-20-2022 08:00 AM EDT

Cancellation deadline: Apr-18-2022 09:00 AM EDT

Seats available: 5

Test: LLQP Common Test # 3

Book
Cancel

Urgent: All exam times are displayed in **Eastern Time**. Please convert the time displayed in the calendar to your local time zone to ensure that you are booking a date/time that is suitable for your schedule. You can find time zone converters online.

Once your exam is booked, your confirmation will appear on the top of the page:

Assigned tests and surveys

Tests and surveys that are assigned to you.

[Che](#)

Actions	Name ⇅	Available from ⇅	Available to ⇅
🔍			
☰ 🔗	LLQP Common Test # 3	Apr-20-2022 09:00 AM EDT	Apr-20-2022 12:00 PM EDT

6 How to cancel an exam date

Please note that exams can be cancelled at least 48 hours in advance of your scheduled exam time. If you need to cancel the exam within 48 hours of the exam date, please contact IFSE Customer Service at 1-888-865-2437 to discuss your options.

To cancel an exam and/or schedule a new exam date, please follow the instructions below:

- Log into your IFSE account. From the menu bar, click on **“MY IFSE”** and then **“EXAMS”**
- Click on **“IFSEeTest Online Proctor Exam”**
- Click on **“ONLINE Proctor Exam Platform”**

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Exams >> IFSEeTest Online Proctor Exam

Exam: Accident and Sickness (Civil Code) - Summative Exam

Student Name: Nancy Tester
Number: 5609833

Important Notice:

Your Status below must be "Active" before booking your Exam.

Once your Status is "Active", you may click on the link below to access the ONLINE Proctor Exam Platform.

Exam Details


Status: Active
Create Date: Thursday, March 17, 2022 01:04 PM

****** [ONLINE Proctor Exam Platform](#)

- One you are on the testing platform, click on the icon under "Actions" (highlighted in yellow in the screenshot below) to cancel your exam

Assigned tests and surveys

Tests and surveys that are assigned to you.

Actions	Name	Available from	Available to
	LLQP Common Test # 3	Apr-20-2022 09:00 AM EDT	Apr-20-2022 12:00 PM EDT

Once cancelled, you will be able to select a new exam date from the booking calendar, or you can leave your exam date open until you are ready to schedule the new exam date.