



Frequently Asked Questions (FAQ's) Online Minister Credential Exams

1. What can I expect when taking the Credential Exams (i.e. process, next steps, etc.)?

After you schedule your exam date and time, the Network Office will send you a follow up email providing you your exam specific details. On the day of the exam, you'll need to:

1. Log into Zoom 5 minutes before your exam time starts.
2. Ensure your video camera is working and have it on during the entire call.
3. Clear the room of any resources, study guides, etc. Close out any internet browser pages.
4. The proctor will share ground rules before the exam starts. Then he/she will send you a link to the exam with a code.
5. Open the Exam link and type in the code to start the exam.
6. The proctor will pray with you before you begin.
7. Once finished, submit the exam and notify your proctor using the zoom chat feature.
8. The proctor will grade your exam and inform you of your score. After, he/she will send you the next link to start the following exam until all are complete.

2. How can I schedule my Online Minister Credential Exams?

Within your Credential Application email, in Step 2, a calendar link was provided to schedule your exam. If you cannot locate your original email, please utilize the [schedule link here](#).

3. Is it online or in person?

All exams are done online if you have the technology to take the exam remote (i.e. you have access to a computer, Wi-Fi, and a computer web camera).

If you are missing the technology to take your exam remotely, please contact proctor@snemn.com to schedule your exams in person at the Network Office.

4. Do I have to pay money to take the Credential Exams?

All of our exams are free.

5. What technology can I use to take the Credential Exams?

You can use either a Computer, Laptop, iPad, or Microsoft Surface. You'll need to ensure that the device has a camera and Wi-Fi to take the exam from home.

Note: Mobile devices are not an acceptable device and cannot be used to take the exams.

6. Is there a time limit to taking the Credential Exams?

There is **no time limit** in taking your exams. However, the zoom call will only last **4 hours**. If you cannot complete your exams within this timeframe, you'll need to schedule another exam test date to complete all remaining exam(s).

7. What resources can I use when taking the Credential Exams?

The only resource that is permitted is a printed copy of the *AG Constitution and Bylaws* for the Polity Exam. Please ensure you have a printed copy; according to General Council digital copies are not permitted during exams.

8. Can I save answers during the Credential Exam?

Unfortunately, the exam site does not allow you to save your answers. Please do not refresh or close your exam window when taking the exam.

If by accident the exam window closes, notify your proctor so that they can re-open the exam window for you to restart the exam again.

9. If I don't enter into the Credential Exam within the specific entrance window time, can I still take my exam?

You can still take your exam if you miss your exam entrance window, but you'll need to notify your proctor the exam window is locked. The proctor will then reset the exam window entrance time and send you a new exam link and code.

10. When will I get my Credential Exam grades?

Once you submit your exam, notify the proctor you're finished using the zoom chat feature. The proctor will then review your exam grades and share them with you once the grade has been calculated.

11. Can I reschedule the Credential Exam if I fail? If yes, when and how?

You can re-take your exam if you find out you did not pass with a 70% or higher. You'll need to use the [scheduling link](#) again to schedule your exam re-take.

12. I'm having technology issues, who do I contact?

If you are having technology issues during your exam notify your proctor immediately for assistance.

If you are having technology issues prior to your exam, please contact the Network office at proctor@snemn.com.

For Additional Questions please contact the Network Office: proctor@snemn.com.