



IFSE Institute

Exam Purchasing and Booking Guide

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1 Introduction

This document represents a guide to purchasing and booking a online proctored exam on the IFSE Exam platform.

2 Support Contact Information

IFSE's Customer Service Representatives are available to help you register for courses and examinations, as well as to answer any questions you may have. Please don't hesitate to contact us at ifse@ifse.ca or call our Toll Free # at 1-888-865-2437 during regular business hours.

If you are having any issue with accessing your exam during Exam Session Time, please contact the Exam Support Team at **(888) 551-3571**.

3 Requirements for test takers

Certification 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.

4 Purchasing the single comprehensive computer-based online proctored 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 Register for **IFSEeTest Online Proctor Exam**
- Review and Accept the Exam Terms and Conditions
- Process your payment

Please note that 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**

5 Registering for a Test Date

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

< > <input type="text" 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. If you would like to schedule the test, 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






IMPORTANT NOTE: All exam times are displayed in **EASTERN TIME**. Please convert this time to your local time zone to ensure that you are booking a date/time that is suitable for your schedule.

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 Cancelling a Test Date

Please note that exams can be cancelled at least 48 hours in advance of your scheduled exam time. To cancel an exam and/or schedule a new test 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**
- Click on the icon highlighted in yellow 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 test.