Create Exam Groups

1. Sign into [www.certiport.com](http://www.certiport.com) , select the “org administrator” role
2. Click on the “Exam Group” tab
3. Click on “***Add Exam Group***” and complete the form.
4. Once form is complete, click on “update” and the system will generate Group number.
5. You may edit the exam group number details later by following steps 1 and 2, then click on your group number, and click on “edit” at the bottom of page.

 **“Information” section-** Complete Teacher, Name, and number of students field. everything else defaulted as shown below.

**USE the following format for your exam groups:**

**Course#-Section#-Teacher last name**

Under the description:

**Name of Course – Period – Teacher – Year**

Example: 8207310-0101-Thomas

DIT-1st period-M.Thomas

It does NOT matter WHICH exam the student takes – it is recorded under the COURSE!

We NEED the teacher last name in the Name



**“Assign Exam” section- \*Keep defaulted as shown below.**



**“Practice Exam- Take at Home” section** - \*Keep defaulted as shown below because practice exams no longer offered within the Certiport portal.



**“Proctors” section**- \*Keep defaulted as shown below.



**“Access Rights” section**- \*Keep defaulted to teacher name as “owner”

