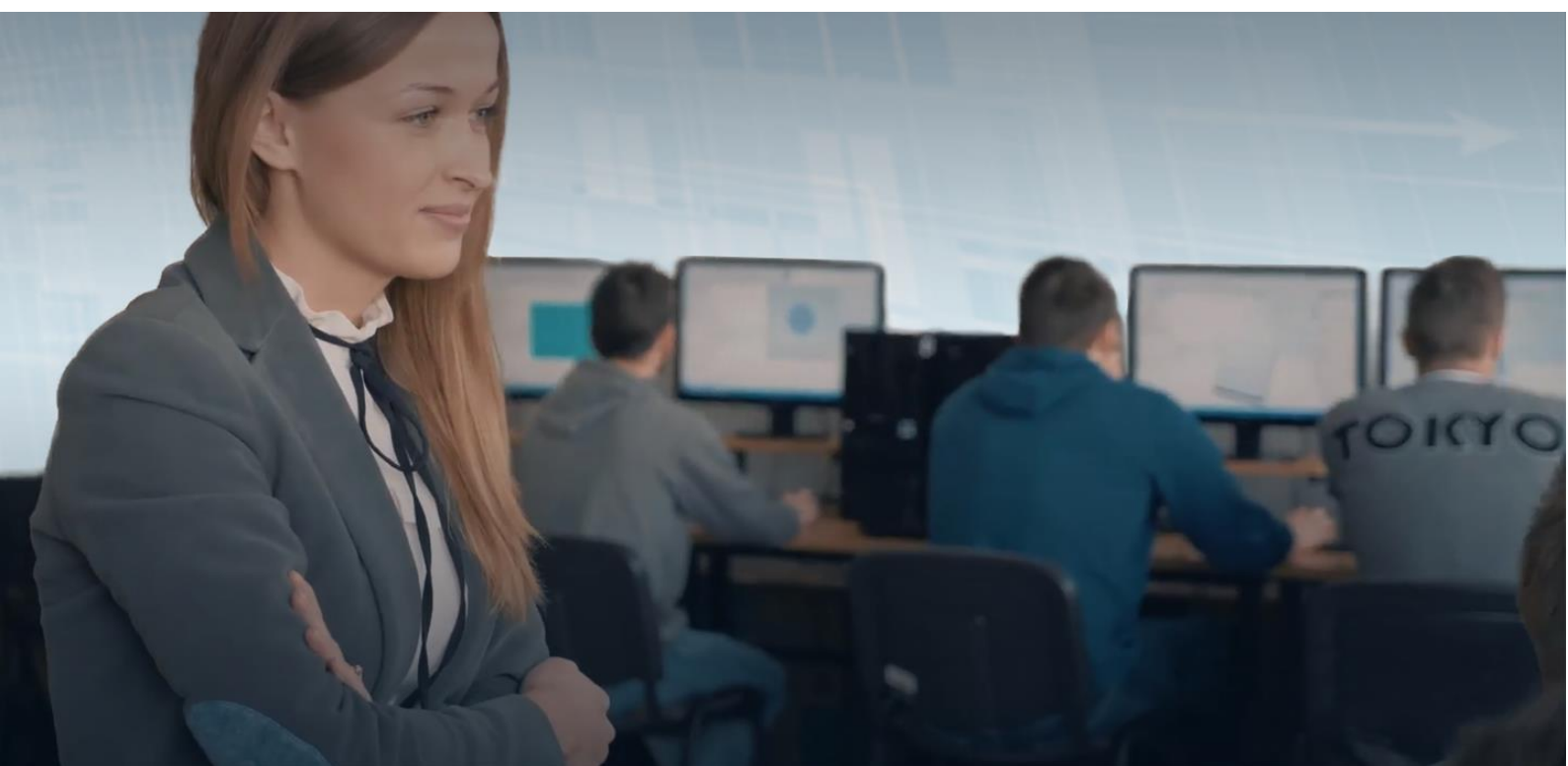




Academic Certification Provider Program 2.0

Purpose: Step by step guide for creating and managing exam opportunities.



Version 2.0 – 10/28/2021

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Pre-Exam Day Checklist

This checklist is an important step to ensure your students are ready and capable for testing on exam day. It is recommended to go through this checklist well in advance prior to your testing day.

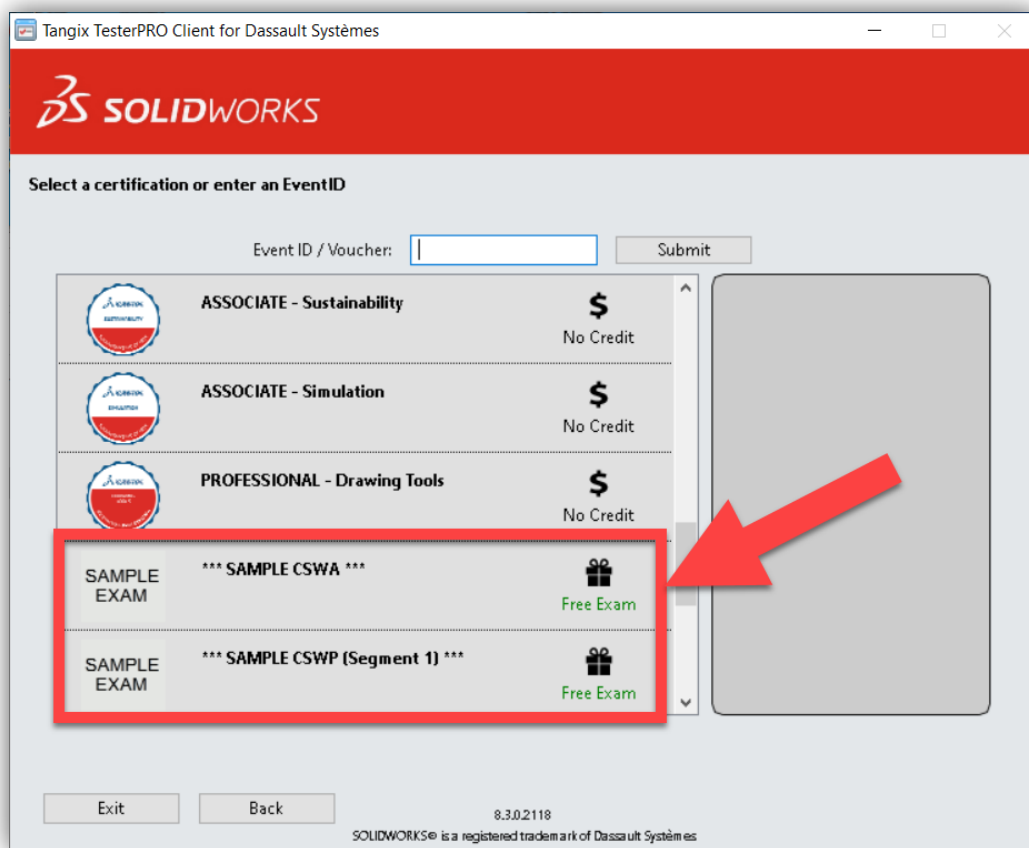
Checklist

- ✓ **System requirements are met**
 - The student's computer must have the following:
 - SOLIDWORKS installed (for SW Desktop Providers)
 - Tangix TesterPRO Client
 - Internet connection
- ✓ **Ensure each student has been issued a school email address**
- ✓ **Have a copy of each student's school email address readily available**
 - We recommend the use of an excel spreadsheet to make it easy for copying the list of student emails
 - This will save time when creating exam opportunities for your students
- ✓ **Each student has their own VirtualTester account registered with their school email address**
 - What if the student does not have a VirtualTester account?
 - They may create one from the TesterPRO Client application;
 - Or from the [3DEXPERIENCE Certification Center](#) web page by clicking on the "Create VirtualTester Account" menu icon located on the Left side of the page
 - What if the student already has a VirtualTester account but it is registered with a different email address other than their school email address?
 1. Have the student login to their VirtualTester account from the [3DEXPERIENCE Certification Center](#) web page, and update their registered email address to their school email address
 2. To do so, click on the "settings" icon after logging into your account to make the changes
- ✓ **Each student has successfully attempted a free SOLIDWORKS sample exam**
 - We recommend every student take a free sample exam for several reasons:

1. Ensures there is no connection issues between the TesterPRO Client software installed on the student's computer and the VirtualTester servers
 - If there is a problem connecting to the VirtualTester servers, see Troubleshooting Tips, Section 1.0 at the end of this document
 2. Ensures the student's VirtualTester account is okay
 - If the student is having problems validating their VirtualTester account, see Troubleshooting Tips, Section 2.0
 3. It's great practice! It gets the students acclimated with how the test questions are written, and formatted, as well as familiarizing themselves with the TesterPRO Client interface
- **Instructions for taking a SOLIDWORKS sample exam:**
1. Launch the TesterPRO Client software
 2. Login with your VirtualTester account credentials
 3. Select the "SOLIDWORKS" brand from the list of options
 4. Scroll down the list of available exams

You will find two free sample exams to choose from:

 - CSWA sample exam (90 minutes)
 - CSWP Segment 1 sample exam (45minutes)
 5. Click on the sample exam of your choosing
 6. Select the language for the exam and then START.

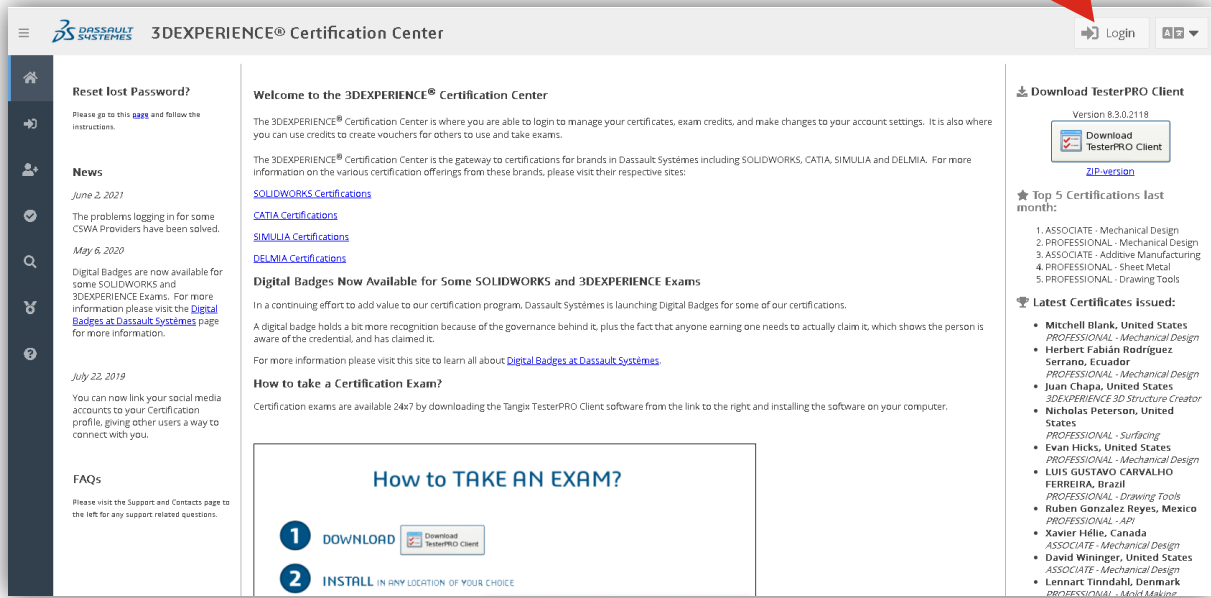


Creating Exam Opportunities

Step 1. Login to your account.

Visit this website: <https://3dexperience.virtualtester.com>

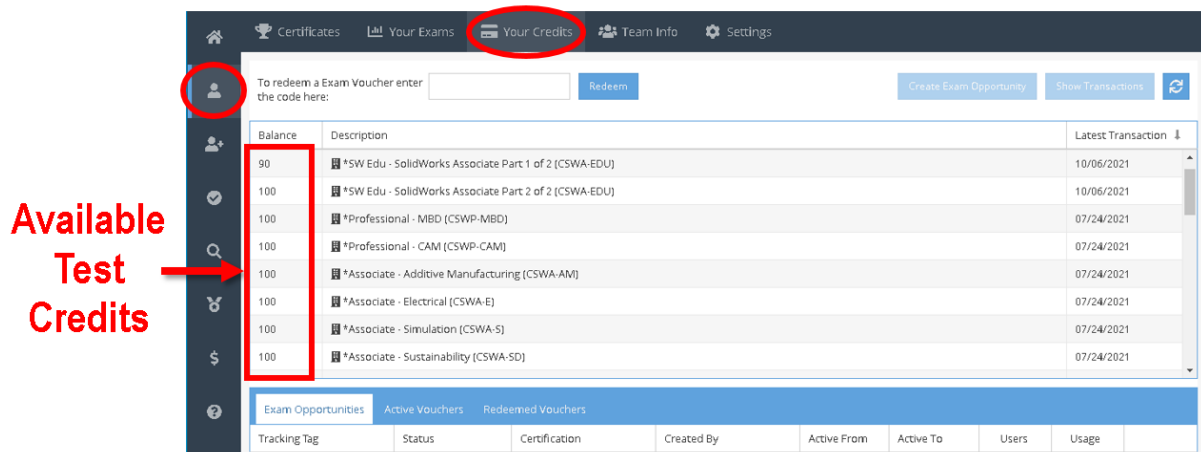
Click here to login



Step 2. Navigate to “Your Credits.”

Click on the tab labeled **Your Credits** in the **My Account** area.

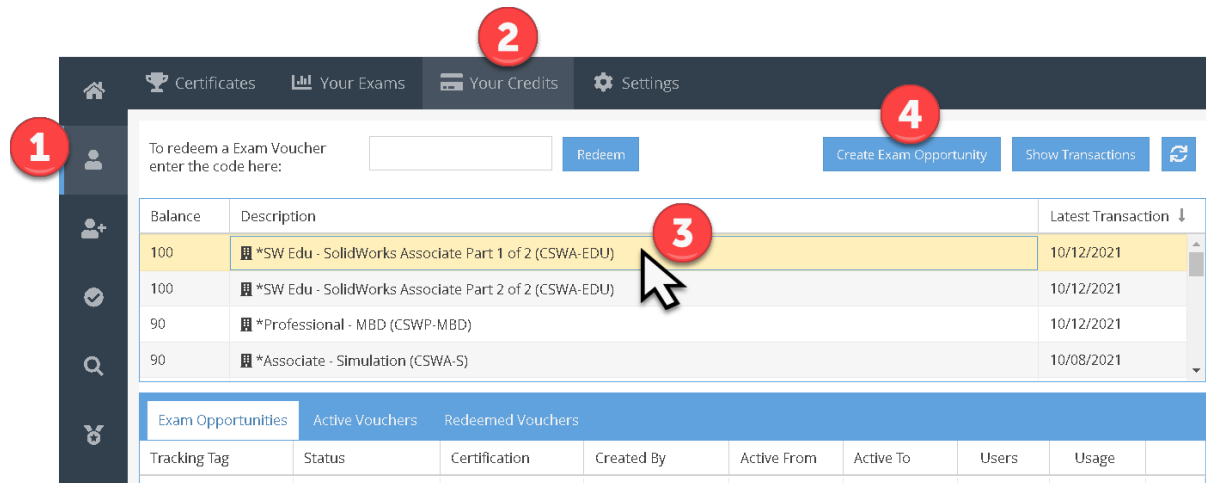
Notice your account shares a set number of available test credits according to your School or District **seat count** quantity. If you do not see any credits, please check the Troubleshooting Tips, Section 3.0



Step 3. Click on the exam you wish to deliver.

Step 4. Click on “Create Exam Opportunity” button.

Create Exam Opportunity



Step 5. Fill in the required fields below. When finished, click “Create Exam Opportunity” button.

The 'Create Exam Opportunity' dialog box is shown. It contains the following fields and options:

- Title:** *SW Edu - SolidWorks Associate Part 1 of 2 (CSWA-EDU)
- Your Current Balance:** 100
- Tracking Tag:** [Text input field]
- User Emails:** [Text area]
- Lines added:**
- Available between:** 10/12/2021 [Calendar icon] 6:53 PM [Dropdown arrow]
- and:** 10/14/2021 [Calendar icon] 6:53 PM [Dropdown arrow]
- Time Zone:** UTC-4 (America/New_York)
- Buttons:** Create Exam Opportunity, Cancel

A detailed explanation of each field is defined in the next page.

Your Current Balance – Amount of test credits remaining at your School or District.

Tracking Tag - Required by default to organize test results.

An example of a tracking tag would be “**2021FALL-ENG 101-9AM Class**”

Use a unique name that will best help you organize your student’s test results. **This tracking tag name cannot be changed later, after it has been created.**

User Emails – Paste emails of all students in this field, separated by lines.

By default, all emails are separated by lines when they are copied from an excel spreadsheet and pasted in this field.

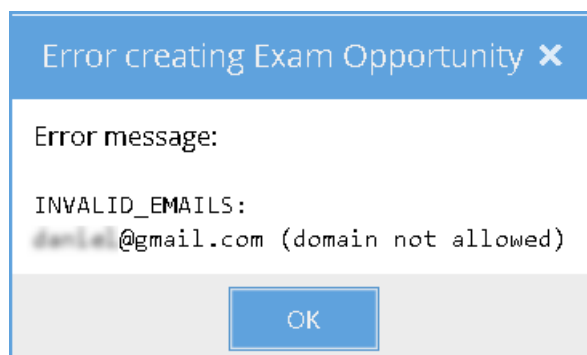


Lines added – This will display how many email lines you entered.

Available between – Select the date and time you want the exam opportunity to start and then select the date/time you want the exam opportunity to end.

Important:

- You may select a date range up to 30 days in advance.
- The exam opportunity end date and time will not end a student’s exam session if it is currently in progress; instead, it will only prevent students from starting any new exam sessions.
- Only student emails issued by the school are accepted. No other email accounts can be used. An Error message will pop up if the email account is not allowed.
- To resolve any email address issue, contact: SOLIDWORKS.EDU-Certs@3ds.com



View Exam Opportunity Status

To redeem a Exam Voucher enter the code here: [Redeem](#) [Create Exam Opportunity](#) [Show Transactions](#)

Balance	Description	Latest Transaction ↓
90	*SW Edu - SolidWorks Associate Part 2 of 2 (CSWA-EDU)	10/14/2021
90	*SW Edu - SolidWorks Associate Part 1 of 2 (CSWA-EDU)	10/14/2021
90	*Professional - MBD (CSWP-MBD)	10/12/2021
90	*Associate - Simulation (CSWA-S)	10/08/2021

Exam Opportunities Active Vouchers Redeemed Vouchers

Tracking Tag	Status	Certification	Created By	Active From	Active To	Users	Usage	
Barnes - 2021 ...	OPEN	CSWA Academic - Part 1	Clinton Barnes, Cl...	10/12/2021 12:00 PM	10/14/2021 12:...	38	37	👁️🔗🗑️
Barnes - 2021 ...	OPEN	CSWA Academic - Part 2	Clinton Barnes, Cl...	10/12/2021 12:00 PM	10/14/2021 12:...	38	38	👁️🔗🗑️
2021 Fall - ENG...	CLOSED	CSWA Academic - Part 1	John Smith, Cimar...	10/11/2021 10:00 AM	10/14/2021 1:0...	10	0	👁️🔗🗑️
2021 Fall - ENG...	SCHEDULED	CSWA Academic - Part 2	John Smith, Cimar...	10/18/2021 8:00 AM	10/22/2021 5:0...	10	0	👁️🔗🗑️

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From this view, an instructor can see all Exam Opportunities he/she has created, as well as exam opportunities created by other *instructors* employed by the same school or district.

Tracking Tag	This column displays the tracking tag name for the exam opportunity. It cannot be changed once it is created.
Status	This column will display one of three (3) different statuses: OPEN – The exam opportunity is available for users (students) to begin their exam. CLOSED – The exam opportunity is closed. Users cannot start any more exam sessions. SCHEDULED – The exam opportunity has not started yet, but it is scheduled to start at a future date and time.
Certification	This column displays which exam the users (students) will be taking.
Created By	This column displays the name of the instructor who created the exam opportunity. Exam opportunities created by other instructors are also seen in <i>italic font</i> . You have the ability to view the exam opportunities created by other instructors, but you cannot modify, start, or end an exam opportunity other than the ones you created.
Active From	Displays the date and time users (students) can begin their exam.
Active To	Displays the date and time users (students) can no longer begin their exam.
Users	Displays the number of users (students) that can take the exam.
Usage	Displays the number of users (students) that have taken the exam.

To view the status of the exam opportunity, Double click anywhere on the exam opportunity row of information or click on the “eye” icon  , seen in the image below.

Exam Opportunities Active Vouchers Redeemed Vouchers								
Tracking Tag	Status	Certification	Created By	Active From	Active To	Users	Usage	
Barnes - 2021 ...	OPEN	CSWA Academic - Part 1	Clinton Barnes, Cl...	10/12/2021 12:00 PM	10/14/2021 12:...	38	37	  
Barnes - 2021 ...	OPEN	CSWA Academic - Part 2	Clinton Barnes, Cl...	10/12/2021 12:00 PM	10/14/2021 12:...	38	38	  
2021 Fall - ENG...	CLOSED	CSWA Academic - Part 1	John Smith, Cimar...	10/11/2021 10:00 AM	10/14/2021 1:0...	10	0	  
2021 Fall - ENG...	SCHEDULED	CSWA Academic - Part 2	John Smith, Cimar...	10/18/2021 8:00 AM	10/22/2021 5:0...	10		  

The following window opens:

Exam Opportunity Status				
 Add Users  Refresh				
Email	Account	Used	Result	
ibonday.2712201@nv.ccsd.net	OK	Yes	Running	
ryper.2712201@nv.ccsd.net	OK	Yes	Running	
amwale.2712201@nv.ccsd.net	No Account	No	-	
ibonday.2712201@nv.ccsd.net	OK	Yes	Running	
gromble.2712201@nv.ccsd.net	OK	Yes	Running	
carmsel.2712201@nv.ccsd.net	OK	Yes	Running	
carmsel.2712201@nv.ccsd.net	OK	Yes	Running	
veridago.2712201@nv.ccsd.net	OK	No	-	
veridago.2712201@nv.ccsd.net	OK	No	-	
gromble.2712201@nv.ccsd.net	No Account	No	-	
ibonday.2712201@nv.ccsd.net	OK	Yes	Running	
ibonday.2712201@nv.ccsd.net	OK	Yes	Running	
ibonday.2712201@nv.ccsd.net	OK	Yes	Running	
ibonday.2712201@nv.ccsd.net	OK	Yes	Running	

Email	Displays the list of users (students) email accounts that can take part in this exam opportunity.
Account	This column will display one of two (2) different statuses: OK – Means the email ID was used to create a 3DEXPERIENCE Certification Center account and has been verified by VirtualTester. No Account – Means one or two things: - The email ID has not been used to create a 3DEXPERIENCE Certification Center account, and/or - The email ID has not been verified by VirtualTester.

Used	This column displays a “Yes” if the exam has been started by the user (student), and a “No” if the exam has not been started yet.
Result	Displays a “-” dash if the exam has not been started yet; “Running” means the exam is currently in progress; “Passed” the user (student) has passed the exam; “Failed” the user (student) has failed the exam.
Refresh	This button will refresh the Exam Opportunity Status window.

Modify an Exam Opportunity

To modify an exam opportunity, click on the “pencil” icon , seen in the image below.

Exam Opportunities								
Active Vouchers			Redeemed Vouchers					
Tracking Tag	Status	Certification	Created By	Active From	Active To	Users	Usage	
Barnes - 2021 ...	OPEN	CSWA Academic - Part 1	Clinton Barnes, Cl...	10/12/2021 12:00 PM	10/14/2021 12:00 PM	38	37	  
Barnes - 2021 ...	OPEN	CSWA Academic - Part 2	Clinton Barnes, Cl...	10/12/2021 12:00 PM	10/14/2021 12:00 PM	38	38	  
2021 Fall - ENG...	CLOSED	CSWA Academic - Part 1	John Smith, Cimar...	10/11/2021 10:00 AM	10/14/2021 1:00 PM	10	0	  
2021 Fall - ENG...	SCHEDULED	CSWA Academic - Part 2	John Smith, Cimar...	10/18/2021 8:00 AM	10/22/2021 5:00 PM	10	0	  

The following window opens:

Edit Exam Opportunity

Certification:

CSWA Academic - Part 1

Tracking Tag:

2021 Fall - ENG 101 - 10AM Class

Available between:

10/11/2021

10:00 AM

and:

10/14/2021

1:00 AM

UTC-4 (America/New_York)

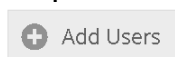
Update Exam Opportunity

Cancel

+ Add Users

Email	Accou...	Used	Result	
clinton.barnes@nv.ccsd.net	OK	No	-	
john.smith@nv.ccsd.net	OK	No	-	
john.smith@nv.ccsd.net	OK	No	-	
john.smith@nv.ccsd.net	OK	No	-	
john.smith@nv.ccsd.net	OK	No	-	
john.smith@nv.ccsd.net	OK	No	-	
john.smith@nv.ccsd.net	OK	No	-	
john.smith@nv.ccsd.net	OK	No	-	
john.smith@nv.ccsd.net	OK	No	-	
john.smith@nv.ccsd.net	OK	No	-	

From here, you can modify the exam opportunity by performing any one of the following actions:

- Edit the Start and End date/time
- Delete Email accounts by clicking on the “Trash can” icon .
- Add Email accounts by clicking on the “Add Users” button .

When you have finished making your edits, click on the “Update Exam Opportunity” button.

Update Exam Opportunity

Archive Exam Opportunities

Archiving an exam opportunity will:

1. Return any unused exam credits to the balance of your school or district's account;
2. Remove the exam opportunity from view;
3. Prevent any further modifications to the exam opportunity.

This task of archiving exam opportunities is automatically done by the VirtualTester system **12 hours** after an exam opportunity has closed.

Only the creator of the exam opportunity has the ability to archive it manually.

To archive an exam opportunity, click on the “X” icon , seen in the image below.

Exam Opportunities								
Active Vouchers			Redeemed Vouchers					
Tracking Tag	Status	Certification	Created By	Active From	Active To	Users	Usage	
Barnes - 2021 ...	OPEN	CSWA Academic - Part 1	Clinton Barnes, Cl...	10/12/2021 12:00 PM	10/14/2021 12:...	38	37	  
Barnes - 2021 ...	OPEN	CSWA Academic - Part 2	Clinton Barnes, Cl...	10/12/2021 12:00 PM	10/14/2021 12:...	38	38	  
2021 Fall - ENG...	CLOSED	CSWA Academic - Part 1	John Smith, Cimar...	10/11/2021 10:00 AM	10/14/2021 1:0...	10	0	  
2021 Fall - ENG...	SCHEDULED	CSWA Academic - Part 2	John Smith, Cimar...	10/18/2021 8:00 AM	10/22/2021 5:0...	10		  

The following pop-up window appears:

Exam Opportunities

 Archive this Exam Opportunity? Unused Credits will be returned to the balance.

Yes

No

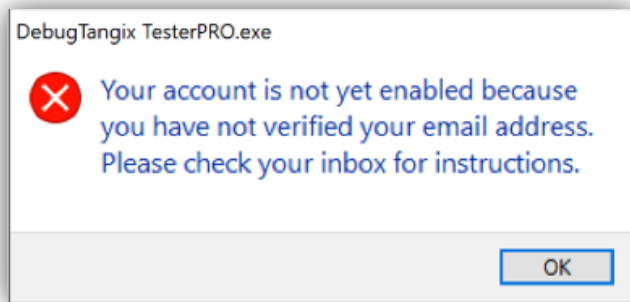
Click “Yes” to archive the exam.

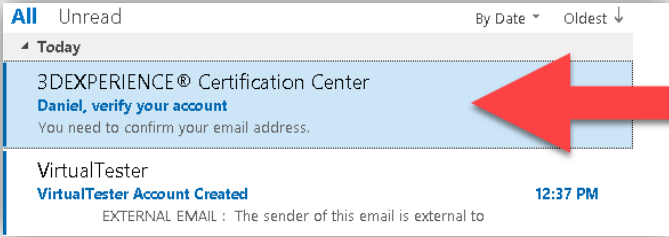
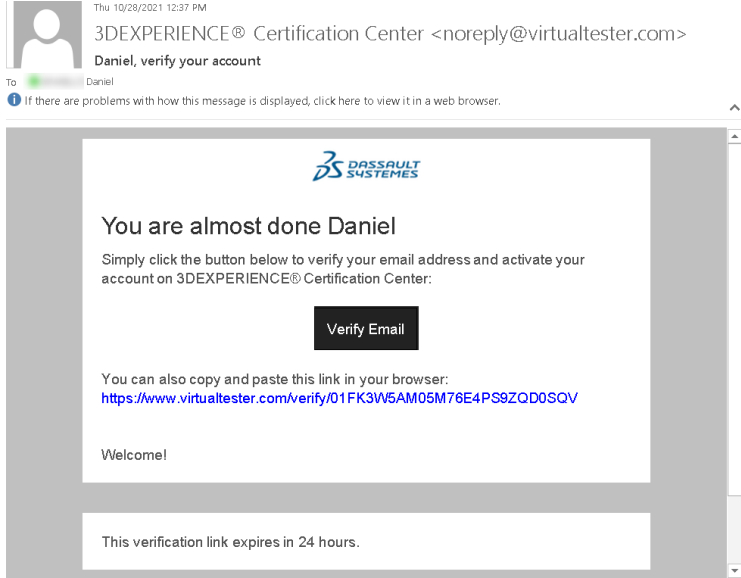
Accommodating Students Who Need Extra Time

The following procedure should be done at least a week before the exam date.

1. Obtain documentation from the school or doctor authorizing the extra time. A scanned PDF copy is the best.
2. Have the student(s) create a VirtualTester account from our **3DEXPERIENCE** Certification Center website using their school email address.
 - To create a VirtualTester account, please visit:
<https://3dexperience.virtualtester.com>
 - There is an icon on the Left side of the web page "Create VirtualTester Account."
3. Contact the SOLIDWORKS EDU Certification team via email at:
solidworks.edu-certs@3ds.com. Include the following info:
 - The students name
 - Email ID
 - Indicate how much extra time the student will need as either **1.5x** or **2x** the normal time. We can accommodate up to **2x** (which will be 6 hours) maximum.
 - You do not need to send the documentation authorizing the extra time to us, but please keep a copy of it on hand or an electronic (PDF) in the event of an audit.
4. Our SOLIDWORKS EDU Certification team will then adjust the settings in the student's account to the extra time you indicated, and email you back once finished.
5. The student's VirtualTester account will now be set up with the extra time settings. Any SOLIDWORKS Certification exam the student takes will automatically have either 1.5x or 2.0x the normal time of the exam as long as the student uses the same VirtualTester account they created.

Troubleshooting Tips

Sec	Problem	Solution
1.0	TesterPRO Client application is unable to connect to the VirtualTester server	One common mistake during the installation of the TesterPRO Client application is running it from a network folder location. It is best practice to run the application from a local drive on the computer, preferably on the user's desktop. - Check to see where the application is installed. - If it was installed on a network drive, simply copy the folder location for "Tangix TesterPRO Client" and paste it to the user's desktop or anywhere on the local drive and then run it from there. If you continue to see the message "Could not connect to VirtualTester server" there may be a problem with your internet connection or your firewall solution. These are other common issues where a firewall or proxy setting is preventing you from running the application. You will need to be connected to the internet when running the TesterPRO Client application. Please check your firewall solution, you may be required to add the following URL to your firewall's list of allowed URL: https://www.virtualtester.com http://tangix.cachefly.net If the problem persists, contact the SOLIDWORKS Certification team for support via email at certification@solidworks.com and attach the log files from the Tangix TesterPRO Client folder location.
2.0	Student unable to login with their account	If the student receives this message:  The student must confirm their email address first. - Have the student check their inbox for this email in the image below with a red arrow. - If not found, please have them check the spam folder. - The verification link in the email expires in 24 hours.

		  Click the “Verify Email” button in the email body to verify your email address. If further support is required, please contact the SOLIDWORKS Certification team via email at certification@solidworks.com and be sure to include a list of the students name and email addresses who are having difficulty verifying their accounts.
3.0	I don't have any test credits in my account	Did you login with the correct account? - Please ensure you have logged in to your 3DEXPERIENCE Certification Center using your school email address. Did you already apply to become an Academic Certification Provider? - If no, please follow this link: https://www.solidworks.com/academic-certification-provider-application Please note: Even if your school or district is already an approved Academic Certification Provider, every teacher or testing proctor must apply individually in order for the SOLIDWORKS EDU team to properly setup your VirtualTester account.

		If none of the above is the case, please contact the SOLIDWORKS Education Team via email at: SOLIDWORKS.EDU-Certs@3ds.com
4.0	There was a technical problem during the exam, preventing the student from finishing such as a computer crash, fire alarm, or power outage.	Students can attempt to resume their exam by restarting the TesterPRO Client application and logging in if there is still enough time. The time for the exam is being counted down by the VirtualTester servers and does not stop during a power failure. Any type of support issue or problem requiring the restarting of an exam can be handled by the SOLIDWORKS Technical Certification Team within 24hrs, Monday – Friday (non-holidays). Please send an email to certification@solidworks.com describing the problem. Include the student's names, and email IDs who were effected. Please note: Immediate support is not possible