




**Lightning Protection
Institute
Exam Scheduling Manual**

| | | |
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On exam day, login and click **Start exam** at least (15 minutes) before your exam is scheduled to begin.

Your login credentials were emailed to you from no-reply@examroom.ai. If you experience any issues logging in,

Please contact us at :

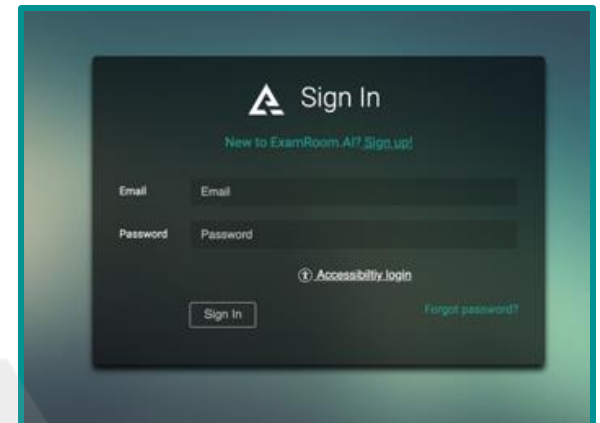
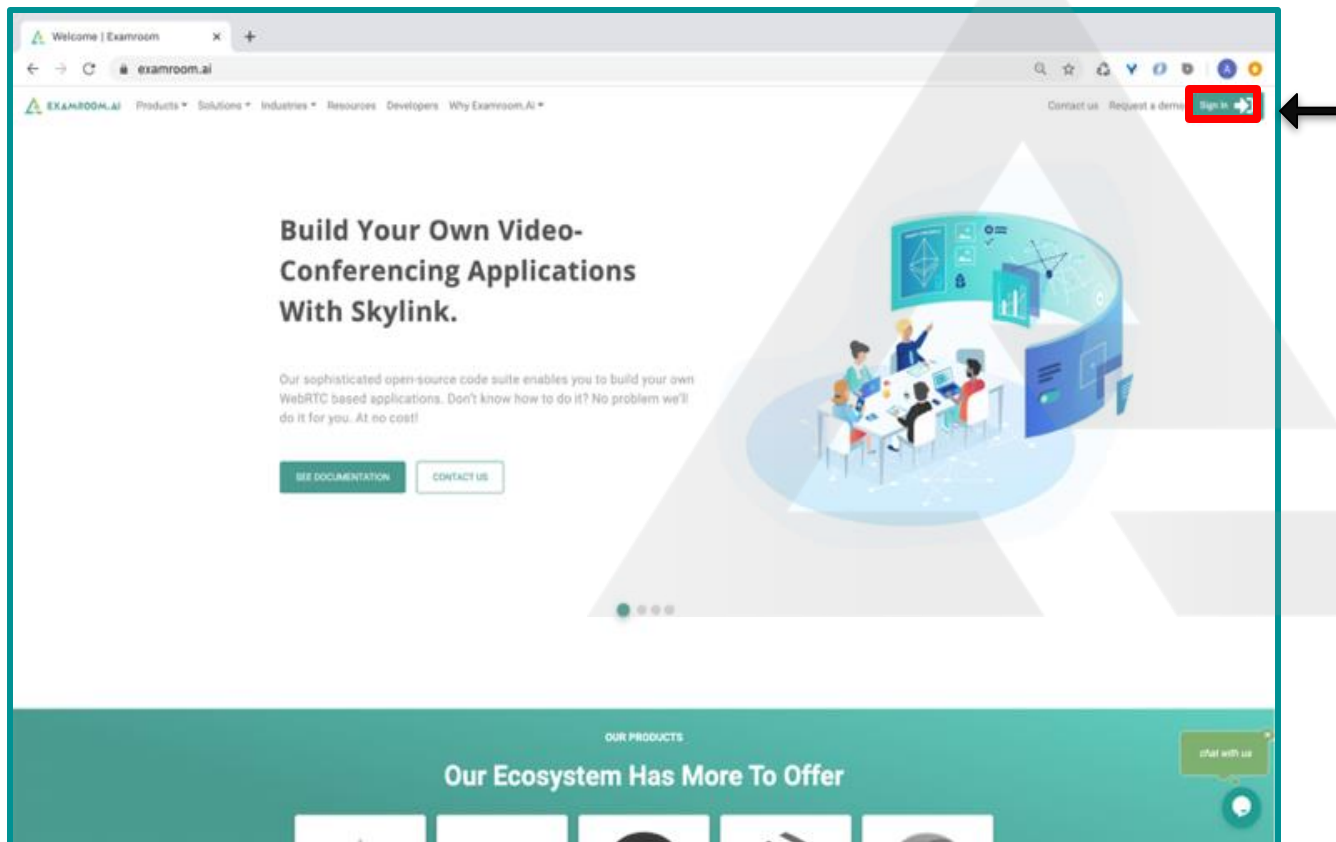
877-848-EXAM (3926)

support@examroom.ai

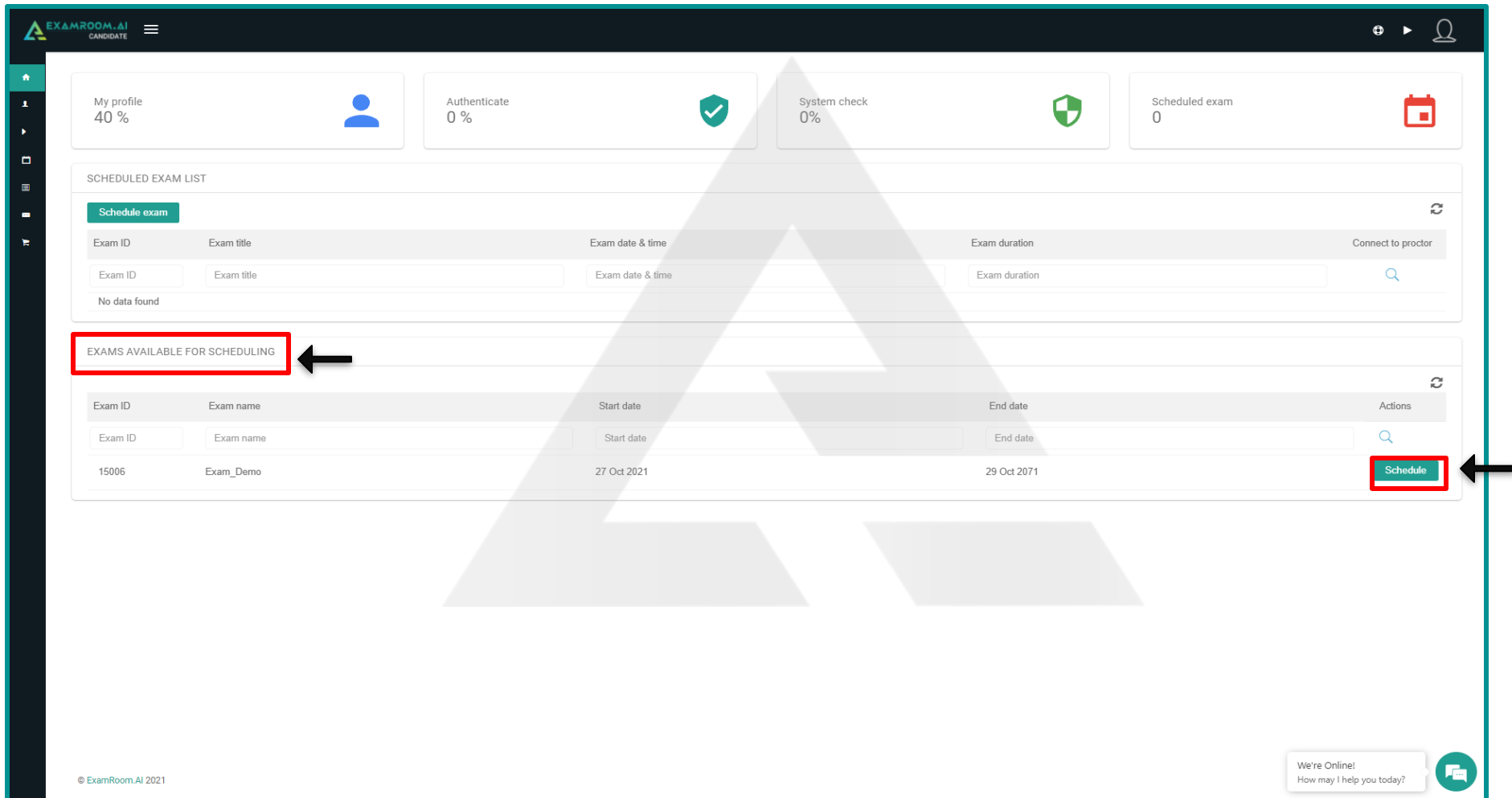
<https://www.examroom.ai/chat box>

Schedule Exam

- ❑ Visit <https://www.examroom.ai/> and click Sign In in the top right corner and login to your account using the credentials that were provided to you via email.



- ❑ On the Candidate Dashboard under Exams Available for Scheduling table, click on the Schedule button next to the chosen exam.

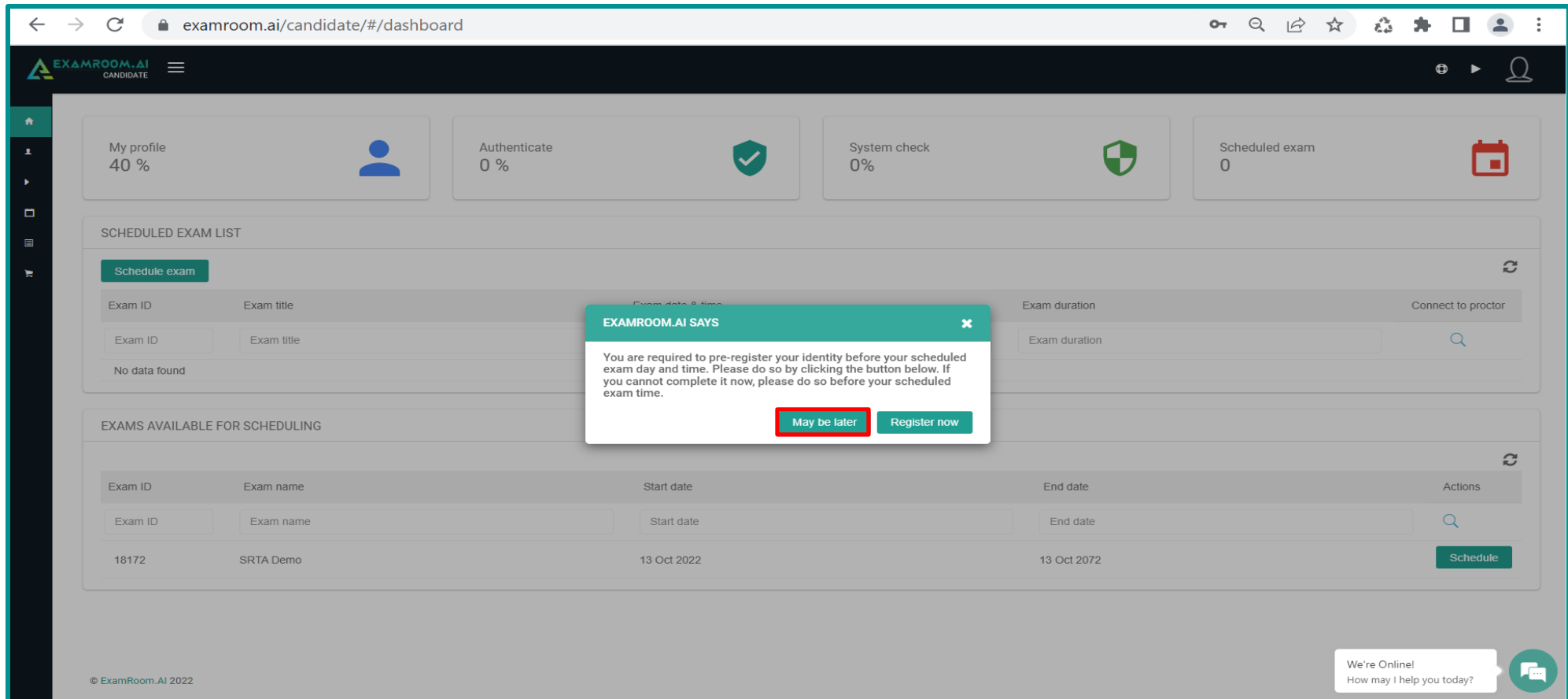


The screenshot displays the ExamRoom.AI Candidate Dashboard. At the top, there are four status cards: 'My profile 40%', 'Authenticate 0%', 'System check 0%', and 'Scheduled exam 0'. Below these is the 'SCHEDULED EXAM LIST' section, which is currently empty. The 'EXAMS AVAILABLE FOR SCHEDULING' section is highlighted with a red box and an arrow. It contains a table with the following data:

| Exam ID | Exam name | Start date | End date | Actions |
|---------|-----------|-------------|-------------|--------------------------|
| 15006 | Exam_Demo | 27 Oct 2021 | 29 Oct 2071 | Schedule |

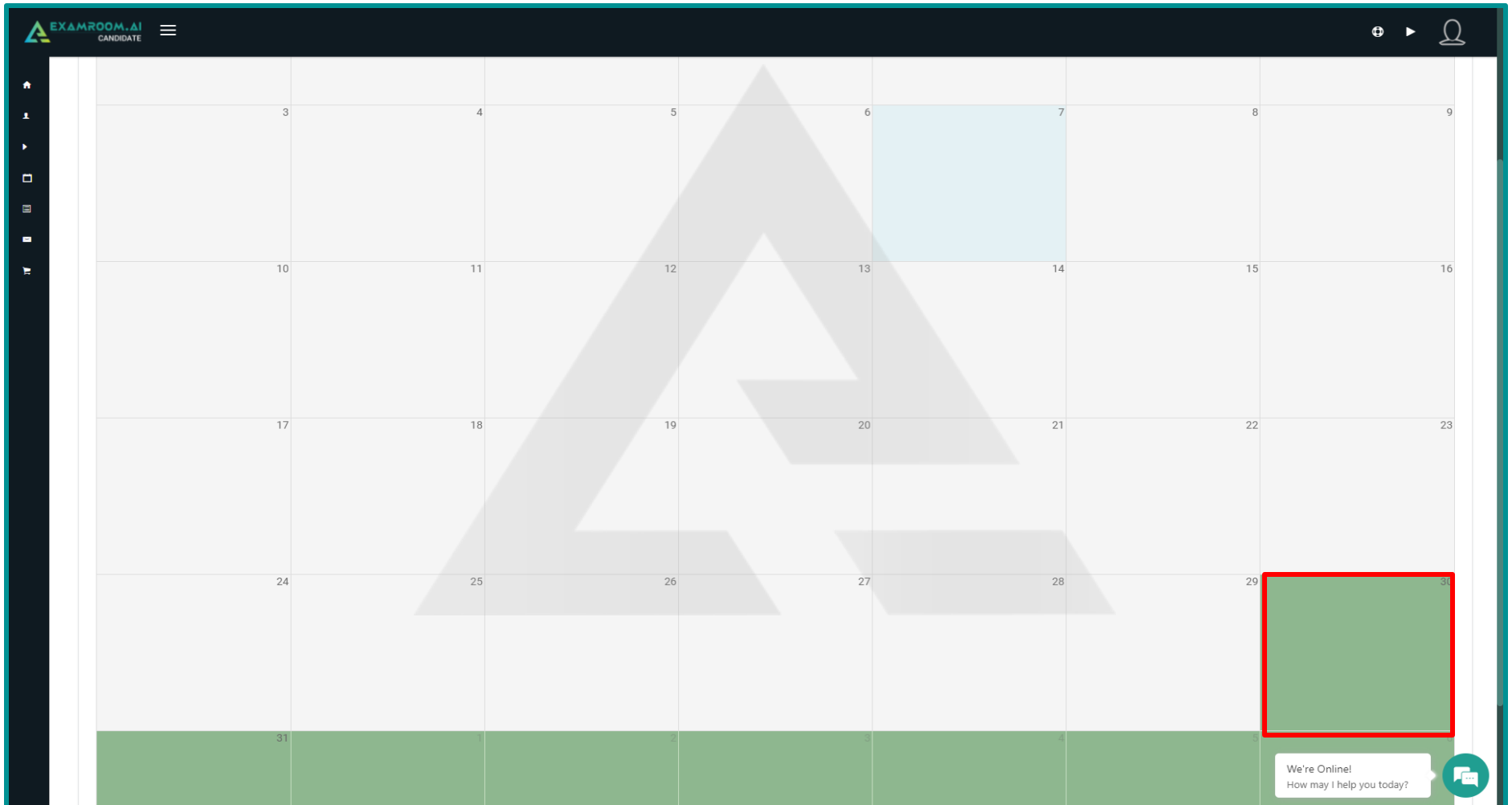
The 'Schedule' button in the 'Actions' column is highlighted with a red box and an arrow. At the bottom left, there is a copyright notice: '© ExamRoom.AI 2021'. At the bottom right, there is a chat bubble that says 'We're Online! How may I help you today?' with a chat icon.

❑ After clicking on “Schedule” there will be a pop up for pre-registration, click on “May be later”



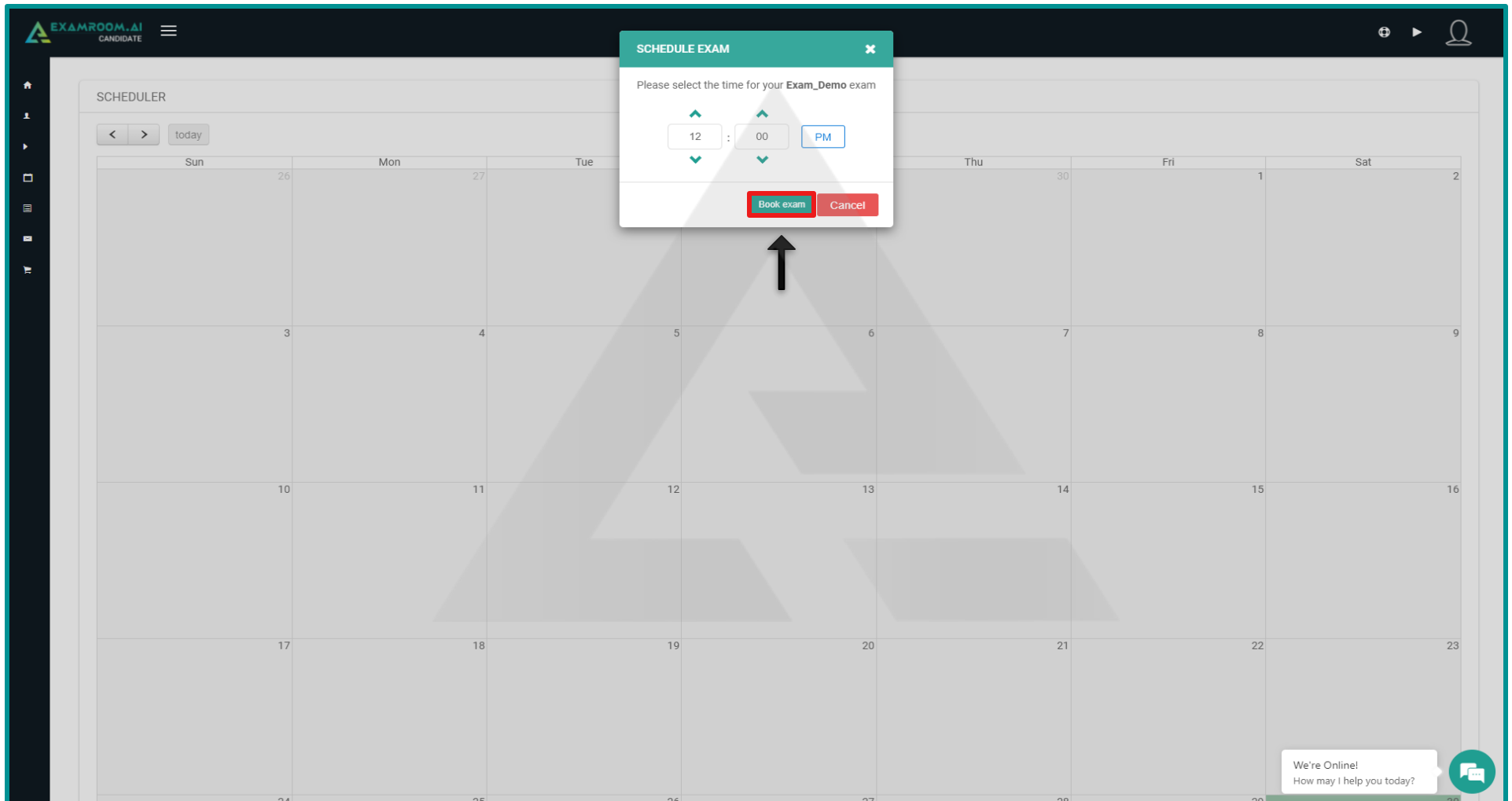
The screenshot shows the ExamRoom.AI candidate dashboard. At the top, there are four progress cards: 'My profile 40%', 'Authenticate 0%', 'System check 0%', and 'Scheduled exam 0'. Below these is a 'SCHEDULED EXAM LIST' section with a 'Schedule exam' button and a table with columns for Exam ID, Exam title, Exam date & time, Exam duration, and Connect to proctor. A 'No data found' message is displayed in this section. Below that is an 'EXAMS AVAILABLE FOR SCHEDULING' section with a table containing one exam entry: Exam ID 18172, Exam name SRTA Demo, Start date 13 Oct 2022, and End date 13 Oct 2072. A 'Schedule' button is next to this entry. A modal pop-up titled 'EXAMROOM.AI SAYS' is centered on the screen, containing the text: 'You are required to pre-register your identity before your scheduled exam day and time. Please do so by clicking the button below. If you cannot complete it now, please do so before your scheduled exam time.' The 'May be later' button in the pop-up is highlighted with a red border. At the bottom right, there is a chat widget that says 'We're Online! How may I help you today?'.

Once you click on Schedule then the scheduler/calendar will appear. Click on your preferred date. Available dates are in green.



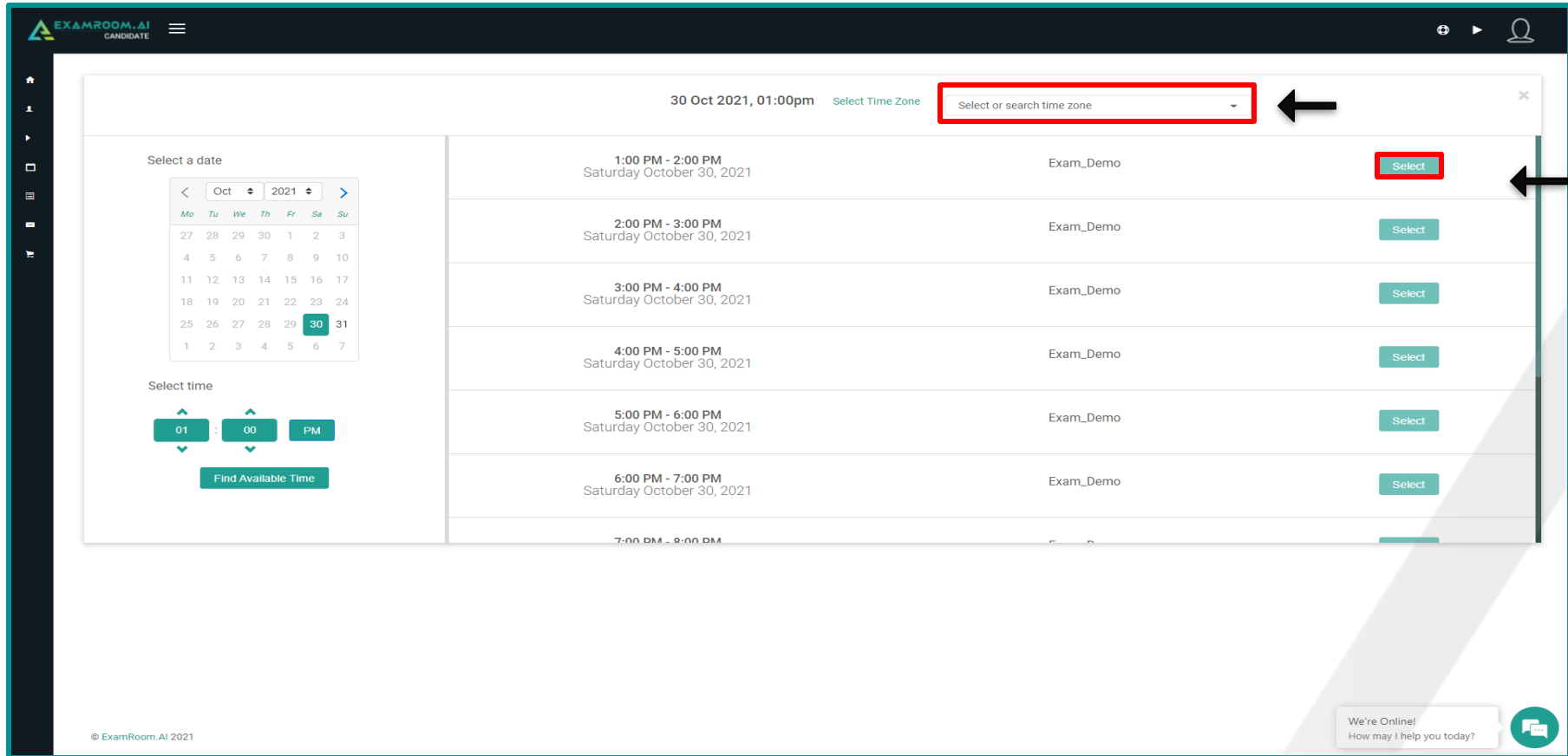
The screenshot displays the EXAMROOM.AI candidate scheduler interface. The calendar grid shows dates from 3 to 31. A large, semi-transparent 'A' watermark is centered over the calendar. A date on the 30th is highlighted in green and enclosed in a red rectangular box. The interface includes a top navigation bar with the EXAMROOM.AI logo, a hamburger menu, and user profile icons. A bottom chat bubble is visible with the text "We're Online! How may I help you today?" and a chat icon.

☐ Now you can select your preferred time and click on Book exam.



The screenshot shows the EXAMROOM.AI SCHEDULER interface. A modal window titled "SCHEDULE EXAM" is open, prompting the user to "Please select the time for your Exam_Demo exam". The modal displays a time selection interface with "12" in the hour field, "00" in the minute field, and "PM" in the period field. Below the time selection, there are two buttons: "Book exam" (highlighted in red) and "Cancel". A black arrow points upwards to the "Book exam" button. The background shows a calendar grid with dates from Sun 26 to Sat 2. The interface includes a top navigation bar with the EXAMROOM.AI logo and "CANDIDATE" text, and a bottom right chat widget with the text "We're Online! How may I help you today?" and a chat icon.

❑ Once you have chosen your preferred day and time, select the time zone accordingly and pick from the available time slots based on the length of your exam.



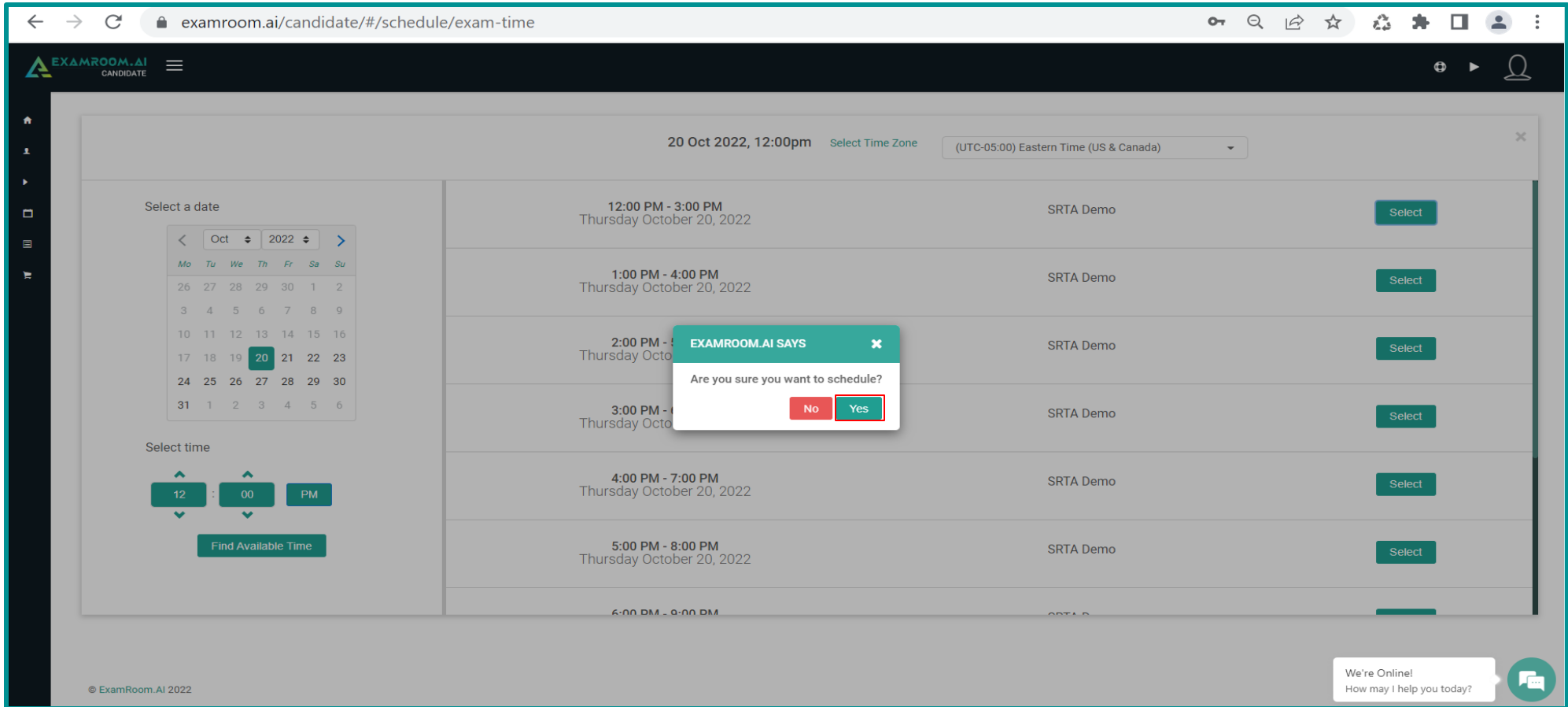
The screenshot shows the ExamRoom.AI candidate interface. At the top, it displays the current date and time: "30 Oct 2021, 01:00pm". Below this, there is a "Select Time Zone" dropdown menu, which is highlighted with a red box and an arrow pointing to it. The dropdown menu is open, showing "Select or search time zone".

On the left side, there is a "Select a date" calendar for October 2021, with the 30th selected. Below the calendar is a "Select time" section with a digital clock showing "01:00 PM" and a "Find Available Time" button.

On the right side, there is a list of exam slots for Saturday, October 30, 2021. Each slot includes a time range and the text "Exam_Demo". The first slot, "1:00 PM - 2:00 PM", has a "Select" button highlighted with a red box and an arrow pointing to it. Other slots include "2:00 PM - 3:00 PM", "3:00 PM - 4:00 PM", "4:00 PM - 5:00 PM", "5:00 PM - 6:00 PM", "6:00 PM - 7:00 PM", and "7:00 PM - 8:00 PM", each with its own "Select" button.

At the bottom left, there is a copyright notice: "© ExamRoom.AI 2021". At the bottom right, there is a chat bubble that says "We're Online! How may I help you today?" with a chat icon.

Click on **Yes**.



The screenshot shows the ExamRoom.AI candidate interface. At the top, the browser address bar displays "examroom.ai/candidate/#/schedule/exam-time". The page header includes the ExamRoom.AI logo and "CANDIDATE" text. The main content area is titled "20 Oct 2022, 12:00pm" and includes a "Select Time Zone" dropdown menu set to "(UTC-05:00) Eastern Time (US & Canada)".

On the left side, there is a "Select a date" calendar for October 2022, with the 20th highlighted. Below the calendar is a "Select time" section with a digital clock showing "12 : 00 PM" and a "Find Available Time" button.

The main area displays a list of exam slots for Thursday, October 20, 2022:

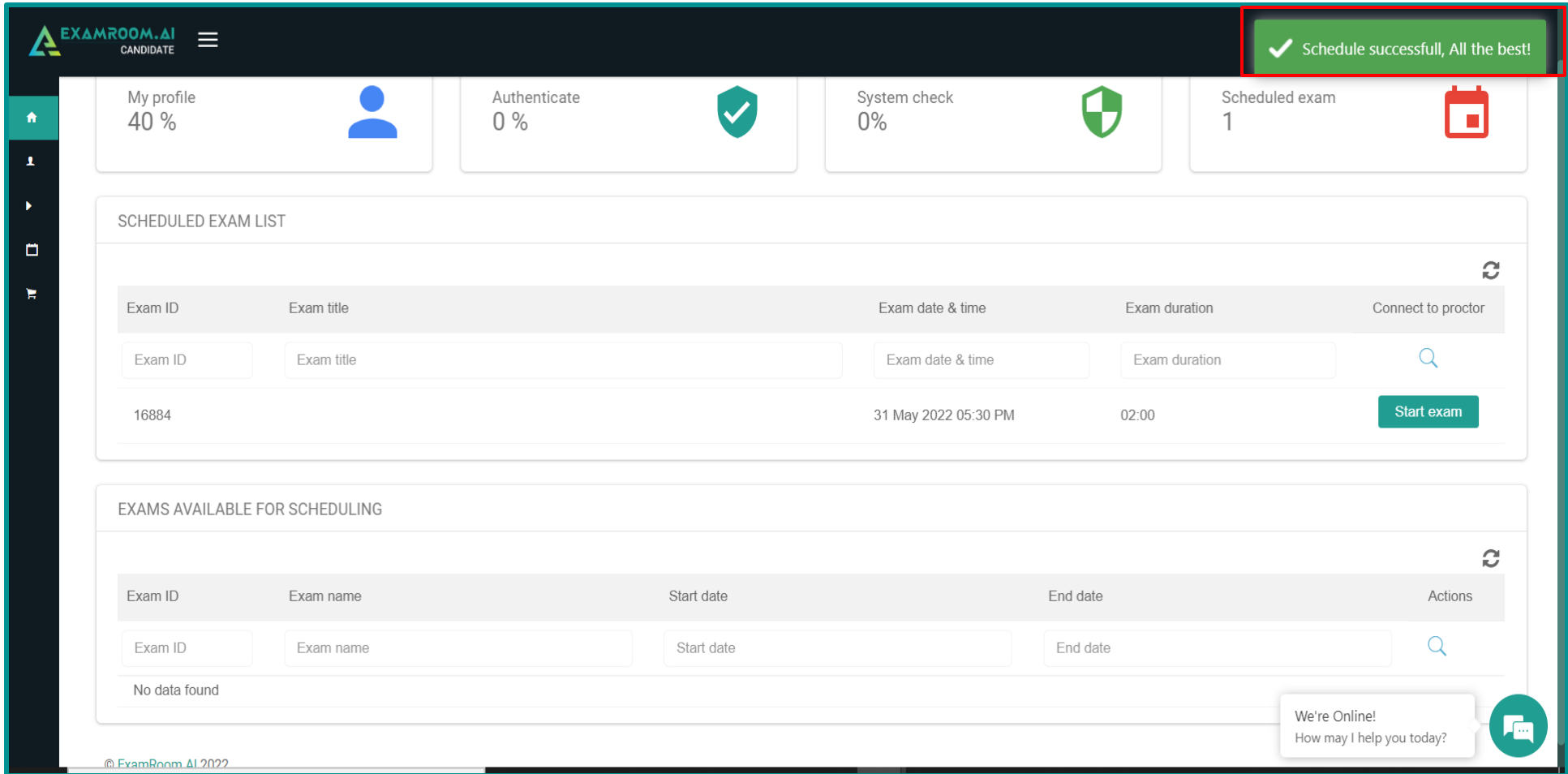
| Time Slot | Exam Name | Action |
|--------------------|-----------|--------|
| 12:00 PM - 3:00 PM | SRTA Demo | Select |
| 1:00 PM - 4:00 PM | SRTA Demo | Select |
| 2:00 PM - 5:00 PM | SRTA Demo | Select |
| 3:00 PM - 6:00 PM | SRTA Demo | Select |
| 4:00 PM - 7:00 PM | SRTA Demo | Select |
| 5:00 PM - 8:00 PM | SRTA Demo | Select |
| 6:00 PM - 9:00 PM | SRTA Demo | Select |

A confirmation dialog box is overlaid on the 2:00 PM - 5:00 PM slot. The dialog has a teal header "EXAMROOM.AI SAYS" and a close button. The main text asks "Are you sure you want to schedule?". There are two buttons: a red "No" button and a teal "Yes" button. The "Yes" button is highlighted with a red border.

At the bottom right, there is a chat bubble that says "We're Online! How may I help you today?" with a chat icon.

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❑ Next, there will be a pop up: “Schedule successful” and you will be redirected to the dashboard.



The screenshot shows the ExamRoom.AI candidate dashboard. At the top right, a green notification box with a checkmark icon displays the message: "Schedule successful, All the best!". Below this, the dashboard features several status cards: "My profile 40%" with a person icon, "Authenticate 0%" with a shield icon, "System check 0%" with a shield icon, and "Scheduled exam 1" with a calendar icon. The main content area is divided into two sections: "SCHEDULED EXAM LIST" and "EXAMS AVAILABLE FOR SCHEDULING".

SCHEDULED EXAM LIST

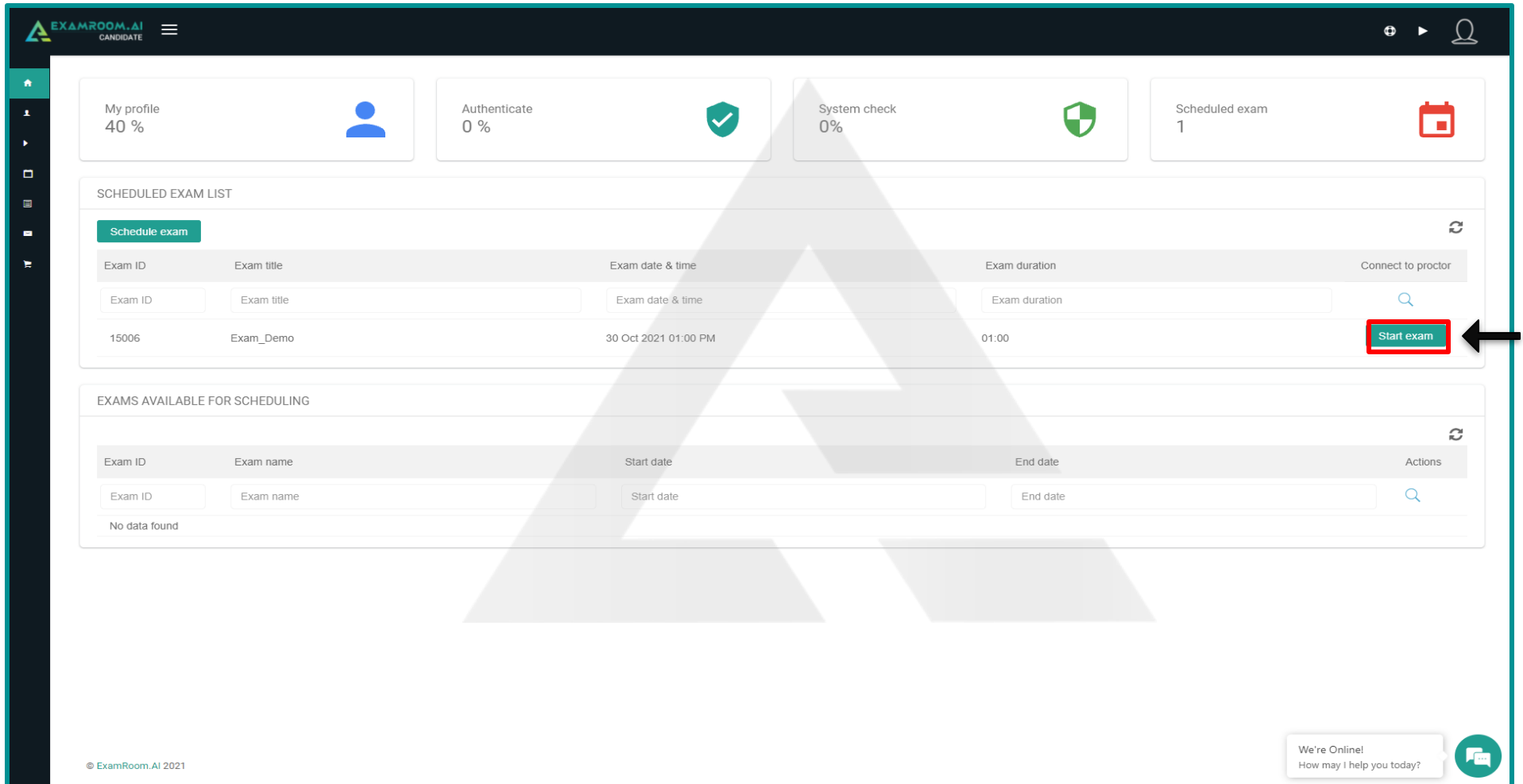
| Exam ID | Exam title | Exam date & time | Exam duration | Connect to proctor |
|---------|------------|----------------------|---------------|----------------------------|
| 16884 | | 31 May 2022 05:30 PM | 02:00 | Start exam |

EXAMS AVAILABLE FOR SCHEDULING

| Exam ID | Exam name | Start date | End date | Actions |
|---------------|-----------|------------|----------|---------|
| No data found | | | | |

At the bottom right, there is a chat bubble that says "We're Online! How may I help you today?". The footer contains the text "© ExamRoom AI 2022".

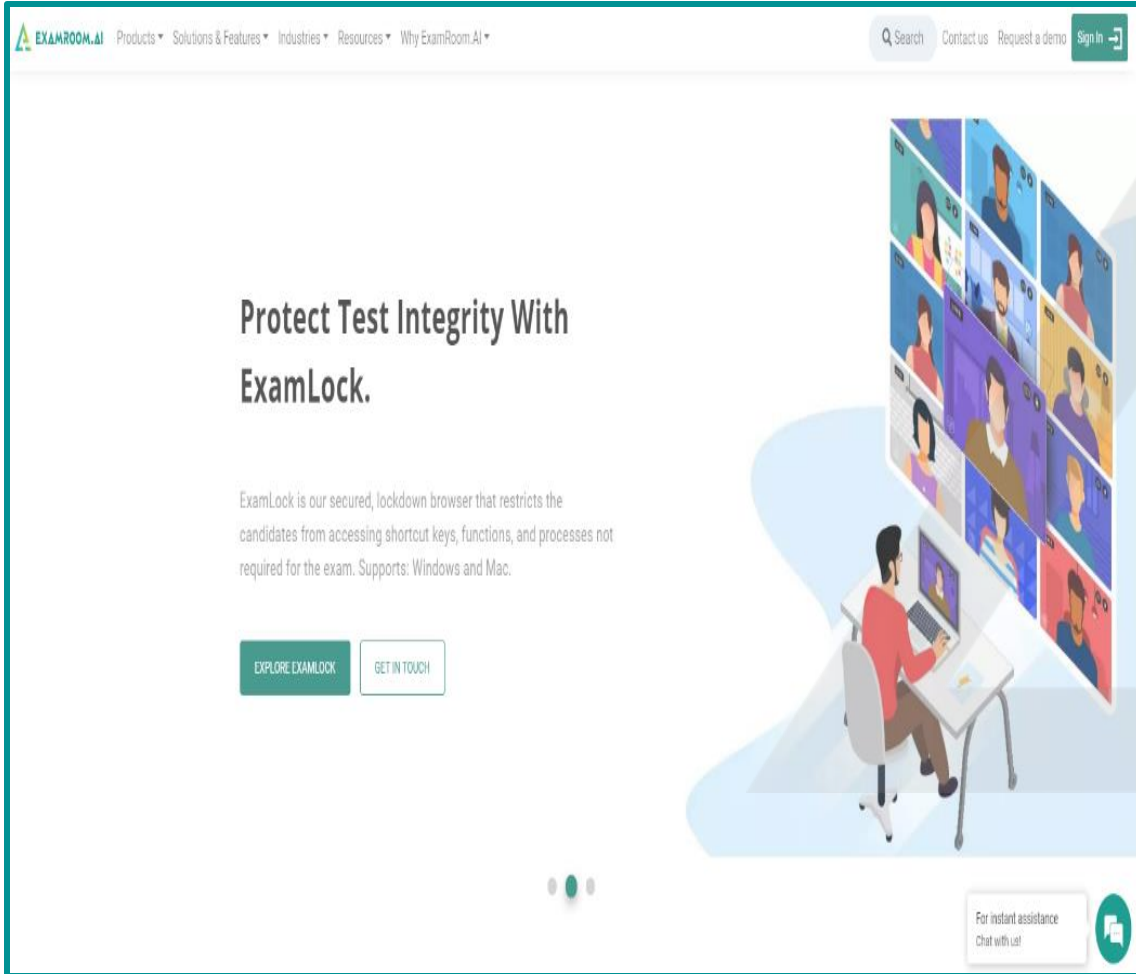
❑ You will be directed back to your dashboard and your exam will be available to start on the scheduled date/time.



The screenshot shows the ExamRoom.AI candidate dashboard. At the top, there are four status cards: 'My profile 40%' with a person icon, 'Authenticate 0%' with a shield icon, 'System check 0%' with a shield icon, and 'Scheduled exam 1' with a calendar icon. Below these is the 'SCHEDULED EXAM LIST' section, which includes a 'Schedule exam' button and a table with columns for Exam ID, Exam title, Exam date & time, Exam duration, and Connect to proctor. A 'Start exam' button is highlighted with a red box and an arrow. Below this is the 'EXAMS AVAILABLE FOR SCHEDULING' section, which is currently empty. The footer contains the copyright notice '© ExamRoom.AI 2021' and a chat widget.

| Exam ID | Exam title | Exam date & time | Exam duration | Connect to proctor |
|---------|------------|----------------------|---------------|----------------------------|
| 15006 | Exam_Demo | 30 Oct 2021 01:00 PM | 01:00 | Start exam |

| Exam ID | Exam name | Start date | End date | Actions |
|---------------|-----------|------------|----------|---------|
| No data found | | | | |



The screenshot shows the ExamRoom.AI website. At the top, there is a navigation bar with the logo, menu items (Products, Solutions & Features, Industries, Resources, Why ExamRoom.AI), a search bar, and links for Contact us, Request a demo, and Sign in. The main content area features a large heading: "Protect Test Integrity With ExamLock." Below this, a paragraph states: "ExamLock is our secured, lockdown browser that restricts the candidates from accessing shortcut keys, functions, and processes not required for the exam. Supports: Windows and Mac." There are two buttons: "EXPLORE EXAMLOCK" and "GET IN TOUCH". On the right side, there is an illustration of a person sitting at a desk with a laptop, and a large, multi-layered grid of video call windows showing various people's faces. At the bottom right, there is a chat widget that says "For instant assistance Chat with us!" and a chat icon.

Please contact us immediately at either: 877-848-EXAM (3926), support@examroom.ai, or <https://examroom.ai/> Chat box on all webpages and provide the agent with your name, email, call back number, the exam name for support.