



# NAFA's Online Certification Exam Orientation

## What to Expect– Before You Begin

Before you begin, ensure you have your government-issued photo ID available. You will be asked to show it.

Start by going to <https://learning.nafa.org> and click the blue **Login / Create Account** button in the upper right corner. You will be re-directed to the NAFA website to log in using your email address and password. Once you submit them, you will be directed back to the LMS where you will see a list of exams. Click to purchase the exam and you will then be provided access to that exam.

Click the **Start Exam** button, and then review the **Proctoring Acknowledgement**.

1. Browser Compatibility Check – Your computer will be checked automatically to ensure all technical requirements have been met.

My Courses / Asset Management Exam / Equipment Check

Webcam Equipment Check

Browser Compatibility	<input checked="" type="checkbox"/>
Webcam Permission	<input type="button" value="Check"/>
Webcam Brightness	<input checked="" type="checkbox"/>

Your browser has passed the compatibility check. Please click on "Check" button to confirm that you have a working webcam.

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2. Click the **CHECK** button next to Webcam Permission and be sure to click **ALLOW** to enable the proctor access to your webcam and microphone.

learning.nafa.org wants to

- Use your microphone
- Use your camera

Allow Block

My Courses / Asset Management Exam / Equipment Check

### Webcam Equipment Check

Browser Compatibility	
Webcam Permission	
Webcam Brightness	

Please click on "Allow" at the top left corner corner to enable camera, which is required for the secured exam.

**You must Allow access to proceed**

NAFA®  
Fleet Management Association

Mallory Wymer

My Courses / Asset Management Exam / Equipment Check

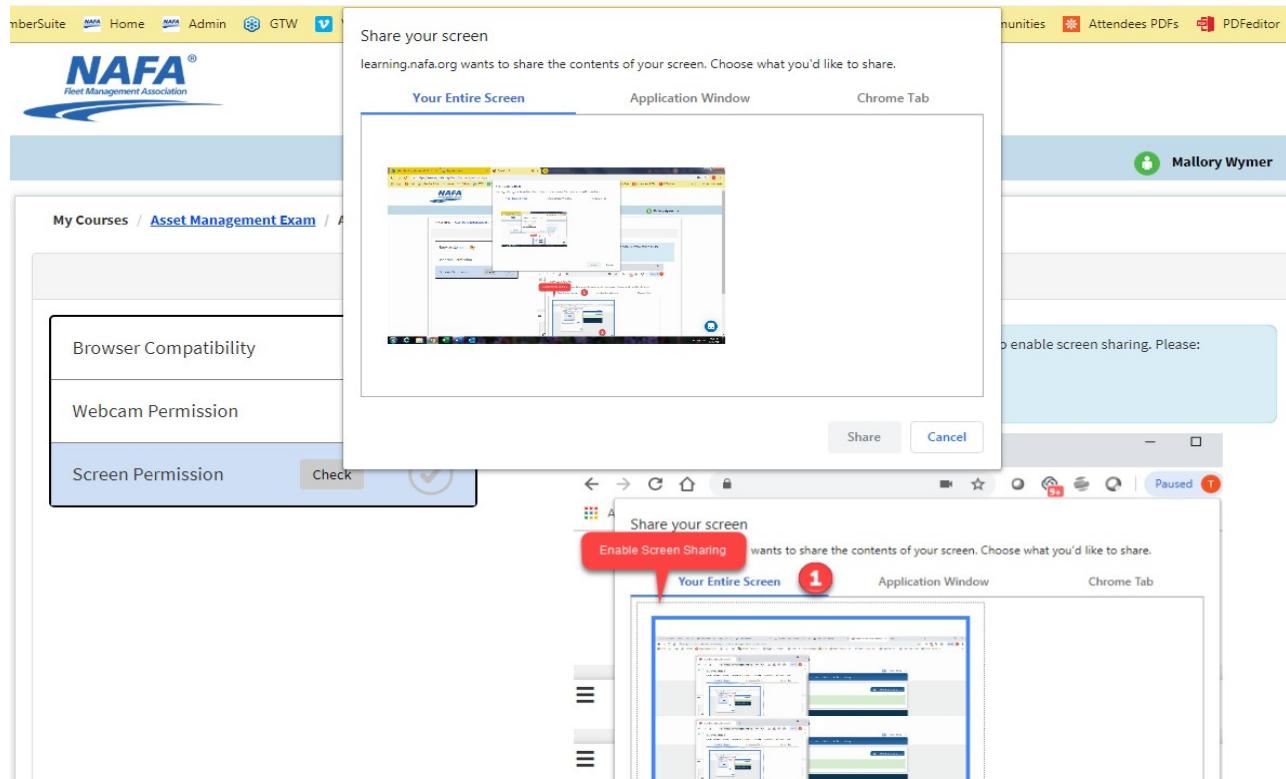
### Webcam Equipment Check

Browser Compatibility	
Webcam Permission	
Webcam Brightness	

Success! The equipment check for your webcam permission is successful. You can proceed to the next equipment check, for your lighting brightness.

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3. Click the **CHECK** button next to Webcam Brightness.
4. You will be prompted take a photo and show your ID.
5. Enable screen sharing. You will see a popup window where you can select to show your entire screen. Choose your entire screen and click **Share**.



6. You can now begin your exam.

## When Taking the Exam

You will notice icons at the top left and right of your exam screen:



There is a button on the top left (looks like a grid) which can be used to navigate back to view all 50 questions without leaving your exam. If you skip a question or mark it for later, you will then be able to navigate back to it using this button. You can also use this button to review all the questions at the end of your exam.

The other buttons on the top right are tools for adjusting the text size, marking a distractor as eliminated (when you know a choice is the wrong answer), bookmarking a question for later, a notepad to write any notes for yourself, and (in blue) leaving a feedback comment or issue about a specific question for NAFA.

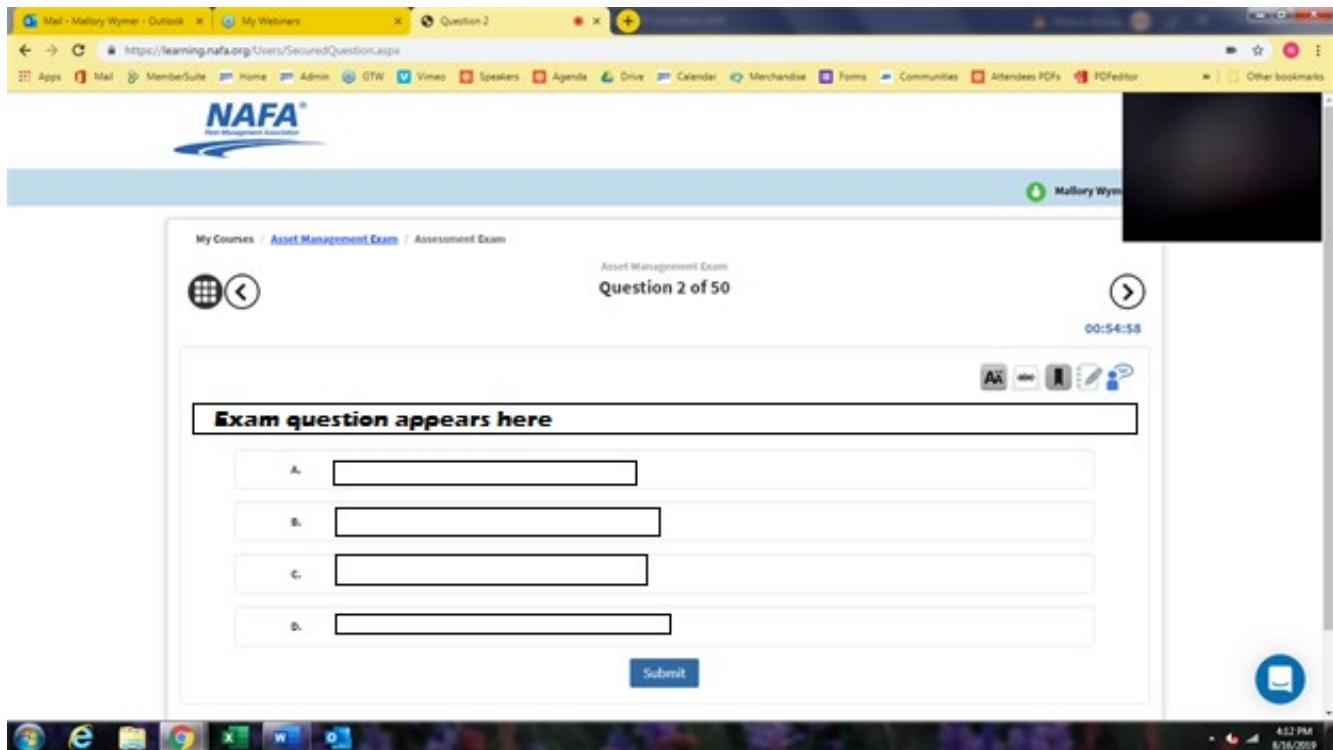
In the top right, you will see how time is remaining to complete the exams. Forward and back buttons can also be used to navigate through the exam questions one at a time.

The user's screen in the upper right can be resized if needed by clicking it once.

A calculator feature is included in the toolbar on the top left. You MUST use this calculator during the exam. Do not use a handheld calculator or your exam may be flagged and nullified. Similarly, use only the Notepad feature inside the exam interface. Do not use a scrap piece of paper for any calculations or notes.

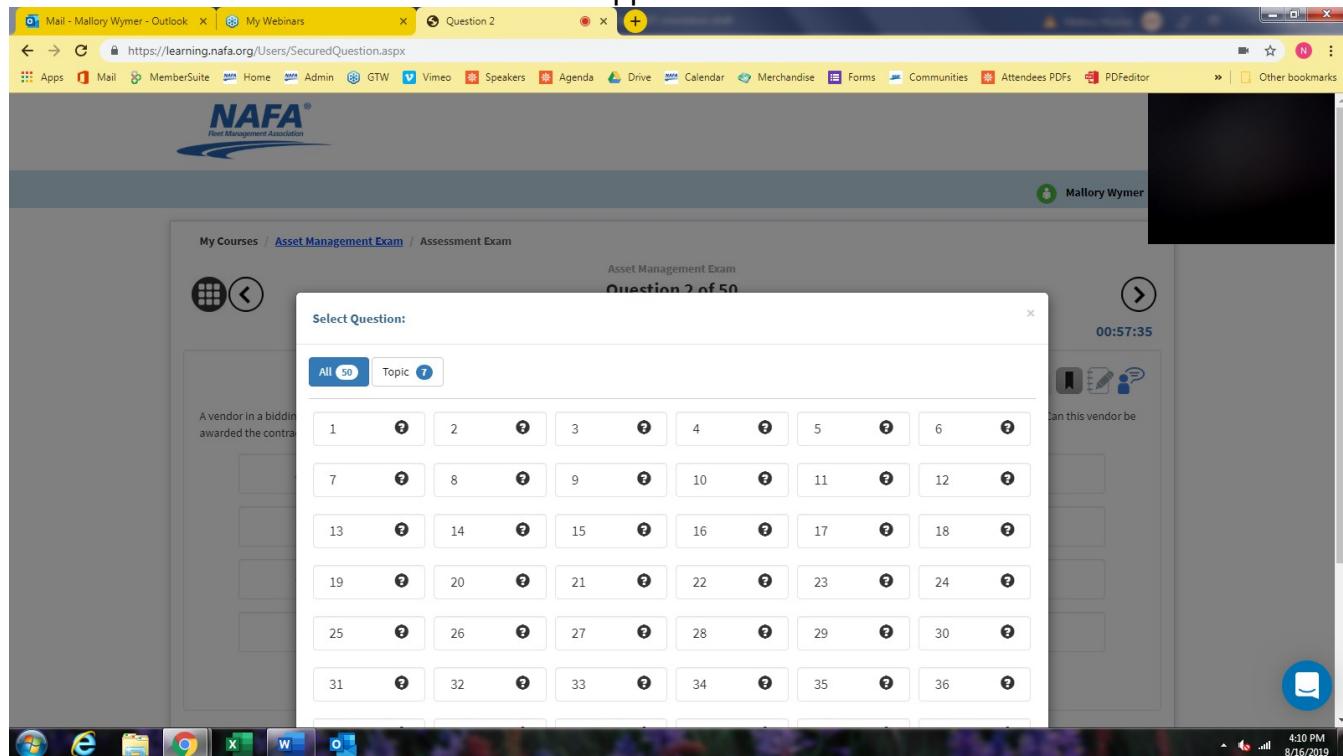
During the exam, you will see a screen at the top right that shows your face. This box can be moved if it is blocking your view of any of the above-mentioned tools.

Below is a screenshot of what to expect the screen to look like during the exam.



A screenshot of a computer screen displaying an exam interface. The top navigation bar shows 'Mail - Mallory Wymer - Outlook' and 'My Webinars'. The main content area is titled 'Asset Management Exam' and 'Question 2 of 50'. A large text box is labeled 'Exam question appears here'. Below it are four answer boxes labeled A, B, C, and D. A 'Submit' button is at the bottom. The top right corner shows a timer at '00:54:58'. The bottom of the screen shows a taskbar with various icons and the date '8/16/2019'.

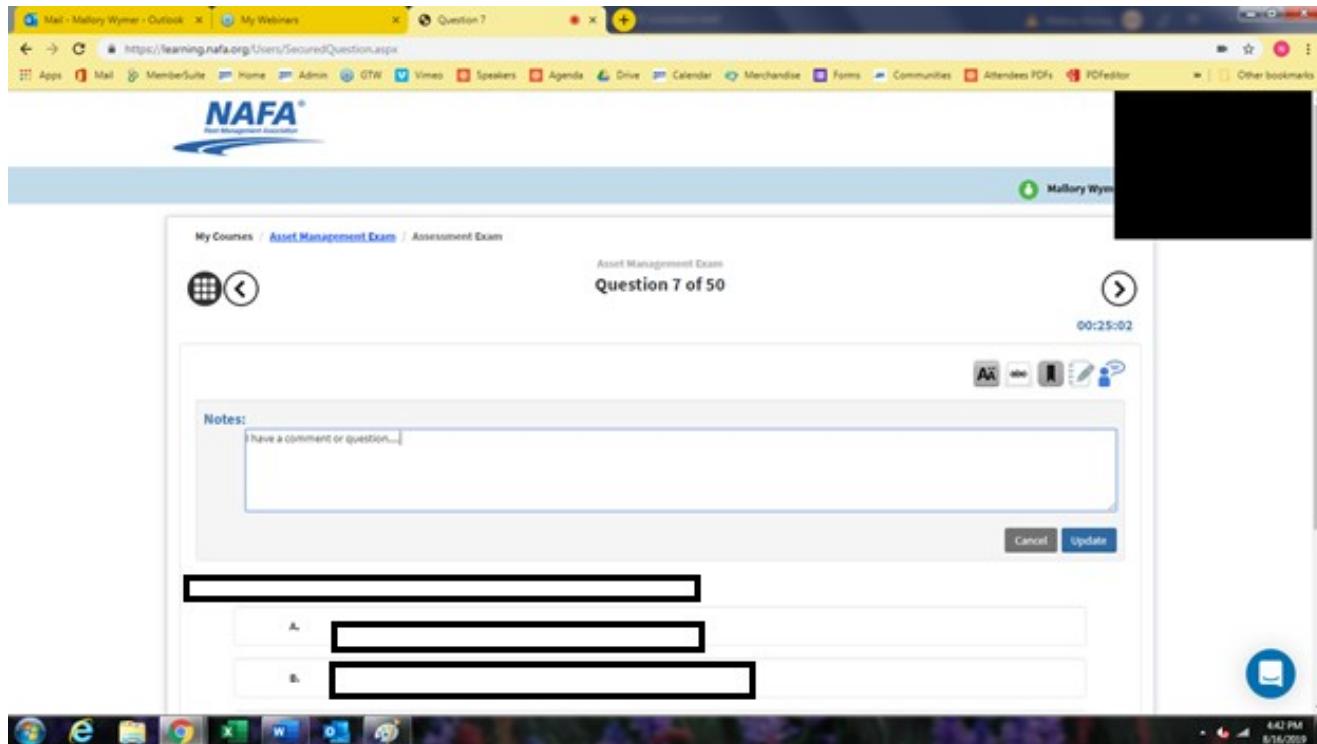
After you have selected the grid icon on the left to navigate the exam questions, the screenshot below shows how that will appear:



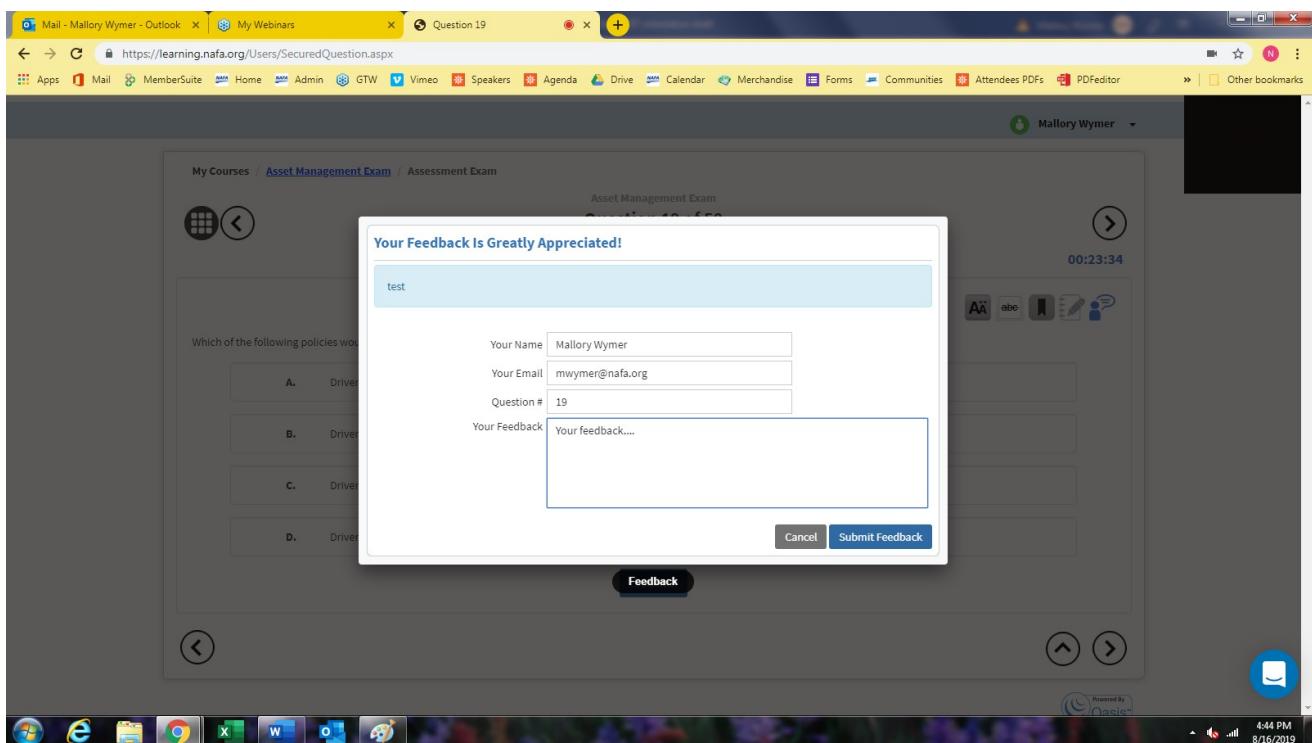
A screenshot of a computer screen displaying a 'Select Question' grid. The top navigation bar is identical to the previous screenshot. A modal window titled 'Select Question:' is open, showing a grid of 36 numbered boxes (1-36) each containing a question mark icon. Above the grid are two buttons: 'All 50' and 'Topic 7'. To the right of the grid, a question is partially visible: 'Can this vendor be...'. The bottom of the screen shows a taskbar with various icons and the date '8/16/2019'.

You can use the icon shaped like a pencil and paper on the top right to write any notes for yourself while you are taking the exam.

If you have questions or concerns related to the exam or a particular question, please use the FEEDBACK ICON. These comments will be forwarded directly to NAFA.



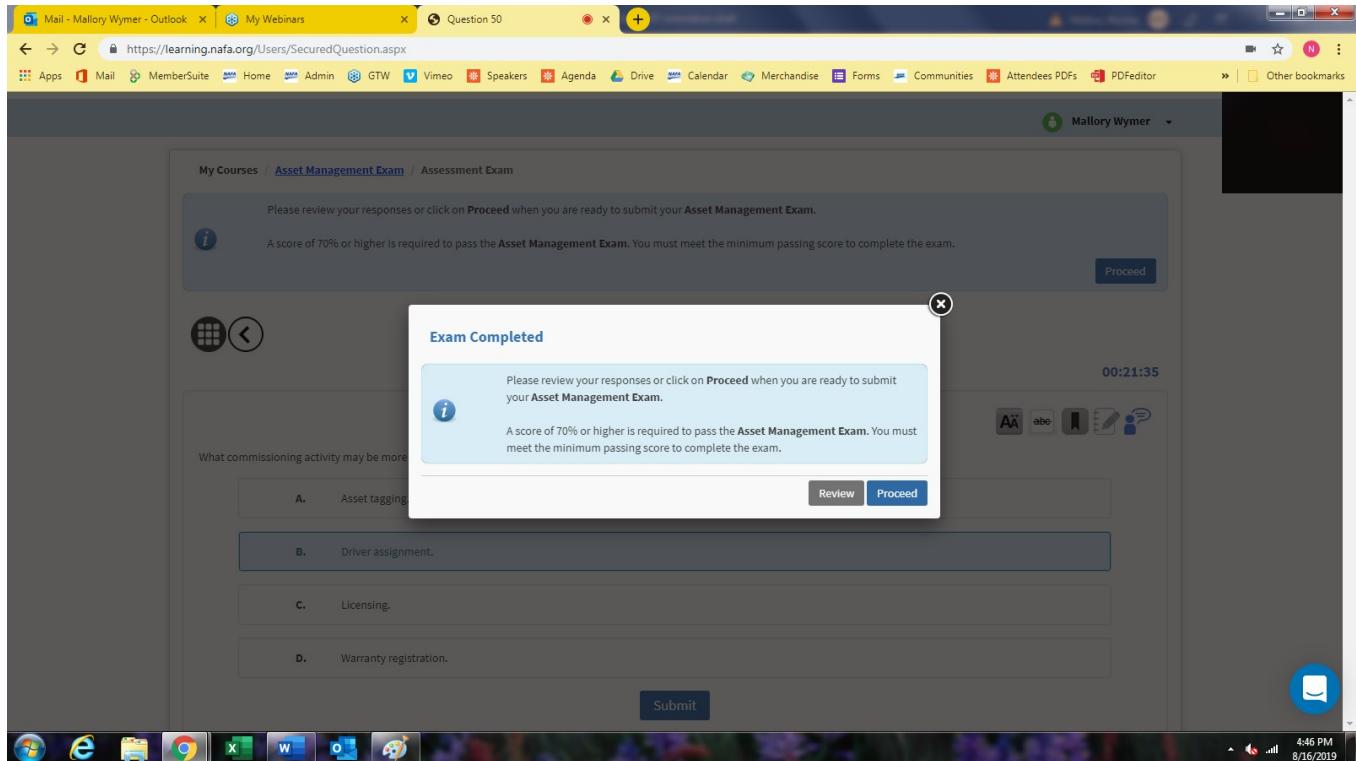
The screenshot shows a computer screen with a web browser open to the NAFA Learning platform. The page is titled 'Asset Management Exam' and shows 'Question 7 of 50'. A 'Notes' section is visible, containing a text input field with the placeholder 'I have a comment or question....'. Below this is a toolbar with icons for text, bold, italic, underline, and a pencil-and-paper icon. A large black rectangular redaction box covers the question text area. The feedback icon, a pencil and paper, is located in the top right corner of the question area. The browser's address bar shows the URL <https://learning.nafa.org/Users/SecuredQuestion.aspx>. The taskbar at the bottom of the screen shows various application icons.



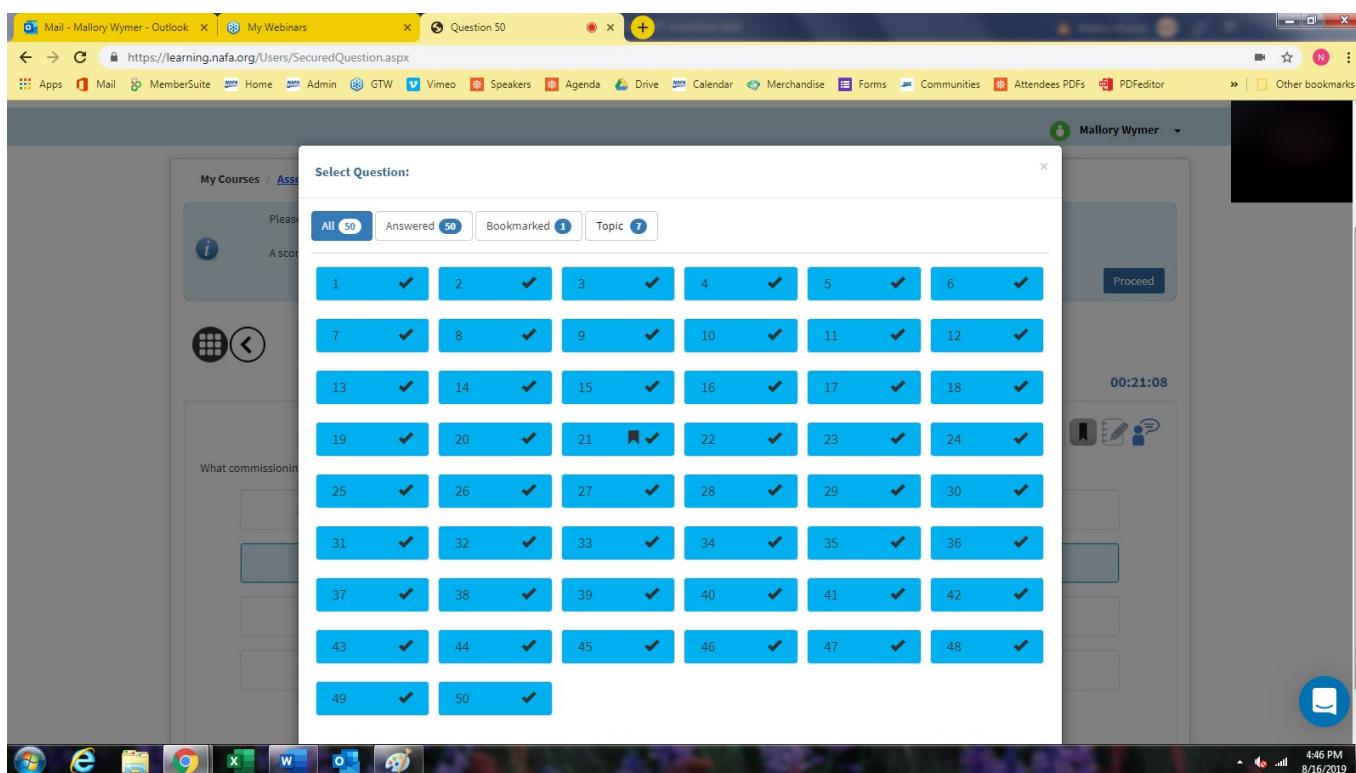
The screenshot shows a computer screen with a web browser open to the NAFA Learning platform. The page is titled 'Asset Management Exam' and shows 'Question 19 of 50'. A feedback dialog box is open, titled 'Your Feedback Is Greatly Appreciated!'. It contains a text input field with the placeholder 'test'. Below this are fields for 'Your Name' (Mallory Wymer), 'Your Email' (mwymer@nafa.org), and 'Question #' (19). A larger text input field is labeled 'Your Feedback....'. At the bottom of the dialog are 'Cancel' and 'Submit Feedback' buttons. The background shows the same exam interface as the previous screenshot, with a large redaction box covering the question text. The feedback icon is also present in the top right corner. The browser's address bar shows the URL <https://learning.nafa.org/Users/SecuredQuestion.aspx>. The taskbar at the bottom of the screen shows various application icons.

# Review and Submit Your Exam

Once you have completed your exam (if you still have remaining time), you can choose to **Review** your answers or **Proceed**.

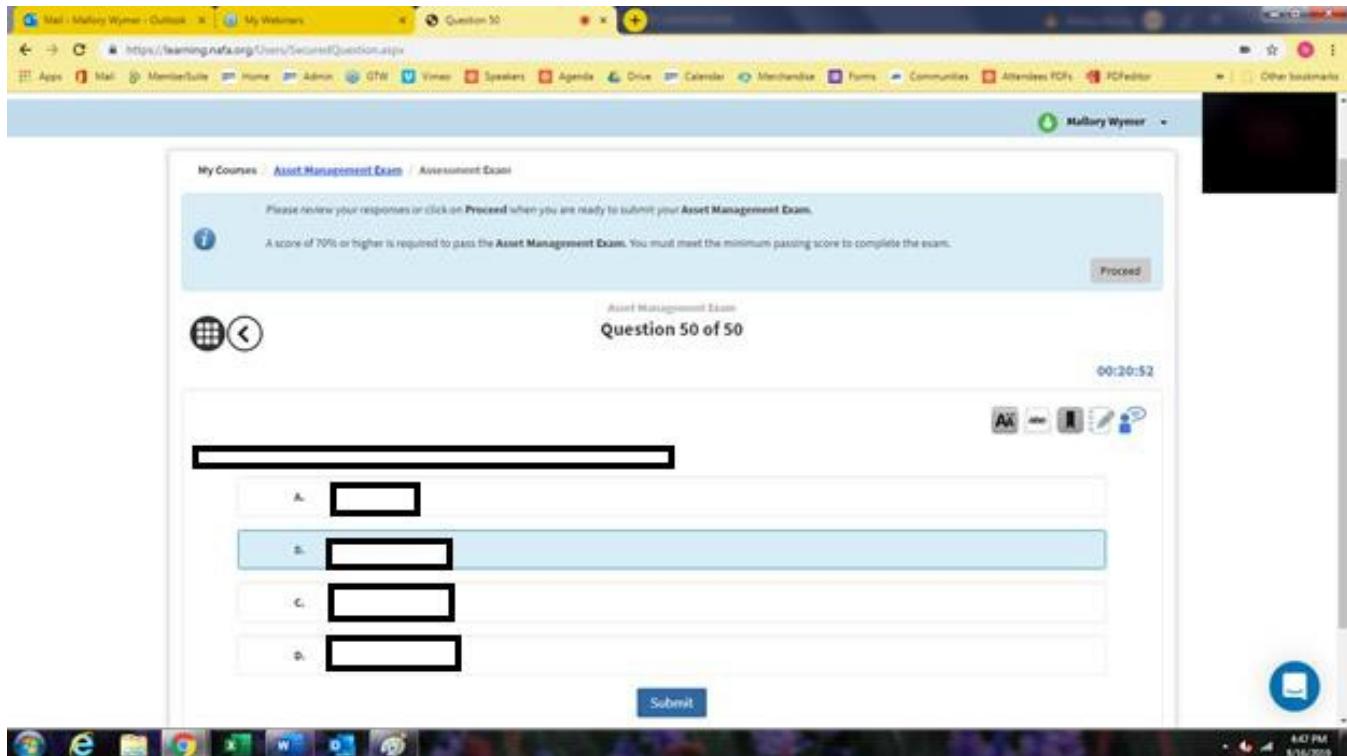


The screenshot shows a web browser window for 'learning.nafa.org' with a user profile 'Mallory Wymer'. The main content area displays an 'Assessment Exam' for 'Asset Management'. A modal window titled 'Exam Completed' is centered, containing instructions to review responses or click 'Proceed'. The background shows a list of questions with radio button options A, B, C, and D. The bottom right of the screen shows a system tray with icons for Mail, Internet Explorer, Google Chrome, Microsoft Word, Microsoft Excel, and Microsoft Paint, along with a date and time stamp of 4:46 PM 8/16/2019.



The screenshot shows a 'Select Question' overlay window with a grid of 50 numbered buttons (1-50). Each button contains a checkmark, indicating a selected answer. The overlay has tabs for 'All 50', 'Answered 50', 'Bookmarked 1', and 'Topic 7'. The background shows the same 'Asset Management Exam' interface as the previous screenshot. The system tray at the bottom right shows the same icons and date/time stamp as the first screenshot.

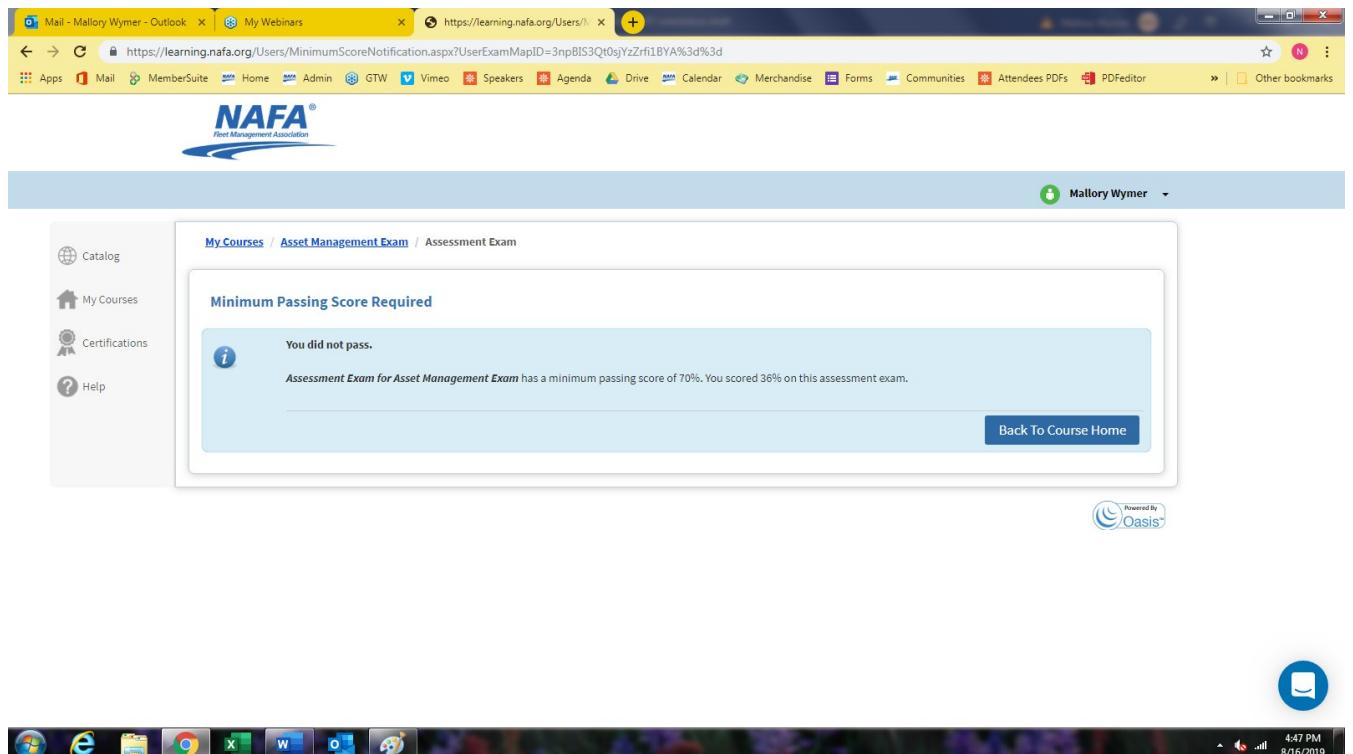
**\*\*NOTE! Review will keep you in the exam. Proceed will end your exam and submit it.**



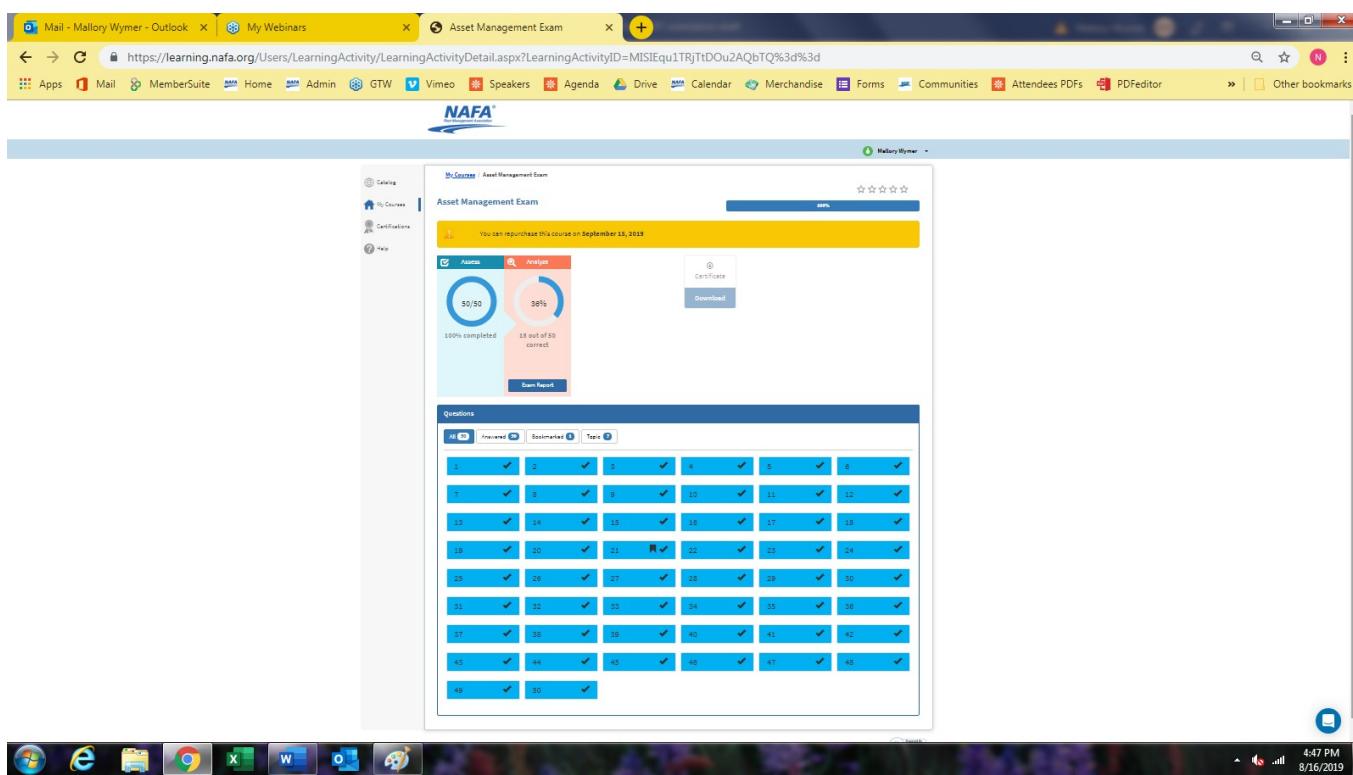
The screenshot shows a web browser window with a blue header bar. The header bar includes a back/forward button, a search bar with the URL 'https://learning.nfca.org/Users/Document/Question.aspx', and a tab labeled 'Question 50'. Below the header is a navigation bar with various icons and text: 'Apps', 'Mail', 'MemberSuite', 'Home', 'Advise', 'GTW', 'Viewers', 'Speakers', 'Agenda', 'Drive', 'Calendar', 'Merchandise', 'Forms', 'Communities', 'Attendees PDF', 'ICFEditor', and 'Other Bookmarks'. The main content area has a light blue header with the text 'My Courses' and 'Asset Management Exam'. Below this is a message: 'Please review your responses or click on **Proceed** when you are ready to submit your Asset Management Exam. A score of 70% or higher is required to pass the Asset Management Exam. You must meet the minimum passing score to complete the exam.' A 'Proceed' button is in the bottom right of this message box. The main content area is titled 'Asset Management Exam' and 'Question 50 of 50'. It shows a progress bar at the top. Below the progress bar is a list of four options (a, b, c, d) each with a rectangular input field. The 'b' option is highlighted with a light blue background. At the bottom is a 'Submit' button. The bottom of the screen shows a Windows taskbar with icons for Start, Internet Explorer, File Explorer, Google Chrome, Word, Excel, and others, along with a system tray showing the date and time.

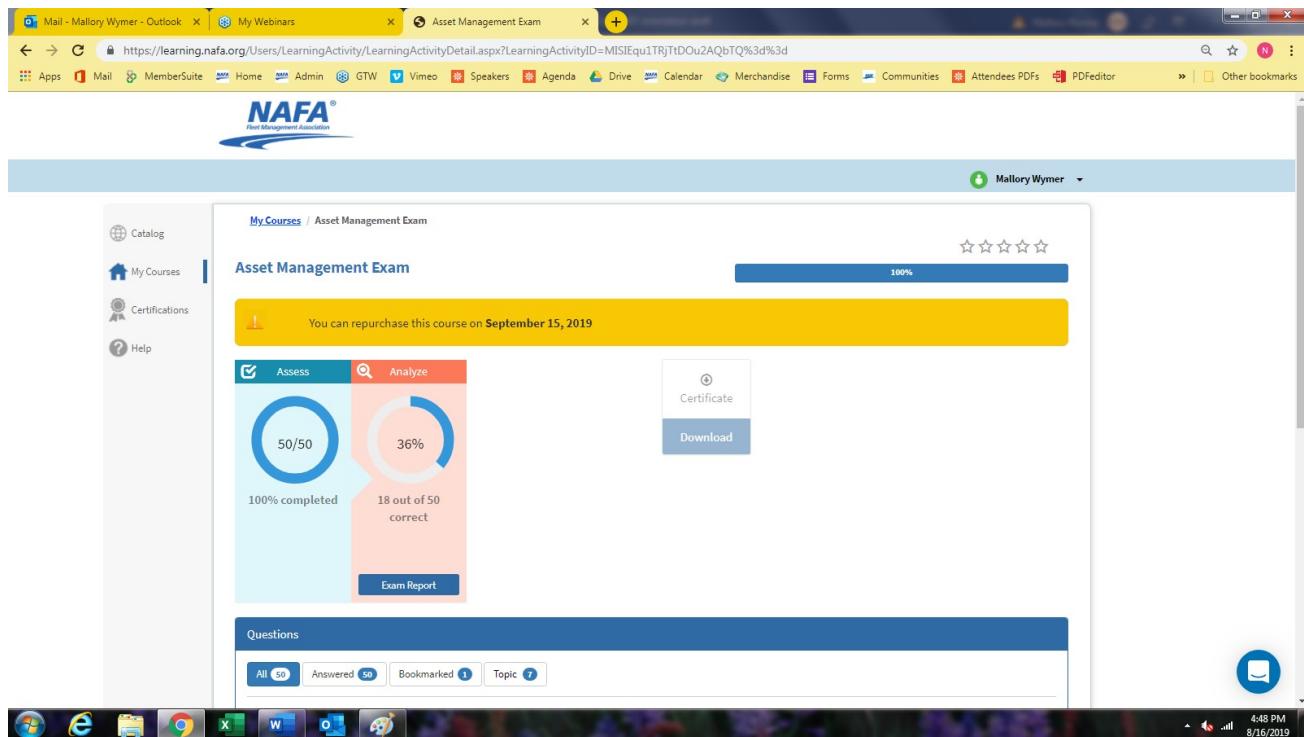
Once submitted, you will receive an immediate notification of whether or not you passed. You will not be able to find out which specific questions were answered incorrectly. All results are communicated in writing via a diagnostic that lists the number of correct questions overall and by subdiscipline. The pass mark is 70%.

Click on the **Back to Course Home** button for your report.



If you passed, there will be a screen where you could download a certificate if you passed your exam. You will also have access to view a Diagnostic Report which details how you did on each section of the exam. You can also email this report.





My Courses / Asset Management Exam

Asset Management Exam

You can repurchase this course on **September 15, 2019**

100%

Assess Analyze

50/50 36%

100% completed 18 out of 50 correct

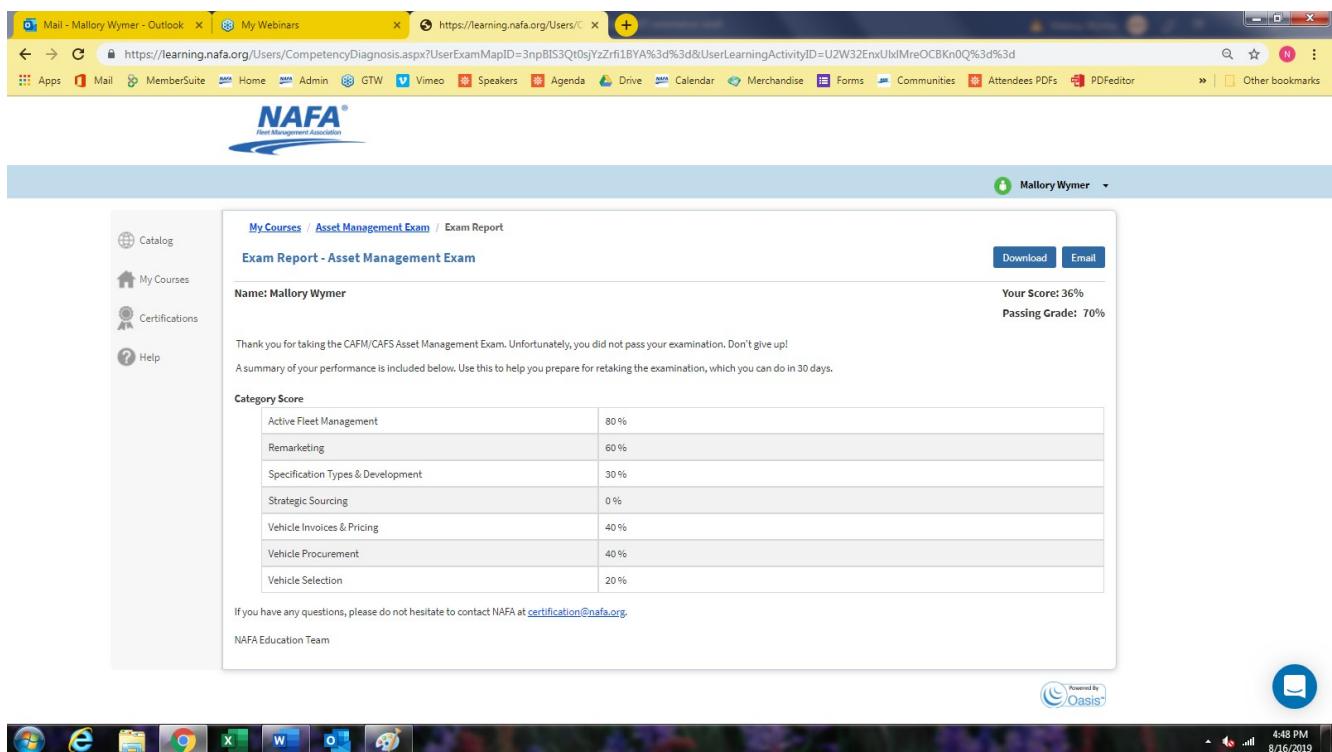
Exam Report

Certificate Download

Questions

All 50 Answered 50 Bookmarked 1 Topic 7

4:48 PM 8/16/2019



My Courses / Asset Management Exam / Exam Report

Exam Report - Asset Management Exam

Name: Mallory Wymer

Your Score: 36%  
Passing Grade: 70%

Thank you for taking the CAFM/CAFS Asset Management Exam. Unfortunately, you did not pass your examination. Don't give up!

A summary of your performance is included below. Use this to help you prepare for retaking the examination, which you can do in 30 days.

Category Score

Active Fleet Management	80 %
Remarketing	60 %
Specification Types & Development	30 %
Strategic Sourcing	0 %
Vehicle Invoices & Pricing	40 %
Vehicle Procurement	40 %
Vehicle Selection	20 %

If you have any questions, please do not hesitate to contact NAFA at [certification@nafa.org](mailto:certification@nafa.org).

NAFA Education Team

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4:48 PM 8/16/2019

If you do not pass the exam, you will need to wait thirty days before retaking the test.

Good luck on your exam. If you have any questions, please email [certification@nafa.org](mailto:certification@nafa.org).