



# ASSESSMENT CENTER USER GUIDE

Revision: E

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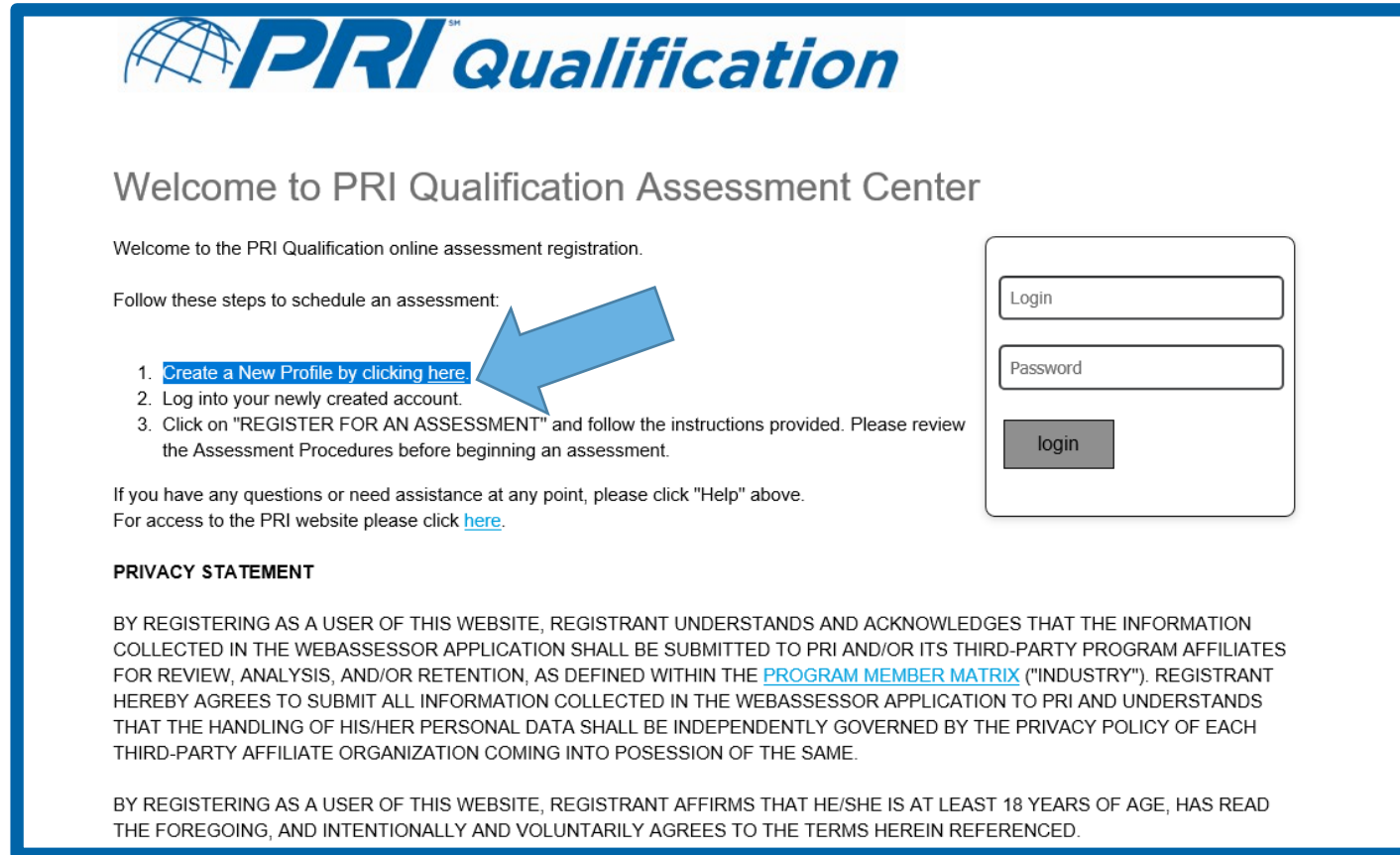
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# CREATING A PROFILE

Please [click here](#) to access the PRI Qualification Assessment Website.

- If you are new to the assessment website, please click on **“Create New Profile”**





## Welcome to PRI Qualification Assessment Center

Welcome to the PRI Qualification online assessment registration.

Follow these steps to schedule an assessment:

1. [Create a New Profile by clicking here](#)
2. Log into your newly created account.
3. Click on "REGISTER FOR AN ASSESSMENT" and follow the instructions provided. Please review the Assessment Procedures before beginning an assessment.

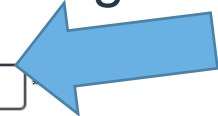
If you have any questions or need assistance at any point, please click "Help" above.  
For access to the PRI website please click [here](#).

**PRIVACY STATEMENT**

BY REGISTERING AS A USER OF THIS WEBSITE, REGISTRANT UNDERSTANDS AND ACKNOWLEDGES THAT THE INFORMATION COLLECTED IN THE WEBASSESSOR APPLICATION SHALL BE SUBMITTED TO PRI AND/OR ITS THIRD-PARTY PROGRAM AFFILIATES FOR REVIEW, ANALYSIS, AND/OR RETENTION, AS DEFINED WITHIN THE [PROGRAM MEMBER MATRIX](#) ("INDUSTRY"). REGISTRANT HEREBY AGREES TO SUBMIT ALL INFORMATION COLLECTED IN THE WEBASSESSOR APPLICATION TO PRI AND UNDERSTANDS THAT THE HANDLING OF HIS/HER PERSONAL DATA SHALL BE INDEPENDENTLY GOVERNED BY THE PRIVACY POLICY OF EACH THIRD-PARTY AFFILIATE ORGANIZATION COMING INTO POSSESSION OF THE SAME.

BY REGISTERING AS A USER OF THIS WEBSITE, REGISTRANT AFFIRMS THAT HE/SHE IS AT LEAST 18 YEARS OF AGE, HAS READ THE FOREGOING, AND INTENTIONALLY AND VOLUNTARILY AGREES TO THE TERMS HEREIN REFERENCED.

- We suggest **NOT** using your email address as a Username in case of potential employment changes or maintaining linkage with assessment records. Please review any Company specific registration instructions regarding Usernames.

Username:    
 Must be an email address or alphanumeric characters.

Password:  \*  
 The password must be at least 8 characters long and contain at least one uppercase character, one lowercase character, one digit, and one special character: !@#\$%^&\*(){} (e.g., "johnSmith6\$")

Re-Enter Password:  \*

Legal First Name:  \*

Legal Last Name:  \*

Email Address:  \*

Primary Phone:

Address Line 1:  \*

Address Line 2:

City:  \*

Province/State:  \*

Postal Code:  \*

Country:  \*


Client Specific Fields:


Company name:  \*

Are you registering in support of Honeywell requirements?  \*

Do you agree to share user & test results with your employer?  \*

Who is paying for your eQualified qualification?  \*

eQualified may contact you occasionally with information about the program, our events and other news because we think there is a mutual legitimate interest in sending/receiving it. Please select one.  \* 

Did you read and agree to the eQualified Terms and Conditions above?  \* 

Save Cancel

# FORGOTTEN PASSWORD?

- Click on the **“Forgot Password”** tab at the top of the page
- Enter your Username
- An email will be sent with a link to reset your password
  - **Note: This link will only work once and expires after 24 hours**
- Please contact [PRIQualification@p-r-i.org](mailto:PRIQualification@p-r-i.org) if you don't receive an email after 15 minutes or if you do not know your Username



Home | **Forgot Password** | Help | Create New Profile

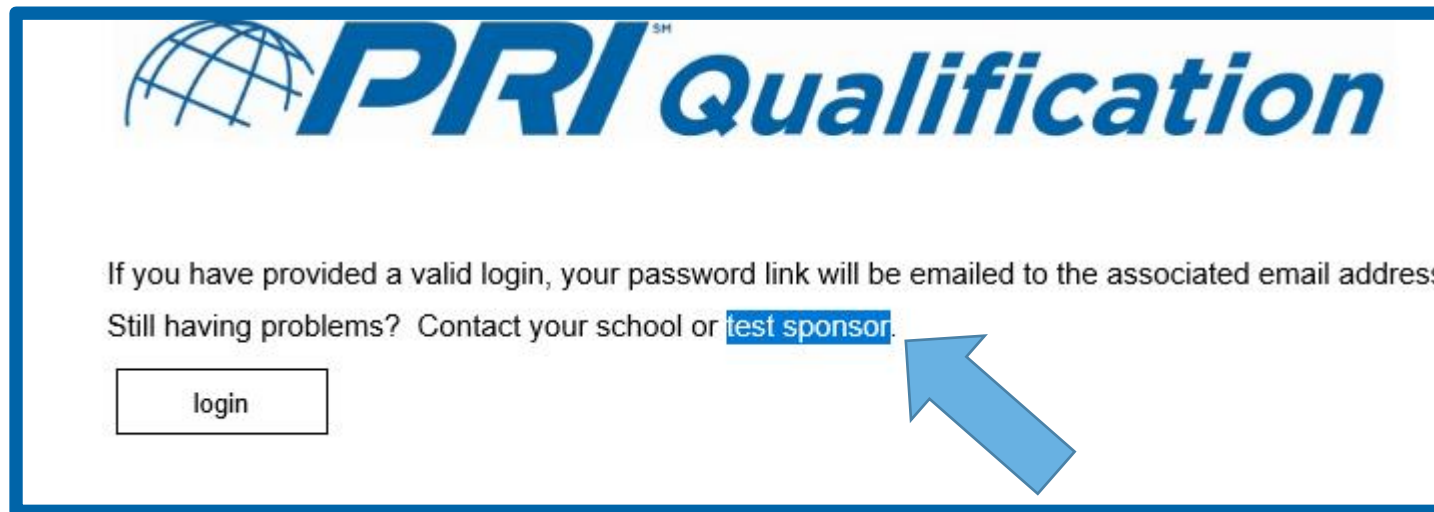


**Forgot Password**

Enter your login in the field below to receive your password.

Username:

- The test sponsor is PRI
- Contact us at [PRIQualification@p-r-i.org](mailto:PRIQualification@p-r-i.org) for assistance






# REGISTERING FOR AN ASSESSMENT



- Click on “**Register for Assessment**”
- You will be taken to the Assessment catalog

[Pay For Assessments](#) [Edit Profile](#) | [Change Password](#) [Help](#) [Log Out](#)

Welcome, [Test Profile](#)



[HOME](#) [MY ASSESSMENTS](#) [REGISTER FOR AN ASSESSMENT](#) [RECEIPTS](#) [COMPANY](#) [CERTIFICATIONS](#)

When you register for an assessment, you have two delivery options:

- [Unproctored](#)  
Can be taken anytime/anywhere without scheduling an appointment.
- [Online proctored](#)  
At your own location (home or at work).

**Note: If you fail to appear for your scheduled appointment and do not provide Performance Review Institute with an acceptable reason, you will be charged for your next assessment.**

- There are three company specific exam sections to chose from. Click the plus sign next to the applicable catalog and it will expand.
  - PRI Qualification Industry-Managed Assessments
  - Honeywell SCA Exams
  - Sikorsky NDT Exams

+ Honeywell Welding Exams					
+ Sikorsky NDT Exams					
- eQualified CP Etch Planner Exams					
PR000213 EXAM 1 Etch Planner Nital/Temper	BoK Reference: PD6103CPBoK-003/PL-2 Etch & Etch Inspector Planner Retake Policy :	PR000213	Unproctored	USD 300.00	Select
PR000236 EXAM 2 Etch Planner Blue Etch Anodize	BoK Reference: PD6103CPBoK-003/PL-2 Etch and Etch Inspector Planner Retake Policy :	PR000236	Unproctored	USD 300.00	Select
PR000237 EXAM 3 Etch Planner Nital/Temper & Blue	BoK Reference: PD6103CPBoK-003/PL-2 Etch & Etch Inspector Planner Retake Policy :	PR000237	Unproctored	USD 300.00	Select

# HONEYWELL SCA ASSESSMENTS

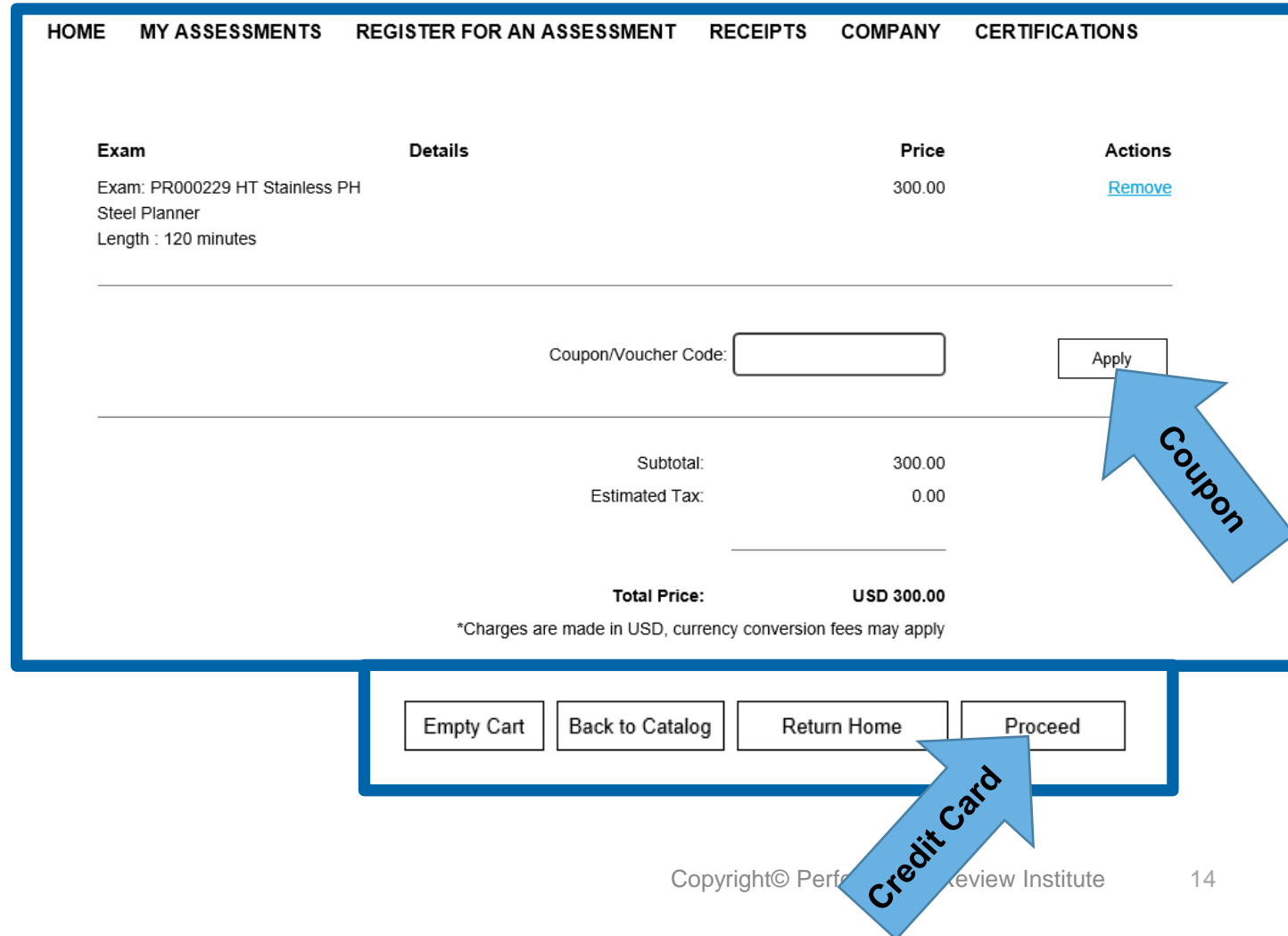
- If you are taking an exam to fulfill Honeywell SCA requirements, please confirm the assessment(s) required for your role by:
  - Consulting the Honeywell APSL
- **OR**
- Contacting the Honeywell Certifying Agent
  - Email: [Certifying.agent@Honeywell.com](mailto:Certifying.agent@Honeywell.com)
- PRI Qualification is unable to advise test takers of what exams are required

# PAYING FOR AN ASSESSMENT



# PAYING FOR AN ASSESSMENT

- There are two payment options on the PRI Qualification Assessment website:
  - **Credit Card**
    - Click on **“Proceed”**
    - See slide 15
  - **Company Purchase Order (PO)**
    - Click on **“Apply”**
    - See slides 16-18



HOME MY ASSESSMENTS REGISTER FOR AN ASSESSMENT RECEIPTS COMPANY CERTIFICATIONS

Exam	Details	Price	Actions
Exam: PR000229 HT Stainless PH Steel Planner	Length : 120 minutes	300.00	<a href="#">Remove</a>

---

Coupon/Voucher Code:

---

Subtotal: 300.00  
Estimated Tax: 0.00

---

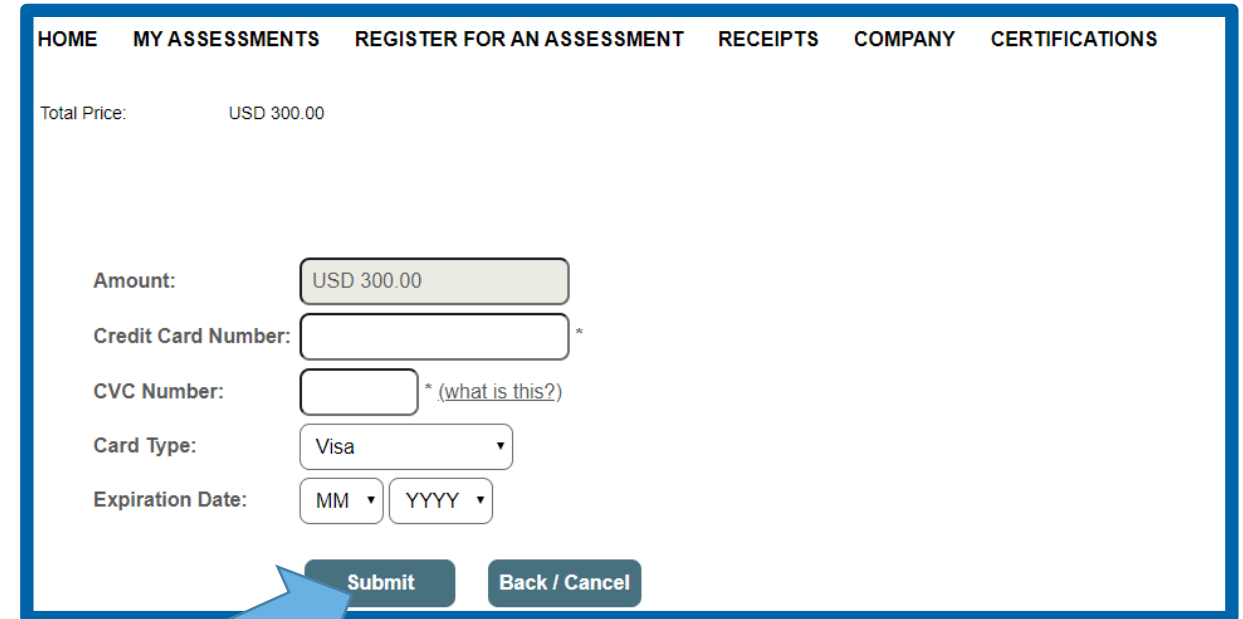
**Total Price: USD 300.00**

\*Charges are made in USD, currency conversion fees may apply

Empty Cart Back to Catalog Return Home **Proceed**

# PAYING WITH A CREDIT CARD

- Enter the credit card information and click **“Submit”** to complete the purchase
- Accepted Cards:
  - Visa
  - Mastercard
  - American Express
  - Discover
- You will receive an email purchase confirmation to the address associated with your account



The screenshot shows a web interface for payment. At the top, there is a navigation bar with links: HOME, MY ASSESSMENTS, REGISTER FOR AN ASSESSMENT, RECEIPTS, COMPANY, and CERTIFICATIONS. Below the navigation bar, the total price is displayed as "Total Price: USD 300.00". The payment form contains the following fields:

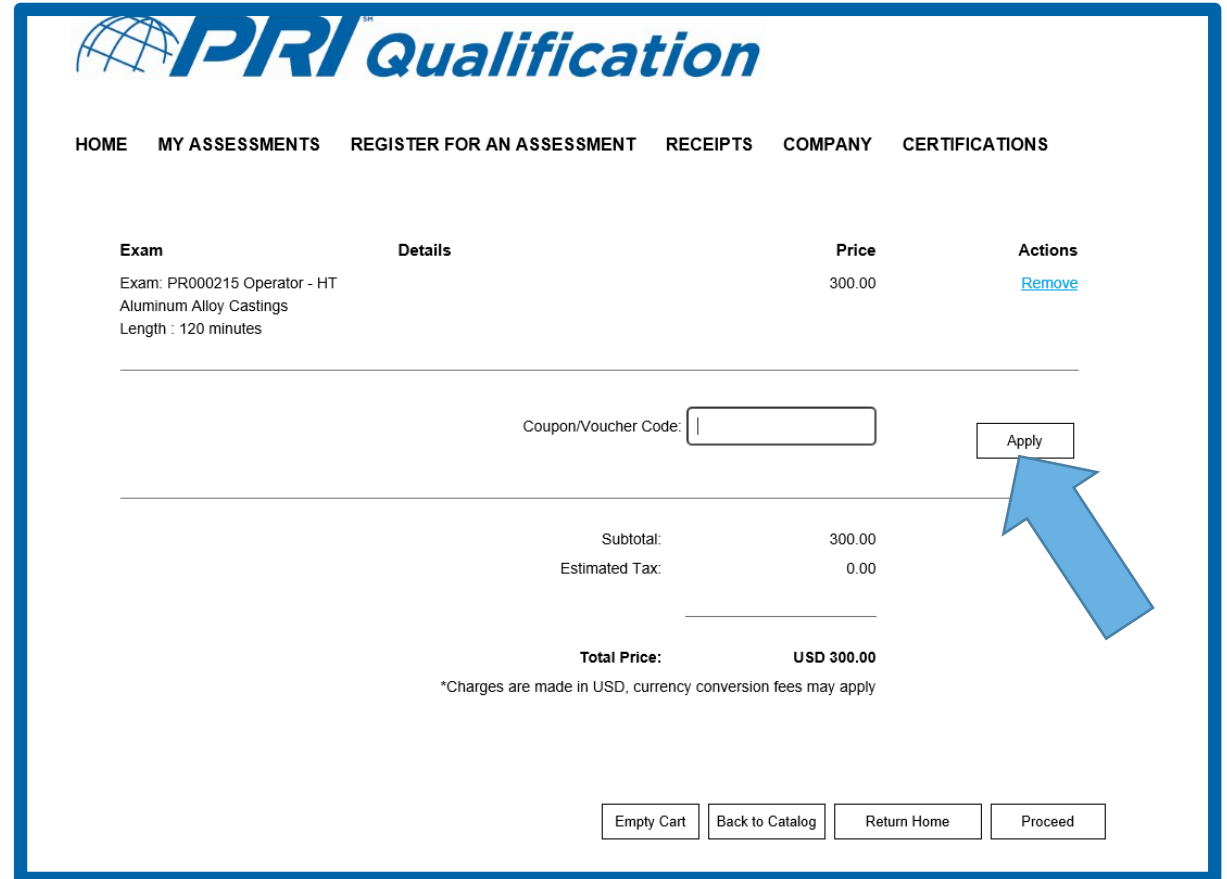
- Amount: A text box containing "USD 300.00".
- Credit Card Number: A text box with an asterisk (\*) to its right.
- CVC Number: A text box with a link "(what is this?)" to its right.
- Card Type: A dropdown menu currently showing "Visa".
- Expiration Date: Two dropdown menus, the first labeled "MM" and the second labeled "YYYY".

At the bottom of the form, there are two buttons: "Submit" and "Back / Cancel". A large blue arrow points to the "Submit" button.

# PAYING WITH A PURCHASE ORDER

*Please note a \$25 administration fee applies for each invoice processed*

- A coupon code is issued to the test taker if paying by company PO
- Enter coupon code in the **“Coupon / Voucher Code”** box and click **“Apply”**
- You will receive an email purchase confirmation to the address associated with your account



The screenshot shows the PRI Qualification website interface. At the top, there is a navigation bar with links: HOME, MY ASSESSMENTS, REGISTER FOR AN ASSESSMENT, RECEIPTS, COMPANY, and CERTIFICATIONS. Below this, a table displays the exam details:

Exam	Details	Price	Actions
Exam: PR000215 Operator - HT Aluminum Alloy Castings Length : 120 minutes		300.00	<a href="#">Remove</a>

Below the table, there is a section for entering a coupon code. It includes a text input field labeled "Coupon/Voucher Code:" and an "Apply" button. A large blue arrow points to the "Apply" button.

Below the coupon code section, the subtotal and estimated tax are displayed:

Subtotal:	300.00
Estimated Tax:	0.00

The total price is shown as **USD 300.00**. A note below states: *\*Charges are made in USD, currency conversion fees may apply*.

At the bottom, there are four buttons: "Empty Cart", "Back to Catalog", "Return Home", and "Proceed".



# COMPANY PURCHASE ORDER REQUIREMENTS

*Please note a \$25 administration fee applies for each invoice processed*

- Companies paying via company purchase order should send the purchase order to [PRIQualification@p-r-i.org](mailto:PRIQualification@p-r-i.org)
- Purchase order **MUST** contain the following or it may not be purchased:
  - Name and username of person taking the assessment
  - Name of assessment(s) being purchased
  - Total amount of the purchase order
  - PO number
  - Accounts Payable contact information for invoice processing:
    - Company Name
    - Company Address
    - Contact Name
    - Email Address
    - Phone Number

## COMPANY PURCHASE ORDER REQUIREMENTS CONT'D

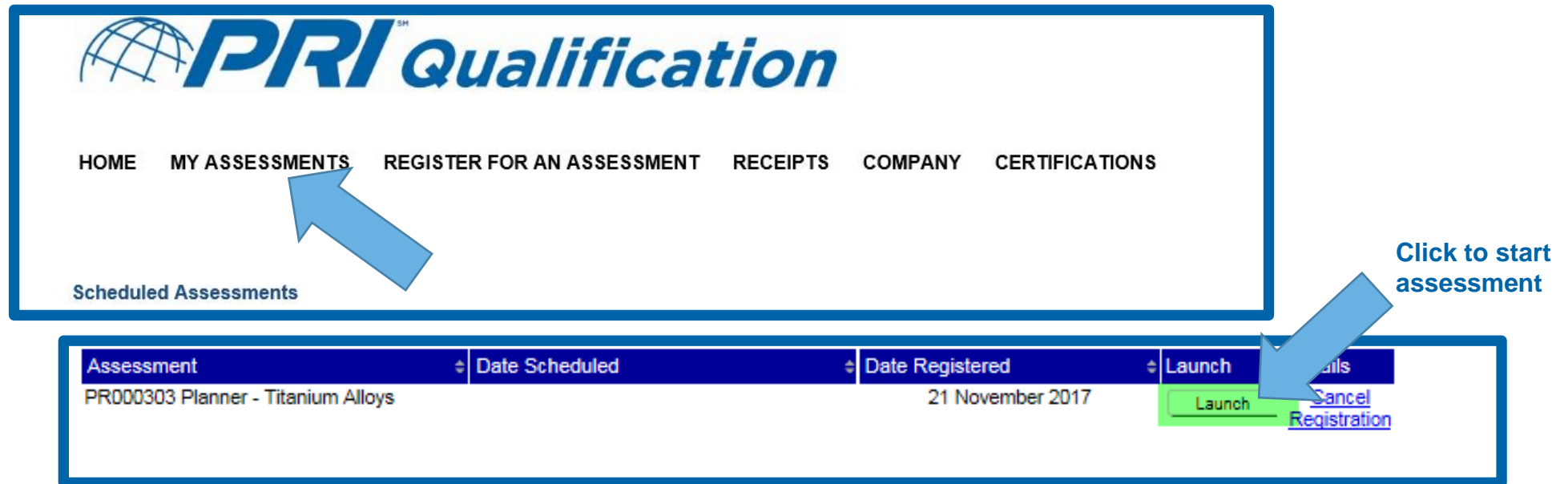
*Please note a \$25 administration fee applies for each invoice processed*

- Once purchase order is received, a coupon code will be distributed to the person who submitted the purchase order. The test taker can then the coupon code as payment when purchasing assessment(s)
- An invoice for payment will be generated and will be submitted to the Accounts Payable contact listed on the PO

# TAKING THE ASSESSMENT

# LAUNCHING THE ASSESSMENT

- Click “**My Assessments**” at the top of the page to access your registrations
- Click “**Launch**” to begin your assessment



The screenshot displays the PRI Qualification website. At the top, the logo is followed by a navigation menu with links: HOME, MY ASSESSMENTS, REGISTER FOR AN ASSESSMENT, RECEIPTS, COMPANY, and CERTIFICATIONS. A blue arrow points to the 'MY ASSESSMENTS' link. Below the menu, the text 'Scheduled Assessments' is visible. A table lists the assessments, with columns for Assessment, Date Scheduled, Date Registered, and Launch. A blue arrow points to the 'Launch' button in the table row for 'PR000303 Planner - Titanium Alloys'.

Assessment	Date Scheduled	Date Registered	Launch
PR000303 Planner - Titanium Alloys		21 November 2017	<a href="#">Launch</a>

# TEST TAKER INSTRUCTIONS

- Review the Test Taker instructions
- Click “**Launch**” to proceed

**PR000303 HT Titanium Alloys Planner**

## Candidate Instructions

Body of Knowledge Reference: PD6103 HT BoK 009/PL-2 Titanium Alloys Planner

**ASSESSMENT TIME:** *You have a TOTAL of 120 minutes to complete this assessment. You can pause the test at any time by closing your browser. The clock stops when you exit the exam and restarts when you begin your exam again. Your answers will be saved as you progress through the exam.*

EDUCATION REQUIREMENTS: A High School Degree, General Educational Development(GED) or Equivalent (12 years) plus 4 years' experience in process family; or a Bachelor of Science or Graduate Degree (12 years plus & 4 year college degree) in chemistry, physics, welding, materials science or engineering technology, plus 2 years' experience in process family.

EXPERIENCE REQUIREMENTS: Process experience must include working in the process, e.g. writing procedures/work instructions, developing process parameters, working as an operator, trouble shooting, and may also include auditing the process.

**PLEASE NOTE: THESE ARE THE MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS. PLEASE REFER TO THE BODY OF KNOWLEDGE FOR SPECIFIC EDUCATION AND EXPERIENCE REQUIREMENTS.**

REFERENCE MATERIAL: You may have reference material available for use during this exam. Please refer to the relevant Body of Knowledge for a list of any material that may be needed. Please go to the following link for Body of Knowledge: <http://www.p-r-i.org/professional-development/qualifications/bodies-of-knowledge/>


SCORING: A score of 80% or higher is required to pass this assessment.

Do not click the “**Submit Exam**” button until you have completed the **entire** Assessment. You will not be able to make changes to your responses once the Assessment has been submitted.

Depending on your Assessment, you may be able to review your responses by clicking the "Review All" button - this button is not available for all Assessments.

Please click the “**Launch**” button to proceed.

**Click to proceed**



Launch

# TEST TAKER AGREEMENT

- Read and agree to the Test Taker agreement to proceed with your assessment

PR000303 HT Titanium Alloys Planner

## Candidate Agreement

The content of any exam is confidential and is protected by trade secret law and other applicable law. It is made available to Examinees solely for the purpose of skill measurement with regard to the topic referenced in the title of the examination. The Examinee is expressly prohibited from disclosing, publishing, reproducing, summarizing, paraphrasing, or transmitting this examination in whole for or in part, in any form or by any means, verbal or written, electronic or mechanical for any purpose, without the prior express written permission of PRI.

Have you reviewed the information in the applicable Body of Knowledge?

Do you have the reference material referred to in the Body of Knowledge available to you while taking this open book examination?

☒ I agree ☐ I do not agree

Click next to proceed

Next

# STARTING AND STOPPING THE ASSESSMENT

- Assessment Time Limits Vary:

- The time limit for each assessment is defined within the Test Taker instructions and varies by company or by industry-managed assessment

- Assessments Can Be Paused:

- The assessment can be stopped and then re-started at any time and total assessment time is cumulative. Log out of your account and close your web browser to stop the assessment.

- Important Information:

- Answers are saved as you progress through the assessment
- Do not click “**Submit Exam**” until you are ready to submit your assessment for scoring

# ASSESSMENT SCREEN VISUAL

# of Questions

PR000303 HT Titanium Alloys Planner

Time Remaining: 1:59:45
Clock shows time remaining

2 of 68.
A part or piece count discrepancy is found. Under which condition is acceptable to continue to the next operation?

A. ☐ When the discrepancy is dispositioned as scrap  
B. ☐ When then discrepancy is dispositioned as a test piece(s).  
C. ☐ When the discrepancy is dispositioned and approved to progress to the next operation through material analysis  
D. ☐ Any of the above are acceptable conditions to continue

☐ Mark this item for later review.
Check this box if you want to come back to the question later

Comments:

< Back

Next >

Review All

Submit Exam



# LEAVING ASSESSMENT FEEDBACK

- **PRI Qualification welcomes your feedback on assessment questions**
  - Use the “comments” feature to leave feedback on specific questions during the assessment
    - If commenting on a specific answer choice, please write out full text of answer choice rather than “Answer A”, “Answer B” etc.

PR000303 HT Titanium Alloys Planner

Time Remaining: 1:59:45

**2 of 68.** A part or piece count discrepancy is found. Under which condition is acceptable to continue to the next operation?

A. ☐ When the discrepancy is dispositioned as scrap

B. ☐ When then discrepancy is dispositioned as a test piece(s).

C. ☐ When the discrepancy is dispositioned and approved to progress to the next operation through material analysis

D. ☐ Any of the above are acceptable conditions to continue

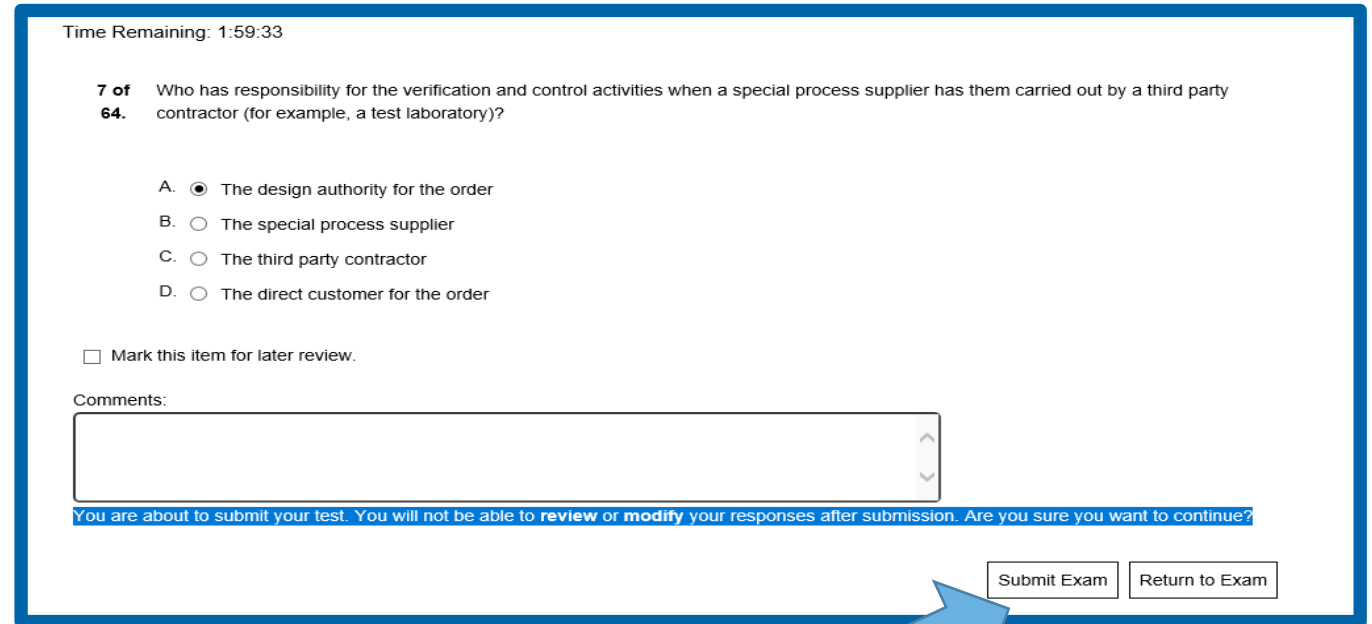
☐ Mark this item for later review.

Comments:

**Enter question feedback here.**

# SUBMITTING YOUR ASSESSMENT

- Only click **“Submit Exam”** if you have completed the assessment
  - You will not be able to change any answer choices or check your work after submitting the assessment
- A warning message will keep you from submitting your assessment by mistake.

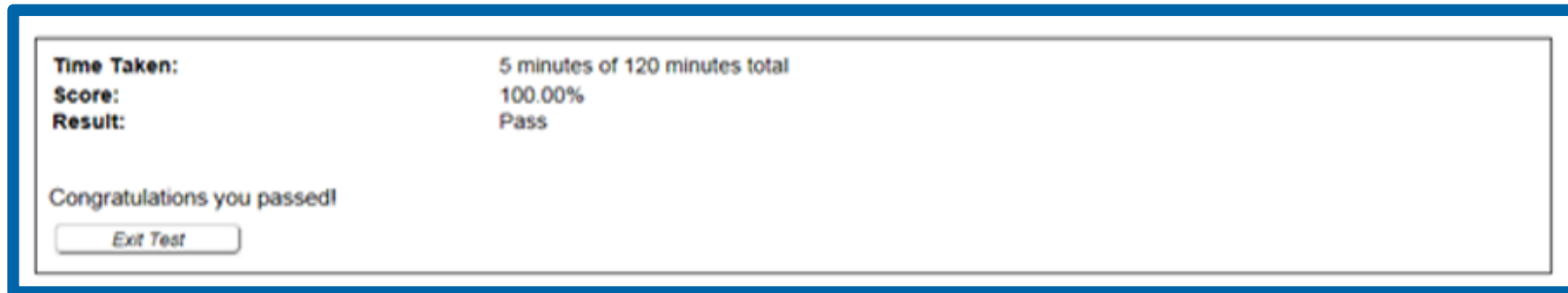


The screenshot shows a digital assessment interface. At the top, it says 'Time Remaining: 1:59:33'. Below that, a question is displayed: '7 of 64. Who has responsibility for the verification and control activities when a special process supplier has them carried out by a third party contractor (for example, a test laboratory)?'. There are four multiple-choice options: A. The design authority for the order (selected with a radio button), B. The special process supplier, C. The third party contractor, and D. The direct customer for the order. Below the options is a checkbox labeled 'Mark this item for later review.' and a text area for 'Comments:'. At the bottom of the interface, a blue warning banner reads: 'You are about to submit your test. You will not be able to review or modify your responses after submission. Are you sure you want to continue?'. Below the banner are two buttons: 'Submit Exam' and 'Return to Exam'. A large blue arrow points from the bottom right towards the 'Submit Exam' button.

# AFTER TAKING THE ASSESSMENT

# ASSESSMENT SCORING

- **PRI Qualification assessments are scored automatically once submitted**
  - After you submit your assessment, a pass or fail message will be shown along with your score
  - Minimum passing score for each assessment is 80%

A screenshot of a test results window with a blue border. It displays the following information:

Time Taken:	5 minutes of 120 minutes total
Score:	100.00%
Result:	Pass

Congratulations you passed!

[Exit Test](#)

# ASSESSMENT FAILURE & RE-TAKE GUIDELINES

- If 80% is not achieved the first time, you must wait 30 days before you can re-purchase and re-take the assessment
- If 80% is not achieved the second time, you must wait 90 days before you can re-purchase and re-take the assessment
- If 80% is not achieved the third time, you must wait 365 days (1 year) before you can re-purchase and re-take the assessment

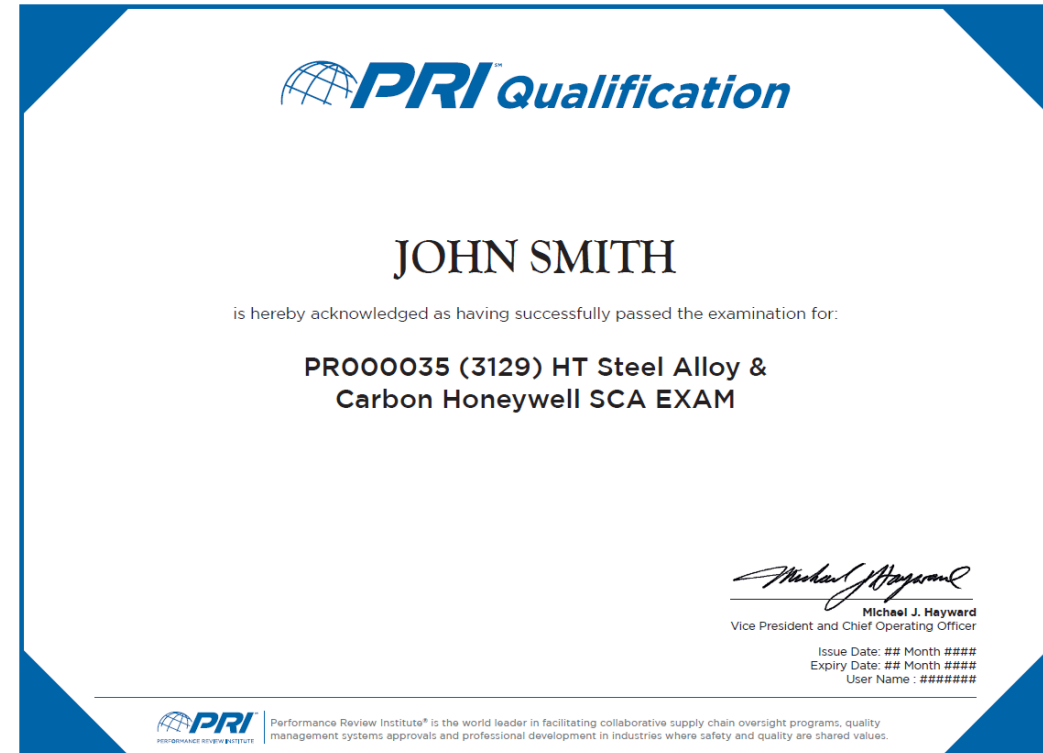
<b>Time Taken:</b>	0 minutes of 120 minutes total
<b>Score:</b>	0.00%
<b>Result:</b>	Fail

Sorry you did not pass. You have received a score less than the acceptable score noted at the beginning of the test. You must wait 30 days before retesting. If failed a second time, you must wait 90 days and if failed a third time, you must wait 365 days before retesting.

[Exit Test](#)

# PRI QUALIFICATION CERTIFICATE OF QUALIFICATION

- You will receive a PRI Qualification Certificate of Qualification if you pass your assessment
- The certificate will be sent as an email PDF attachment
- The certificate can be printed at your convenience and regenerated at any time from your user account



## ASSESSMENT APPEALS PROCESS

- If you disagree with your score on a PRI Qualification Industry-Managed Assessment, you have the right to file an appeal.
  - Submit a written appeals request and your reasoning to [PRIQualification@p-r-i.org](mailto:PRIQualification@p-r-i.org) within 10 days of completing your assessment
    - PRI Qualification retains the right to deny any appeal submitted more than 10 days following the completion of the assessment
- If you disagree with your score on a Honeywell SCA Assessment, please contact [PRIQualification@p-r-i.org](mailto:PRIQualification@p-r-i.org) and we can direct you to the appropriate contact.

## ADDITIONAL HELP & CONTACT INFORMATION

- Please contact the PRI Qualification Team with any questions
- Additional resources can be found on our [website](#)

Email: [PRIQualification@p-r-i.org](mailto:PRIQualification@p-r-i.org)

Phone: +1-724-772-8644

**Good luck with your assessment!**

