Insurance Regulator Professional Designation Program
Examination Instructions for Candidates

Congratulations on your decision to take this course as part of your work toward one of NAIC’s Professional Designations. As a Designation Candidate, once you have successfully completed the course you will be tested on your ability to recall and apply concepts and skills you have learned through your study and participation. It is important to prepare for your exam prior to attending class. You must complete the exam within 60 days following the end of the course.

**Exception:** Due to the recent COVID-19 outbreak, exam deadlines may be extended as deemed needed by NAIC Designation Program staff, within reason, to allow ample opportunity for Candidates to take exams. You will be allowed two (2) hours to complete the exam. **Exams are confidential and should not be printed, copied, or saved electronically.**

Exam Preparations

1. **Selecting a proctor.** All Designation exams must be proctored, meaning they must be administered and monitored by an eligible person. A person is eligible if he or she is:

   ✓ employed by your State Insurance Department.
   ✓ disinterested in the outcome of the exam (the person must not benefit, or appear to benefit, from your performance on the exam).
   ✓ NOT your manager, supervisor, or subordinate.
   ✓ available to monitor you for the duration of the exam within the testing environment.
   ✓ willing to comply with official proctoring rules and responsibilities.

2. **The proctor should be named at the time of your registration in the course.** Exams will be automatically set up once successful completion is determined. Login information will be sent to your designated proctor at that time. If your proctor changes, please notify the NAIC Designation Specialist at designation@naic.org. **Exception:** Due to the recent COVID-19 outbreak, exams may be taken remotely, if your State Insurance Departments policy allows
remote working options. You and your proctor must use a video conferencing application and remain live for the duration of the exam.

3. **Determine where you are going to take your exam.** Exams are online and may be taken at your State Insurance Department. **Exception:** Due to the recent COVID-19 outbreak, exams may be taken remotely, if your State Insurance Departments policy allows remote working options.

Testing environment and restrictions: The ideal testing environment is quiet and free of distractions such as ringing telephones, incoming email messages, or people talking. **The environment must also be free of any materials or devices that may provide answers to the test including phones, computer files, texts, Internet resources, other people, notes, PowerPoint slides, etc.** These environmental conditions may be impossible to achieve at the Candidate’s own workstation or office. For that reason, it may be necessary to secure a different location within the Department.

If you have any questions, please contact the Designation Program Specialist at Designation@naic.org or the NAIC Education & Training Department at Education@naic.org.
Insurance Regulator Professional Designation Program
Examination Access Instructions for Candidates

Exception: If you are taking the exam remotely, connect to the video conferencing application along with your proctor.

Log in to the NAIC Education & Training Departments Virtual Campus- https://naic-campus.org

✔ Enter your username and password, and then hit the blue Log In button.

✔ On the “select a course” dropdown feature, select your exam.
Once you have accessed the exam, click on the exam link.

If you are taking your exam remotely, using video conferencing, your proctor should verbally give you the password at this time; enter where indicated.

**IMPORTANT:** *Passwords are confidential and should not be written down or saved and should not be shared.*

- Click the “Start quiz” button.
- Click OK on confirmation pop-up.
- Save answers as you go (you can check to be sure all questions are answered and saved on the left where saved answers turn blue).
- Click “go to submit quiz” (you will need to confirm submission a couple times).
- Your grade will display at the bottom right or you can go to “my grades” at the top navigation bar and scroll down to “Quizzes”.

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