

NeighborWorks Training Institute

HOMEOWNERSHIP AND COMMUNITY LENDING

ONLINE TESTING INSTRUCTIONS



Abbreviated Instructions

1. Go to www.nw.org/tests, find your test under "Homeownership and Community Lending" and click on it.
2. Enter in the password you were given when you took the course.
3. Fill in the required information (marked by a red asterisk or arrow)
4. Click on "Begin Assessment"
5. Complete the test
6. **Take the test right away but no later than 30 days from the last day of the class. You may be unable to access your exam if you wait beyond 30 days.**

Detailed Instructions

1. Go to a computer with Internet access.
2. Open a version 5.0 or greater browser on the computer. It is recommended that you use the latest version of Microsoft Internet Explorer or Firefox (occasionally people encounter some troubles going through AOL).
3. Go to www.nw.org/tests from any computer look for "Homeownership and Community Lending" under the test links, and click on it. Choose the appropriate test for your class and click on it. Note that the test for HO229 is also available in Spanish if you prefer ~ just click on HO229sp. Also note that tests for place-based training classes have a separate link, which you'll need to click if you are taking a test for a course offered at one of these events.
4. Wait for the assessment page to load. Once it has finished loading, enter all required login information (for example: first name, last name, email address). Fields that are required will have a red asterisk (*) or red arrow (<) beside them. **If you took the class at a regional training site, click on the drop down menu next to "NeighborWorks Training Institute Location" and select "Other".**
5. Press the "Login" button. If you have done everything correctly, you will be brought to the assessment instructions page. If not, start again from Step 3. Also, if you are getting a page that says "This assessment has been temporarily disabled", check to make sure that you haven't already passed the 4-week deadline.
6. Read the instructions on the first page of the assessment, and then press the "Begin Assessment" button. Work through the assessment question by question. You will be notified about the results when you have completed the assessment. You will have an option at the end to send a copy of your test score to yourself via e-mail, just for your information and records. Your test score will automatically be sent to the appropriate staff at NeighborWorks America—you don't have to do anything to notify us that you've taken the test.
7. Don't feel pressured—there are no time limits on the test, and if you want to stop and come back later, you can. The computer should save your information, based on your log-in information. **You have three chances to pass the test if you don't the first time.**
8. **PLEASE NOTE - You have 30 days following the end of the class to take the online exam.**

What if I have questions?

If you have specific questions about the content of a test or other issues related to the coursework, email NCHEC@nw.org.

Important Information Regarding Exams

- The minimum passing score for all exams is 80%.
- Test scores are automatically sent to the NeighborWorks Training Institute.
- Not all courses offered by NeighborWorks require exams. The homeownership courses that have online exams are: HO229, HO229sp, HO317, HO103, HO103sp, HO105, HO110, HO110sp, HO247 and HO250, and HO345.
- If you are taking the exam for HO103, HO103sp, HO105, HO110, or HO110sp, you WILL NOT receive a certificate in the mail when you pass the exam as these are not certification courses. Scores for these course tests are kept on file by NeighborWorks for candidates enrolled in the Homeownership and Community Lending Professional Certificate Program, who must pass these exams as part of the requirements for the program. If you are not currently enrolled in the Professional Certificate Program but you decide at some future time to apply, we will have a record of your scores.
- If you are taking the exam for HO229, HO229sp, HO317, HO247, HO250 and HO345 and have met all the training requirements you should complete and submit the "Application for NCHEC Certification". To request the application, send an e-mail to NCHEC@nw.org, or visit our website at www.nw.org/NCHEC, click on the certification link and download the form