Exam Tools Instructions version 03-2025

1. If you haven't registered for an exam yet, go to hamstudy.org/sessions
2. Close all programs except a web browser with one tab. Place the browser in full screen mode.
3. Go to examtools.org
4. Click Take an exam.
5. Enter **JAX** for Team Identifier.
6. Enter the pin you were provided. If you do not know it, ask for assistance.
7. Click Join Session and wait for someone to let you join.
8. Verify your information and click Start Exam.
9. If there are any problems during the exam, click refresh on your browser.
10. When you are ready to grade, click Grade Exam.
11. Take other exams as allowed.
12. Once you are done testing, click **Finish and Sign**. You will have to re-register if you want to take another exam after this point.
13. Scroll down, type your name, and sign using your mouse or finger.
14. You may leave once you have signed. Your CSCE will be emailed to you.

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