Guide to Appendix N Proficiency Exam

## How to Access and Complete the Appendix N Proficiency Exam

BOAH uses an online training and testing system called **Synap**. This document will guide you through registering and taking the exam.

Important Notes About the Exam:

- You will have **1 hour to take the exam**; be prepared to complete the entire exam **in one sitting** after clicking the start button.
- Once a test has been opened, if you close the test it will result in a failure and count as an attempt.
- You are allowed two opportunities to pass the exam.
- You must achieve 70% or higher to pass the exam.
- If you have questions or need assistance, contact Trish Price at tprice@boah.in.gov or 317-544-2391.
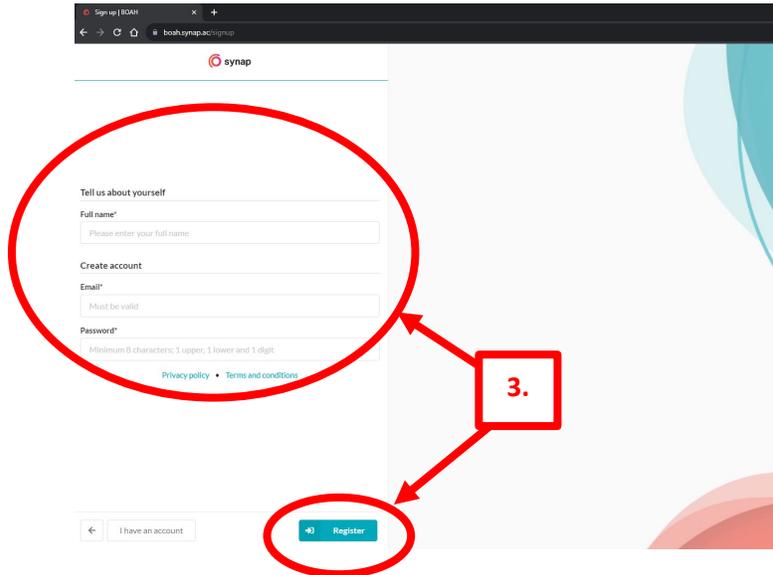
Getting Started

1. Go to: https://boah.synap.ac/join/iuPrWwkS6r
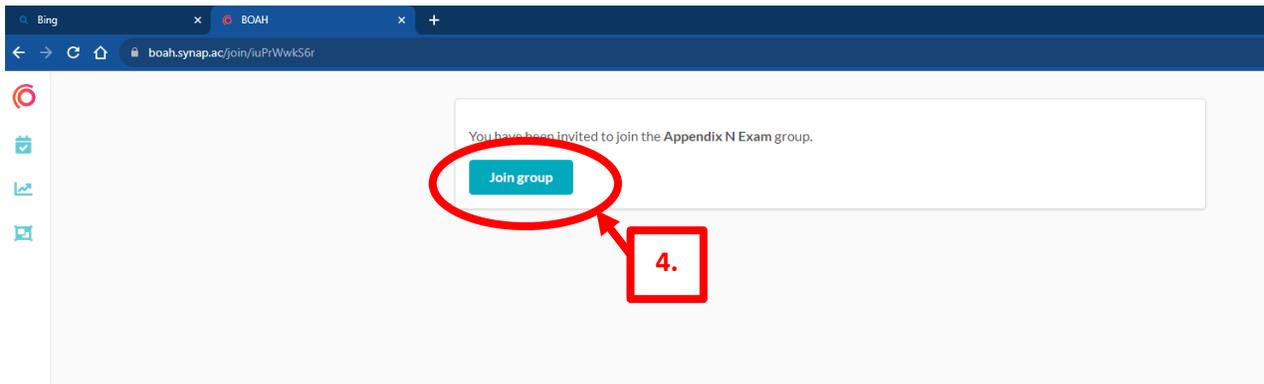2. Click on: **Register** the first time you use Synap. After that, select **Login**.
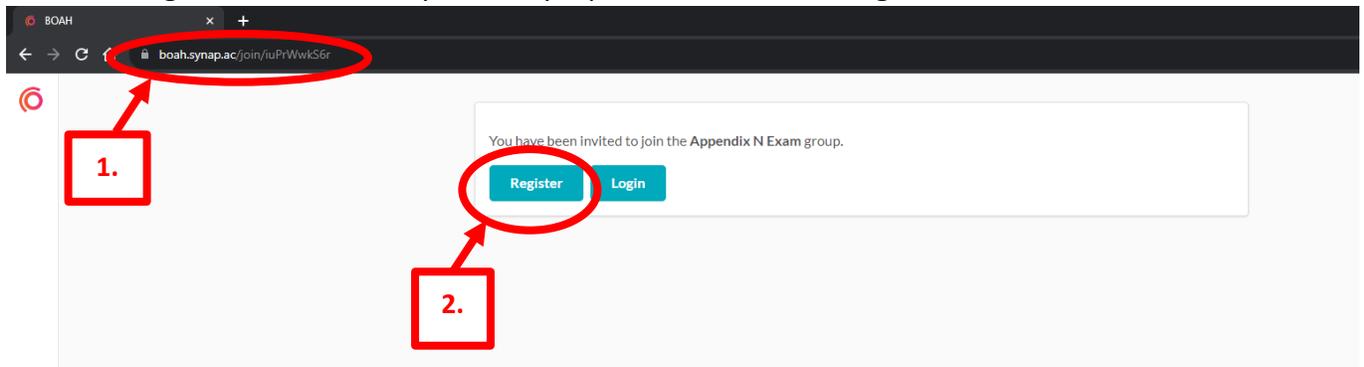
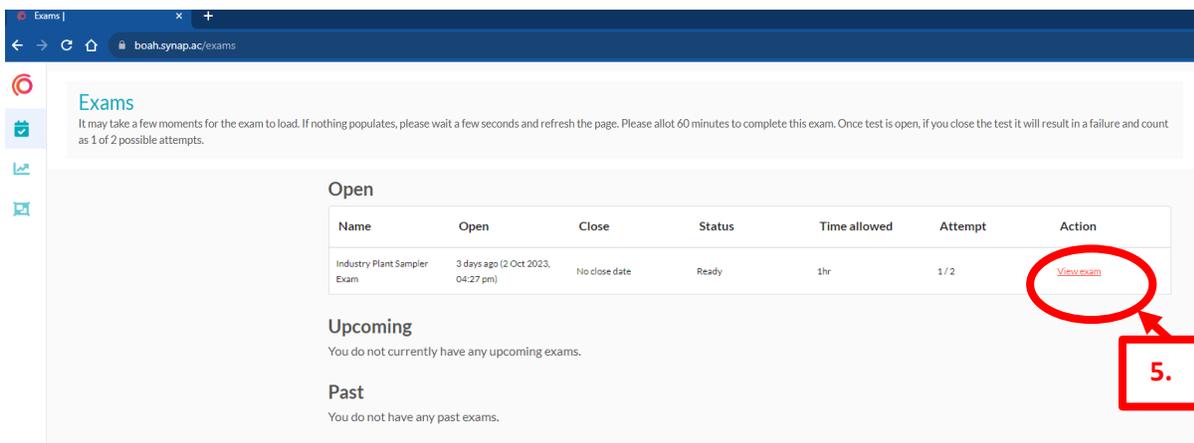3. **Complete the fields** and click **Register**.
   You will **receive an email** with your username and a link to access the test at a later time, if you choose. Otherwise, it will allow you to access the test immediately.
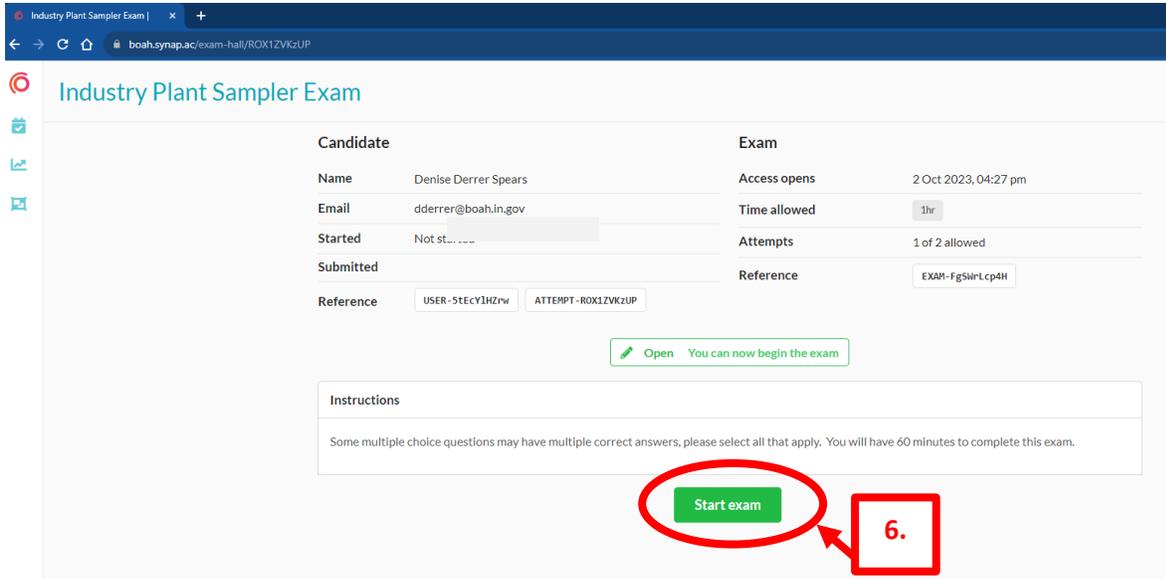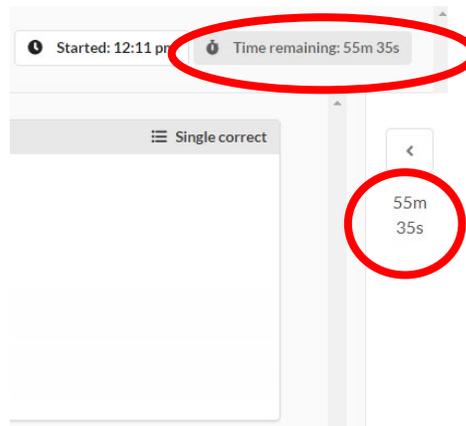

4. Select **Join group**:

5. Select **View exam** to begin the test.

6. Click: **Start exam.** You will have two attempts to complete the exam.


7. **NOTE:** Be prepared to finish the exam after you click start. Once started, you will have **1 hour to complete the exam**. A **countdown clock** at the upper right side of the screen indicates how much time to finish.


8. **NOTE:** The **upper right corner** of the answer box indicates if more than one answer is acceptable for that question.
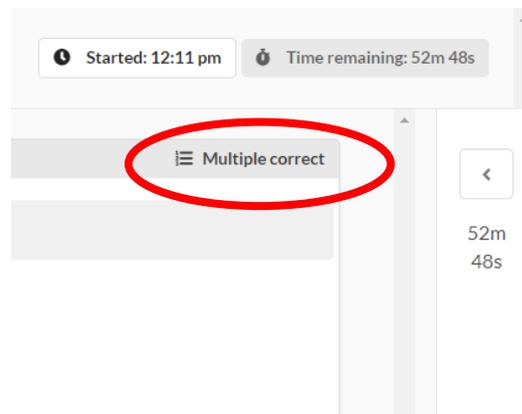
9. If you need to go back to an earlier question, **use the back arrow at the bottom left corner** of the screen. **DO NOT use your browser arrows.** You may use the forward arrow to review your answers and/or return to the end of the exam to submit.
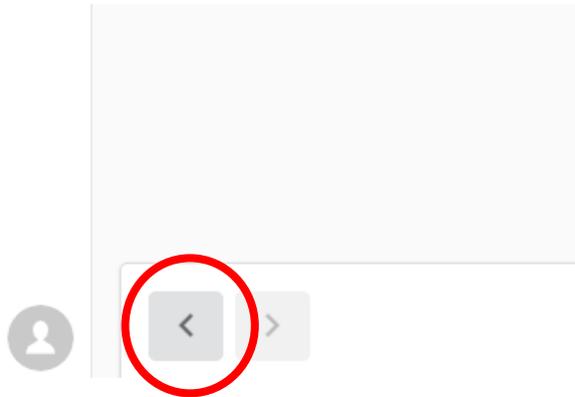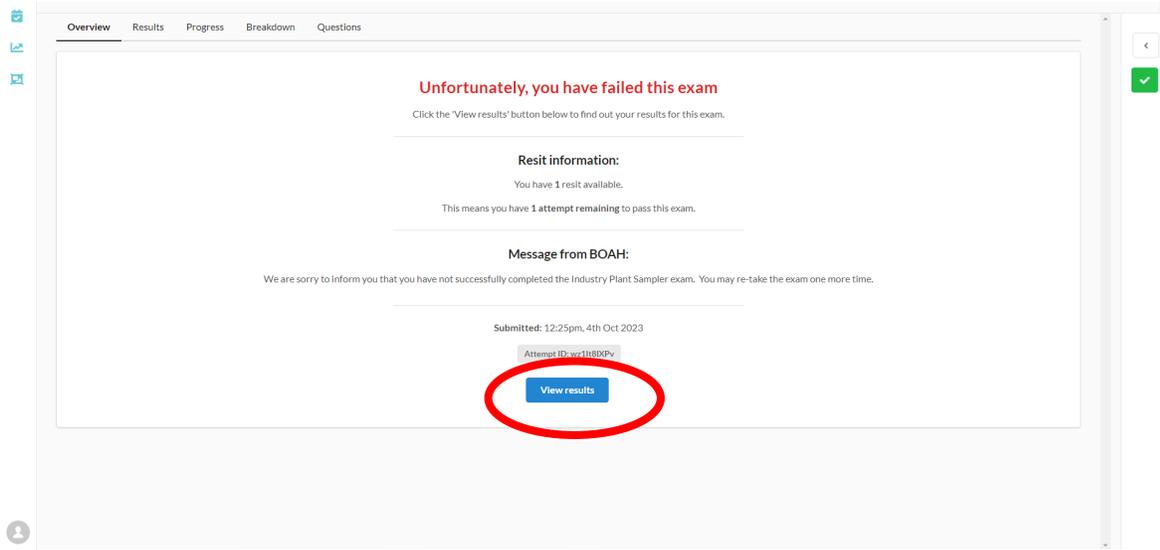

10. When finished, click **Submit attempt** at the bottom right corner of the screen.
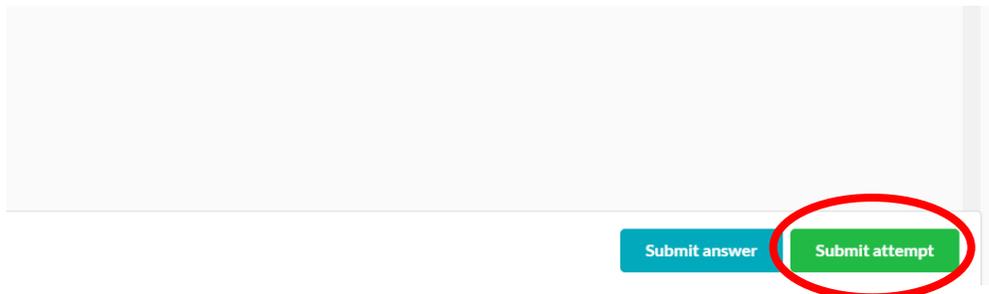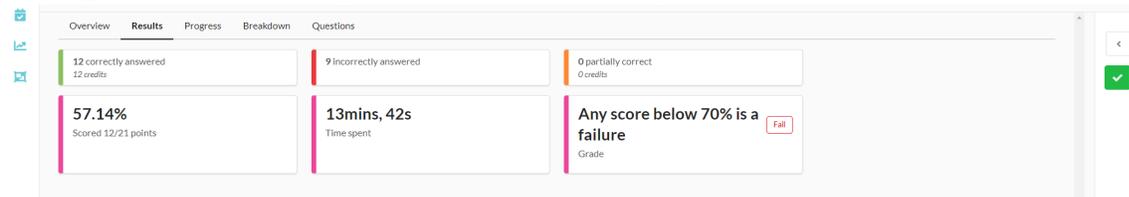

11. **Submit** the test **only when you are finished**. You will be given a warning confirmation screen to finish the exam.
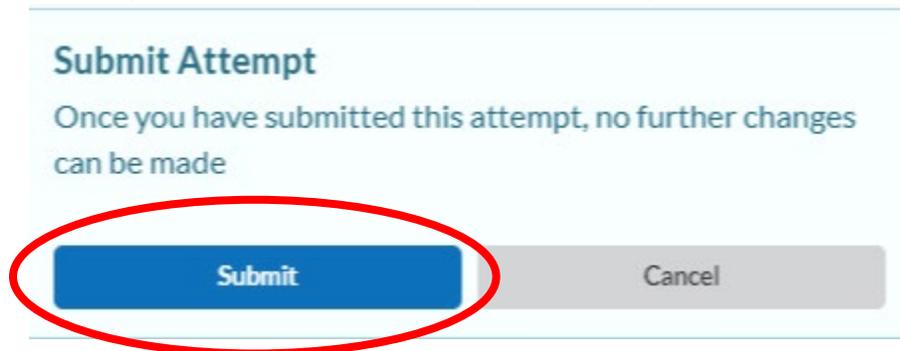
12. After submitting, the **system will automatically grade your exam** and provide your pass/fail results. You are allowed two attempts to pass the exam.

13. Clicking **View results** allows you to see details for how you did.

Completing the Exam Process:

After you have completed the exam:

- **Passes:** Contact James Lairson at (317) 494-8019 or Glenn Goss at (317) 499-3301 to schedul your onsite evaluation.
- **Fails, but 1 remaining reset:** You may re-take the exam one more time. Access the test using the link: https://boah.synap.ac/join/iuPrWwkS6r, then logging in.
- **Fails twice:** Please revisit your training resources and contact James Lairson at (317) 494-8019.