



PEREGRINE

— GLOBAL SERVICES —

ACADEMIC SERVICES

Student Exam User Guide

Your school is investing in your education!

www.peregrineglobal.com

Micro-site Student Registration Process

To view our Microsite Registration Training Video, please follow this [link](#).

1. Follow the Student Registration Link that should have been provided to you by your course professor or course syllabus. Please note that the registration instructions contained apply only to micro-site registration.

The screenshot shows the Peregrine Academic Services - GUEST Micro-Site. The header includes the Peregrine logo, navigation links (Home, Services, Students, Support, Our Partners, About Us), and language options (English, Español). The main content area welcomes users to the PAS GUEST login page and provides instructions on how to register. A registration form is visible with a 'Registration Password' field and a 'Proceed with Registration' button. Below the form, there are links for users who have lost their email or need to download completion certificates. At the bottom, there is a note about creating a similar micro-site page for the user's university or college.

Enter your Registration Password

Enter the registration password provided by your college or university. Please note that the password is case sensitive.

3. Select your required exam.

The screenshot shows the Peregrine Academic Services - GUEST Micro-Site / Course List page. The header is identical to the previous page. The main content area provides information about the assessment services, including a list of major areas and a link to the Education Website. Below this, there is a section titled 'Assessment Services' which contains a list of exams. The first exam, 'Business Administration Comprehensive Exam - Undergraduate Level (Associate and Bachelor's)', is selected with a checkbox. The other two exams, 'Business Administration Comprehensive Exam - Master's Level' and 'Business Administration Comprehensive Exam - Doctoral Level', are not selected.

Select your required Exam

Select the exam you need. You can only register for one exam at a time. The system will not allow you to proceed if more than one exam is selected. After your selection is made, click "Review your selections(s) and proceed with registration."

4. Review your selection and remove any unneeded items.

Peregrine Academic Services - GUEST Micro-Site / Selection Review and Testing Process Instructions

Business Administration Comprehensive Exam - Undergraduate Level (Associate and Bachelor's) was successfully added

Please review your Course/Assessment selection as listed below. If correct, click on the "Continue with Registration" button. If you need to remove an item from the list, please check the red X next to the item you need to remove.

If you have any problems with the registration process, please visit our technical support page at: <https://www.peregrineacademics.com/home/technical-support>. Note that only your course professor can authorize a re-set of an exam access key.

Course/Exam
<input type="checkbox"/> Business Administration Comprehensive Exam - Undergraduate Level (Associate and Bachelor's)

[View Course/Exam List](#) | [Continue with Registration](#)

Confirm your selected exams

This screen will allow you to confirm your selected exam. You can also remove any items that may have been inadvertently selected in course/exam selection page.

5. Enter your Name, Email and Student ID.

In order to complete the registration process, you must provide a valid e-mail address. **You are strongly encouraged to use your university/college issued email address, which will ensure it is unique to you and not one shared with other students.** The e-mail address is used to send you your registration confirmation along with your course/exam link, access key, and completion certificates (if applicable). Please note that we only allow one registration for each exam based on the e-mail address.

All fields are required. When you have entered the required information, please click "Review Registration".

Registration Information	
University:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Student Id:	<input type="text"/>
Email:	<input type="text"/>
Confirm Email:	<input type="text"/>

[View Course/Exam List](#) | [Edit Your Registration Selection\(s\)](#) | [Review Registration](#)

Enter your registration information

You will need to enter your Name, Student ID, and school issued email address. Please note, if you have previously registered for any peregrine items, you will need to use the same email address you used to register the first time.

6. Review your registration information and complete your registration.

Peregrine Academic Services - DEMO Micro-Site / Review and Confirm Registration Information

Please review your registration information. If the information is not correct, use the buttons at the bottom of the screen to edit the registration information. If the information is correct, then click "Complete the Registration".

Registration Information	
University	Peregrine Academic Services - DEMO Micro-Site
Name	Student Tester
Student Id	Some University
Email	student@someuniversity.edu

[Edit Information](#)

Course/Exam
Business Administration Comprehensive Exam - Undergraduate Level (Associate and Bachelor's)

[Edit Registration Information](#) | [Complete Registration](#)

Review and complete your registration

You can now complete your registration. You will receive an email with your exam access link. You may also start the exam by using the Course/Exam link provided directly after you complete your registration.

What are the time constraints of the exam?

To insure students are using retained knowledge during the exams, we have placed time and access restraints on the exams. The below access and time restrictions are standard for all Peregrine exams. However, ADA accommodations can be made on a case by case basis by request from your school ADA Compliance officer.

1. All questions are timed at three minutes. If you do not answer the question in the allotted time limit, the exam will advance to the next question without recording your answer. You **cannot go back** and review previously answered/unanswered questions.
2. During the exam, you are allowed **two 15-minute breaks**. These breaks can be taken at any time during the exam. You are only allowed 3 **access** attempts before the exam is locked.

The screenshot shows the Peregrine Global Services exam interface. At the top, it says 'Question 1 of 24' and '2:50 Time'. The exam title is 'Business Administration Comprehensive Exam - Undergraduate Level (Associate and Bachelor's)'. The topic is 'Business Ethics - Discrimination'. The question is: 'The compromise or appearance of compromise of independence may arise if _____'. There are four multiple-choice options: A. in the last month the auditor financed his new million-dollar home with a loan from the client who is a mortgage lender; B. the auditor is paid a year's past due billings from a client just before an audit requested by the client's major banker; C. the auditor's second cousin is a major stockholder in the client being audited; D. fees due from a client for professional services remain unpaid for an extended period of time. Below the options is a 'Record Answer' button. A message states: 'You must select an answer and press "Record Answer" for your answer to be recorded. DO NOT let the time expire for the question you are on. If this happens before you answer a question, the exam will automatically advance to the next question and you will not get credit for the question you were on.' Below this is a 'Record Answer & Take a Break' button. A message states: 'If you need to step away for a moment, please use the option below. You will be allotted a 15 minute break. You have 2 break(s) left.' At the bottom, there is a 'Record Answer & Exit Exam' button and a message: 'If you need to step away for an extended length of time, please use the option below. Once you answer this question, you will continue with the next question upon your next attempt. You have 2 access attempt(s) left.'

Taking a break during the exam

To take a break during the exam, choose your answer for your current question and select "Record Answer & Take a Break."

The screenshot shows the Peregrine Global Services exam interface during a 15-minute break. It says 'Question 2 of 24' and '14:55 Time'. The exam title is 'Business Administration Comprehensive Exam - Undergraduate Level (Associate and Bachelor's)'. The message states: 'You are now on a 15 minute break. This is the maximum amount of time. You can resume the exam at any time by selecting "Continue with Exam". The exam will automatically continue from the point where you left off when you recorded your response. If you allow the 15 minutes to run out, the exam will automatically advance to the next question.' There is a 'Continue with Exam' button.

15-Minute Break

You will notice a 15-minute countdown timer. Once you return from your break, click "Continue with Exam."

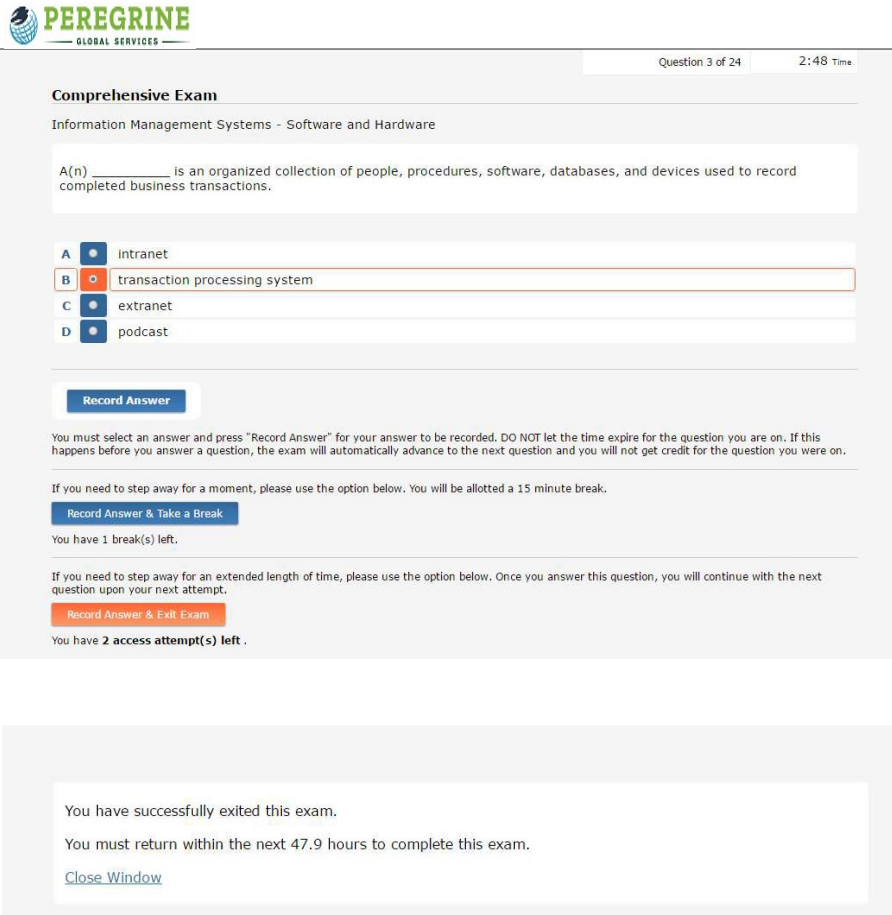
The screenshot shows a warning message from Peregrine Global Services. It says: 'We see you have navigated away from your exam. Please remember each question is timed and must be answered within the designated time limit by selecting "Record Answer". It should be noted, we monitor and report any suspicious or unusual browser activity to your academic institution, this includes extended time away from your exam window. You may not use external resources to assist with the examination.' Below the message is a '2:20 Time' indicator and a link that says 'Click here to continue your exam'.

Navigating away from the test screen

If you navigate away from the exam screen, please promptly return to the exam screen and click the link to continue your exam to proceed.

- ❖ Please note that the exam is intended to be completed without the use of ANY external resources. Calculators will not be necessary to complete the exam.

3. If you need to leave the exam and complete it at another time, you **must** regain access within **48 hours**, and **within your 3 total access attempts**.



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Question 3 of 24 2:48 Time

Comprehensive Exam

Information Management Systems - Software and Hardware

A(n) _____ is an organized collection of people, procedures, software, databases, and devices used to record completed business transactions.

A ☐ intranet

B ☒ transaction processing system

C ☐ extranet

D ☐ podcast

Record Answer

You must select an answer and press "Record Answer" for your answer to be recorded. DO NOT let the time expire for the question you are on. If this happens before you answer a question, the exam will automatically advance to the next question and you will not get credit for the question you were on.

If you need to step away for a moment, please use the option below. You will be allotted a 15 minute break.

Record Answer & Take a Break

You have 1 break(s) left.

If you need to step away for an extended length of time, please use the option below. Once you answer this question, you will continue with the next question upon your next attempt.

Record Answer & Exit Exam

You have 2 access attempt(s) left.

You have successfully exited this exam.

You must return within the next 47.9 hours to complete this exam.

[Close Window](#)

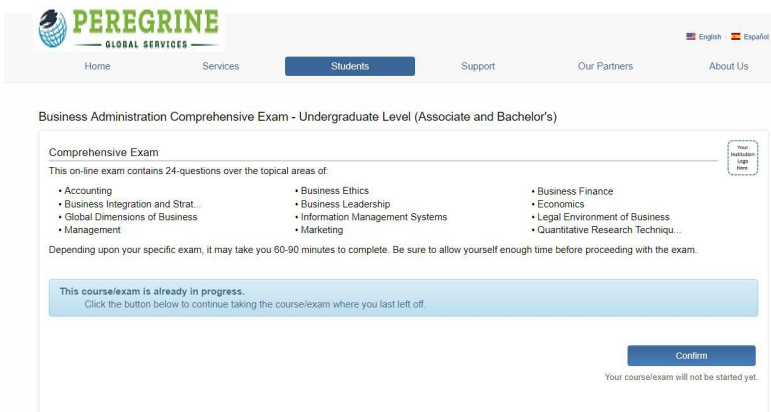
Leaving the exam to complete later

To leave the exam and come back later, choose your answer for the current question and select "Record Answer & Exit Exam" you **must regain access within the original 48 hours of activation, and within your 3 total access attempts**.

4. You may only complete the exam **ONE TIME**. After you start the exam, should you choose to leave, you must return to the exam within 48 hours, by using one of your 3 total **access** attempts.

How does this exam help my school?

Your school uses the exams for quality control and continuous improvement of their programs. Peregrine exams have been designed to ensure your school receives accurate and reliable data from its students.



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Home Services **Students** Support Our Partners About Us

English Español

Business Administration Comprehensive Exam - Undergraduate Level (Associate and Bachelor's)

Comprehensive Exam

This on-line exam contains 24-questions over the topical areas of:

- Accounting
- Business Integration and Strat.
- Global Dimensions of Business
- Management
- Business Ethics
- Business Leadership
- Information Management Systems
- Marketing
- Business Finance
- Economics
- Legal Environment of Business
- Quantitative Research Techniqu...

Depending upon your specific exam, it may take you 60-90 minutes to complete. Be sure to allow yourself enough time before proceeding with the exam.

This course/exam is already in progress.
Click the button below to continue taking the course/exam where you last left off.

Confirm

Your course/exam will not be started yet.

Returning to your exam

To return to your exam after exiting, click the access link that was sent to your email. You will be directed to the window shown on the left. Click "Confirm"

Where can I find my access link?

After completing the registration process, you should receive an email containing the access link to their exam. Should you not start your exam directly after the registration process or need to come back to an exam that is in progress, please follow the access link that was sent to your email. If you did not receive, or cannot locate your exam access link, please use the Exam Access Link Retrieval link (see technical support).

Exam Access Link

Click the Student & Learners Tab

Click "Retrieve Link" on the Exam Access Link box

Fill in either box to retrieve your link

How long is the exam? Will I receive a completion certificate?

Exams have been customized to meet the expected learning outcomes of the program and will vary in length between schools and academic levels. You should plan to spend roughly 60 – 90 minutes completing the exam. At the completion of the exam, you will receive a completion certificate in PDF form. Click the **"Download your completion certificate"** link to save and/or print your completion certificate.

Accounting

Accounting

Congratulations! You have completed:

Accounting Post-Test

Exam Summary

Exam	Questions	Time	Score
Foundations of Accounting - Post-Test	20	41 minutes	25%

If you are unsatisfied with your score you may retake this exam 1 more time. Before attempting a retake, review your results and go back to study any sections you scored poorly in to be sure you understand the concepts. The outcome of your final score will be used, regardless if the score is lower than your first attempt.

Subject Matter Assessed

Subject Matter Assessed	Score
Basic Accounting Concepts	25%
Budgeting and Standard Cost Systems	17%
Capital Investment Analysis	33%
Financial Statement Analysis	33%
Sarbanes-Oxley Internal Control and Cash	25%

[Download your completion certificate](#)

In order to preserve the integrity of our online exams and training courses and because of proprietary rights, we cannot provide questions/answers upon completion of an exam or training course test.

You have completed all the training modules.

What does my completion certificate mean?

Upon completing your exam, you will have an opportunity to download and save your completion certificate. The completion certificate will contain:

- Total percentage score
- Scores for each topic
- Total percentage score ranking in comparison with all other students in the United States
- Scores for each subject (that make up the topics).

Please be aware some schools choose to not include any scores on student completion certificates.



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99999-9999-9999

Certificate of Completion

This is to certify that Student Name

has completed the course/exam
Exam and/or course name

on 3rd January 2017

with School Name

Topics	# Correct	Score
Accounting	5 correct out of 10	50%
Business Ethics	5 correct out of 10	50%
Business Finance	3 correct out of 10	30%
Business Integration and Strategic Management	3 correct out of 10	30%
Business Leadership	7 correct out of 10	70%
Economics / Macroeconomics	2 correct out of 5	40%
Economics / Microeconomics	4 correct out of 5	80%
Global Dimensions of Business	3 correct out of 10	30%
Information Management Systems	7 correct out of 10	70%
Legal Environment of Business	5 correct out of 10	50%
Management / Human Resource Management	2 correct out of 3	66.67%
Management / Operations/Production Management	1 correct out of 3	33.33%
Management / Organizational Behavior	2 correct out of 4	50%
Marketing	4 correct out of 10	40%
Quantitative Research Techniques and Statistics	6 correct out of 10	60%

Score: **49.2%**

Your total score of **49.2%** is at the **43rd** percentile of all other exam scores completed by students in the **US** region(s). This means that your exam total score was equal to or higher than **43%** of other students who completed the same exam in the **US** region(s). For information related to how the score is used by your institution for grading purposes and/or academic credit, please refer to your course syllabus or instructions from your institution.

(%) Score Relative Interpretation of Competency

80-100	Very High
70-79	High
60-69	Above Average
40-59	Average
30-39	Below Average
20-29	Low
0-19	Very Low

The results from the CPC-based COMP exam are relative, meaning they must be taken in context with all student results. The scores obtained on the exam do not correspond directly to a traditional 100 point grading scale commonly used in academics. Instead, the scores are relative. The following table can be used to help you to understand how your scores relate to the averages.

Subject Level Analysis

		Outbound
Accounting		
Accounting Data Analysis	3/6 = 50.00	
Journal Entries	2/4 = 50.00	
Average:		50.00%
Business Ethics		
Conflict of Interest	1/1 = 100.00	
Corporate Ethics and Climate	1/1 = 100.00	
Discrimination	0/1 = 0.00	
Ethical Climate	1/2 = 50.00	
Ethical Decision-Making	1/3 = 33.33	
Ethical Standards	1/2 = 50.00	
Average:		50.00%
Business Finance		
Asset Valuation and Inventory	0/3 = 0.00	
Balance Sheets and Financial Statements	0/1 = 0.00	
Business Analysis Ratios and Calculations	1/2 = 50.00	
Profit, Loss, Cash Flow, and Margins	1/2 = 50.00	
Stocks and Bonds	1/1 = 100.00	
Tax Rates, Taxes, and Tax Codes	0/1 = 0.00	
Average:		30.00%
Business Integration and Strategic Management		
Business-Level Strategy	1/1 = 100.00	
Competition	1/3 = 33.33	
Corporate Strategies	0/3 = 0.00	
Corporate Structure and Governance	0/1 = 0.00	
Diversification	1/1 = 100.00	
Stakeholders and Shareholders	0/1 = 0.00	
Average:		30.00%

Your Completion Certificate

- ❖ Total Percent Score
- ❖ Scores for each topic
- ❖ Score Comparison
- ❖ Relative Interpretation of Competency
- ❖ Scores for each subject (see second page of your certificate)

Scores for each topic

Total Percent Score

Score Comparison

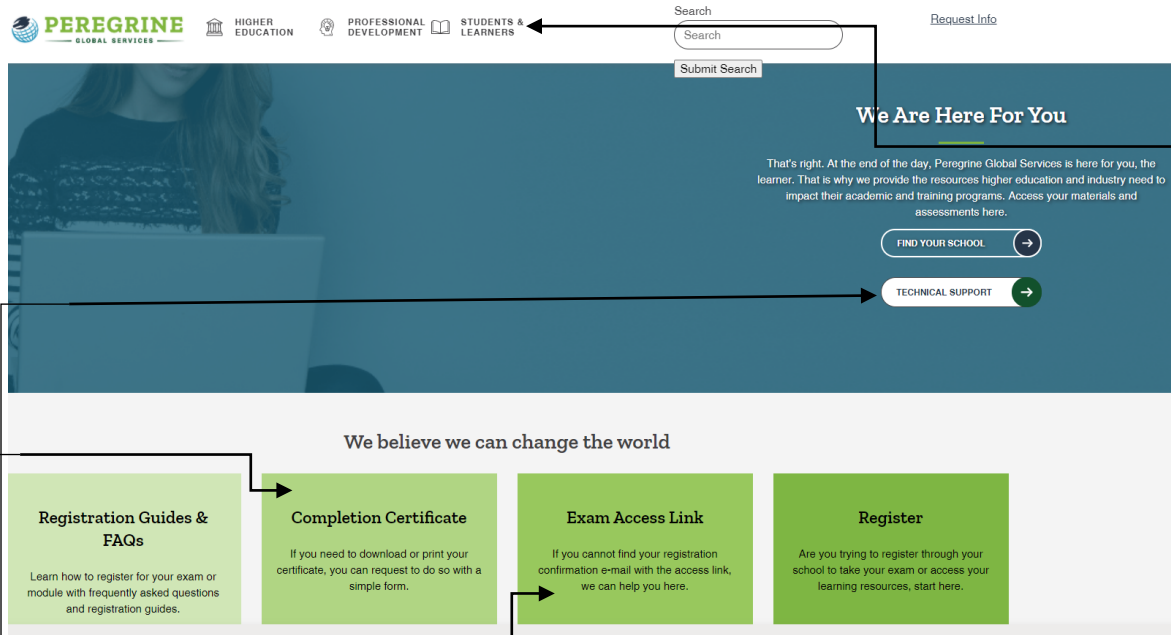
Relative Interpretation of Competency

Subject Level Analysis

Where can I find Technical Support and Frequently Asked Questions?

For additional Technical Support and Frequently Asked Questions, you may visit our website at

<https://peregrineglobal.com/higher-education/>. Under the **Student & Learners** tab, you will find various options to assist you with your technical support needs.



Technical Support

Additional Technical Support can be found on our website. Click the **Students & Learners** tab to access various technical support options.

- ❖ Frequently Asked Questions: <https://peregrineacademics.freshdesk.com/support/solutions>
- ❖ Exam Access Link Retrieval: <https://peregrineglobal.com/students/access-link/>
- ❖ Certificate Retrieval: <https://peregrineglobal.com/students/completion-certificate/>
- ❖ If you experience further issues or your issue is not related to the above listed areas, please contact us at
 - 877.260.1555 or
 - complete a **Support Request Form**: <https://peregrineacademics.freshdesk.com/support/tickets/new>