PEREGRINE

GLOBAL SERVICES

ACADEMIC SERVICES

Student Exam User Guide

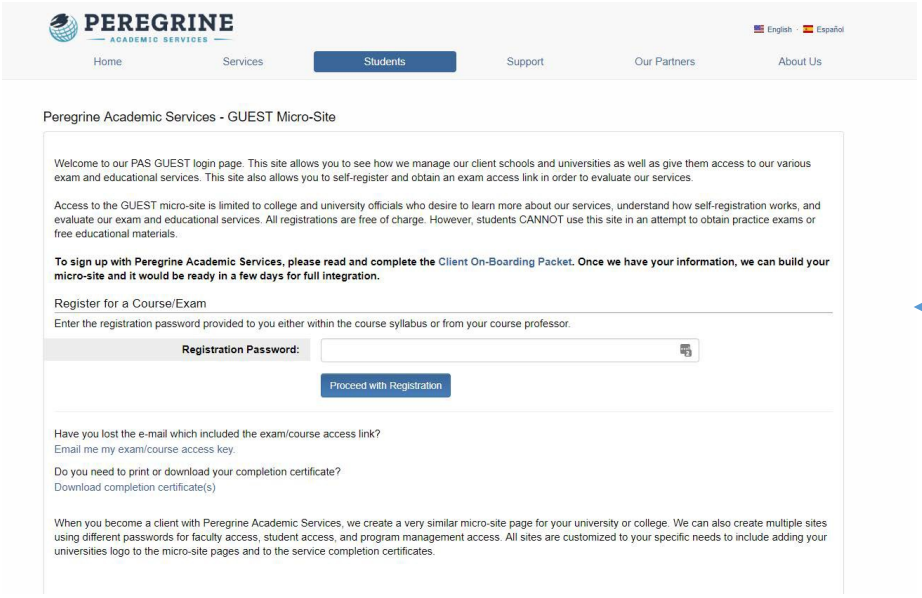
Your school is investing in your education!

www.peregrineglobal.com

Micro-site Student Registration Process

To view our Microsite Registration Training Video, please follow this **link**.

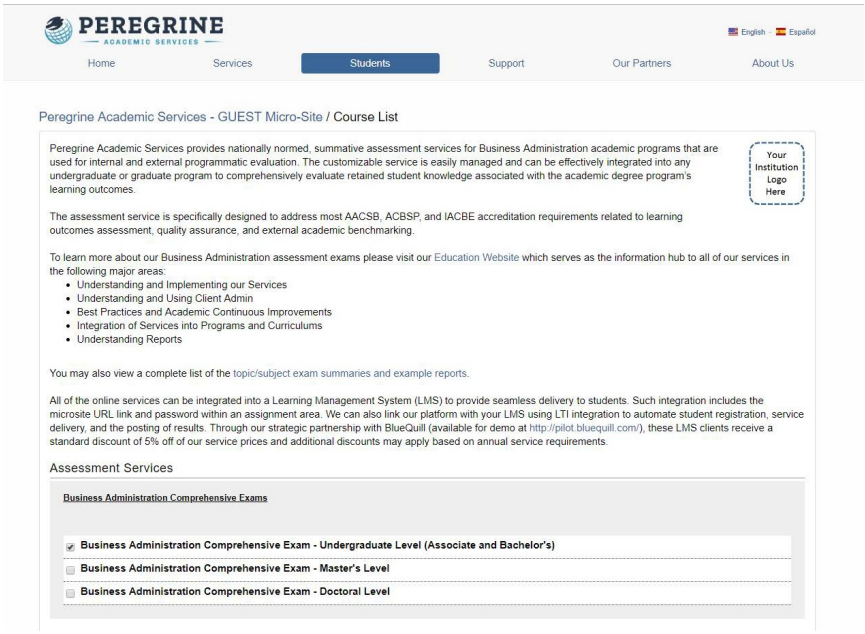
1. Follow the Student Registration Link that should have been provided to you by your course professor or course syllabus. Please note that the registration instructions contained apply only to micro-site registration.



Enter your Registration Password

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

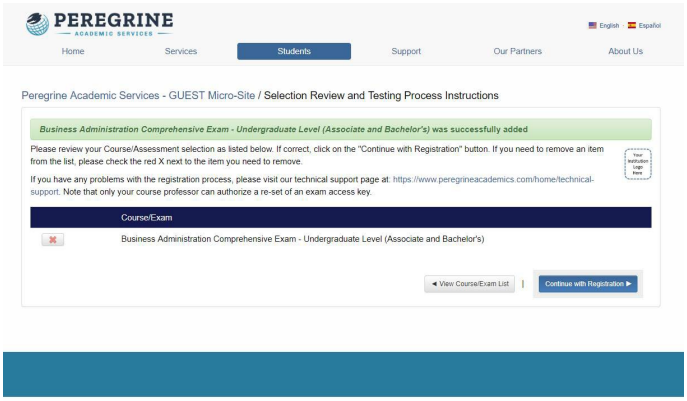
3. Select your required exam.



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**."*

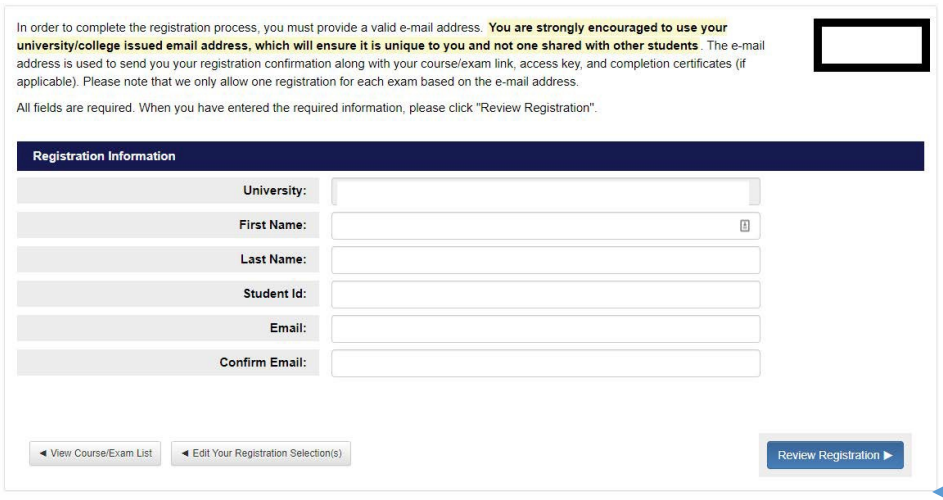
4. Review your selection and remove any unneeded items.



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.

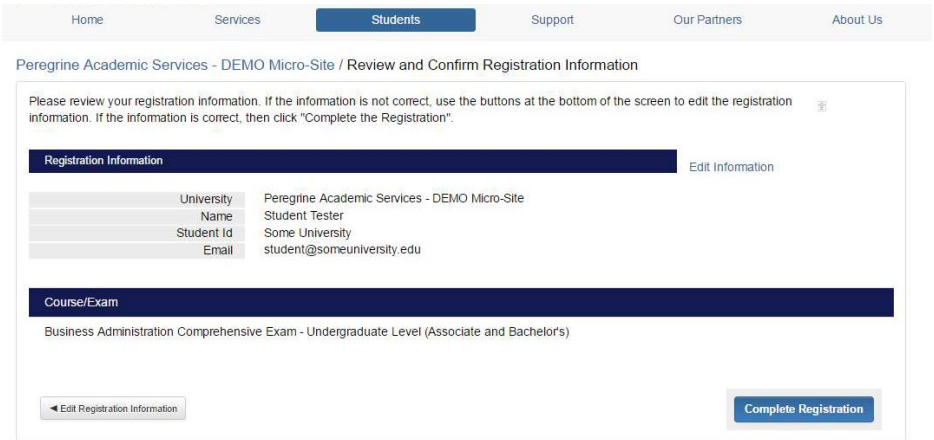
5. Enter your Name, Email and Student ID.



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.



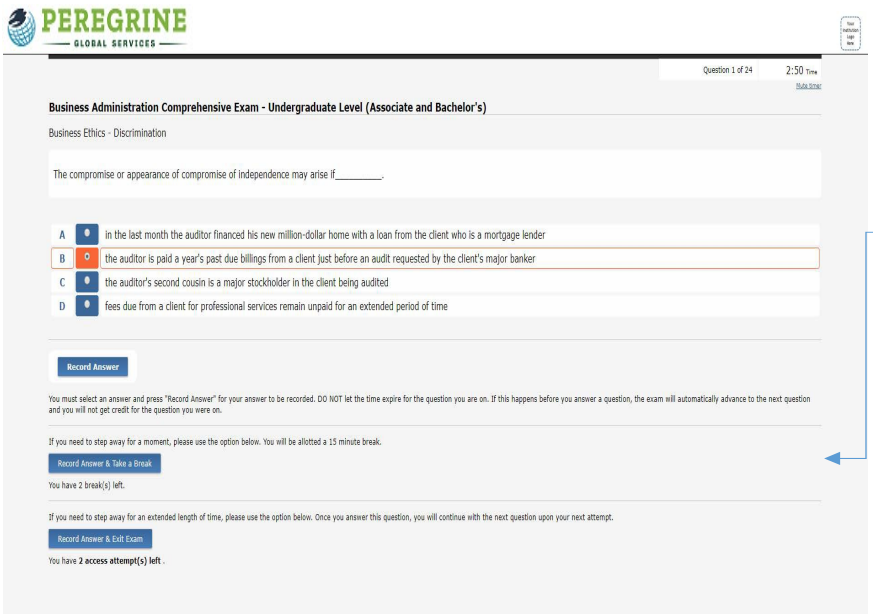
Review and complete your registration

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?

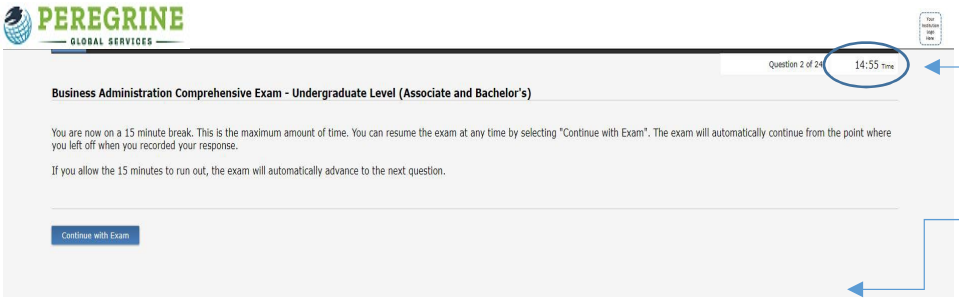
To insure students are using retained knowledge during the exams, we have placed time and access restraints on the exams. The below access and time restrictions are standard for all Peregrine exams. However, ADA accommodations can be made on a case by case basis by request from your school ADA Compliance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



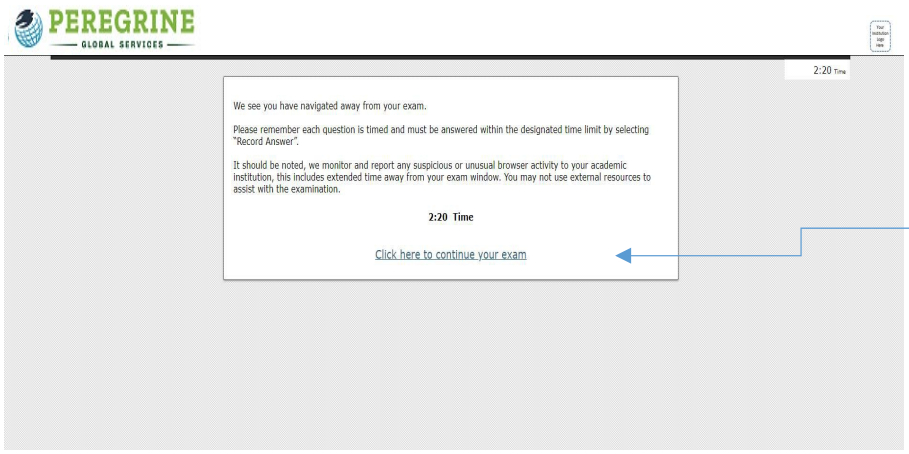
Taking a break during the exam

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



15-Minute Break

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

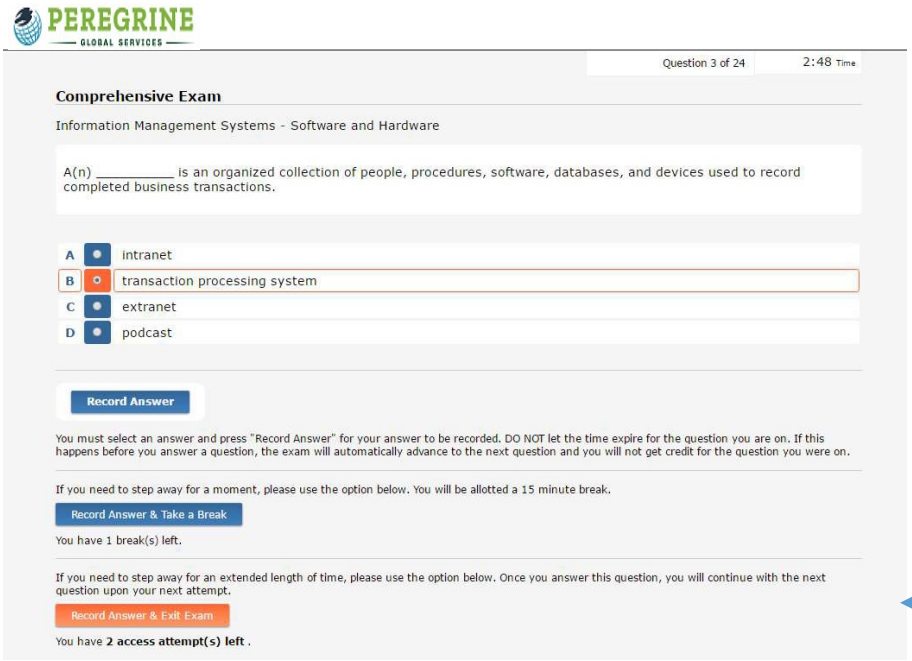


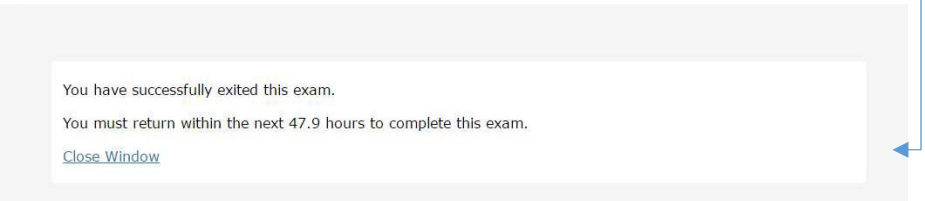
Navigating away from the test screen

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**.





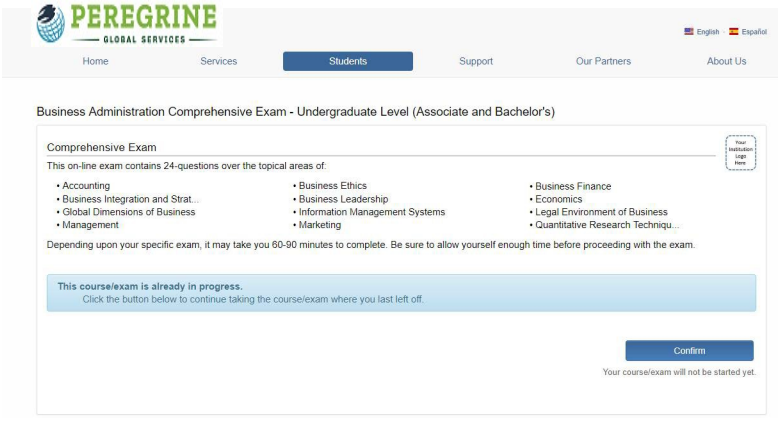
Leaving the exam to complete later

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.

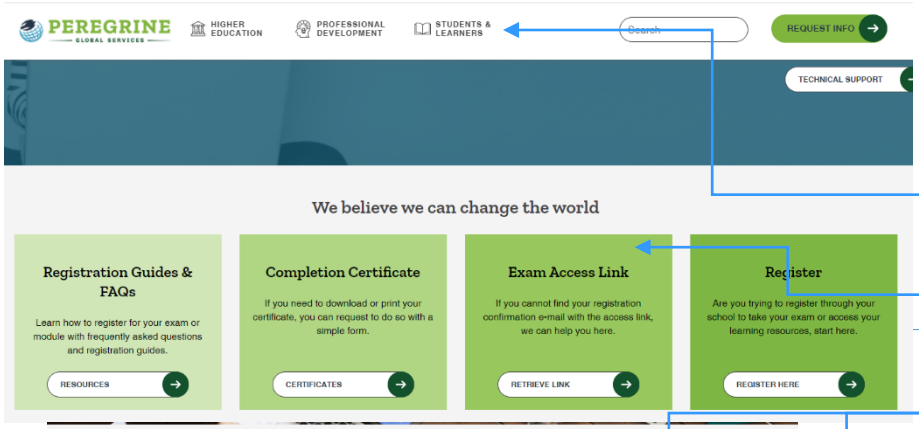


Returning to your exam

*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).

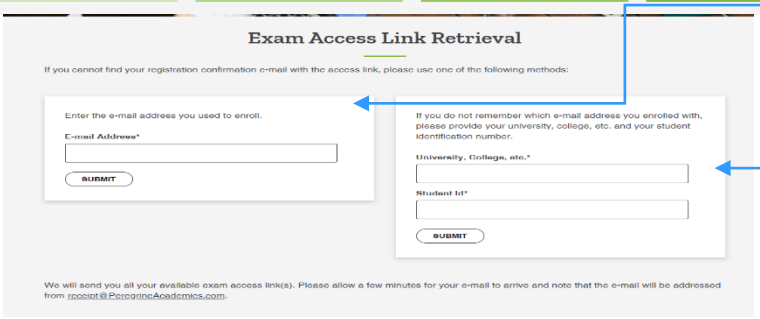


Exam Access Link

Click the Student & Learners Tab

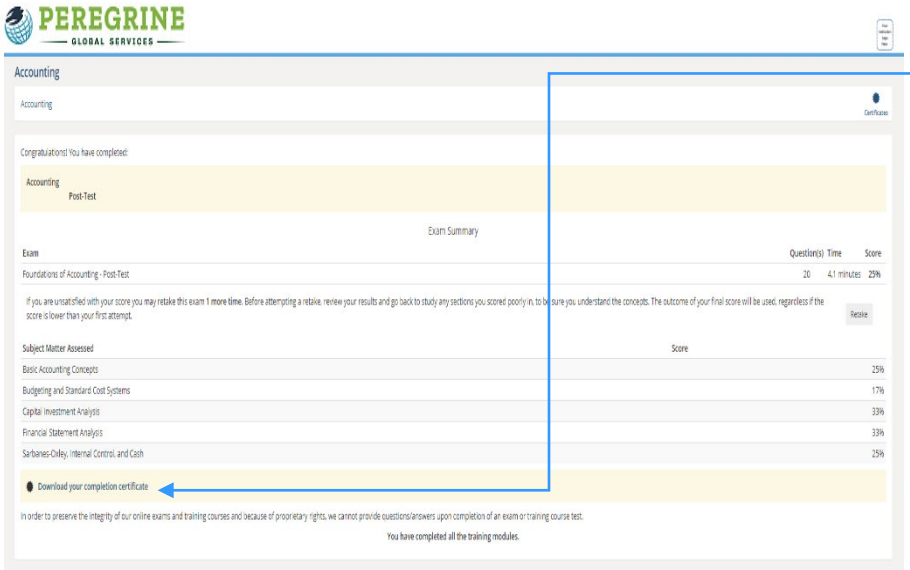
Click "Retrieve Link" on the Exam Access Link box

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.



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.

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)*

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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%

Scores for each topic

Total Percent Score

Score Comparison

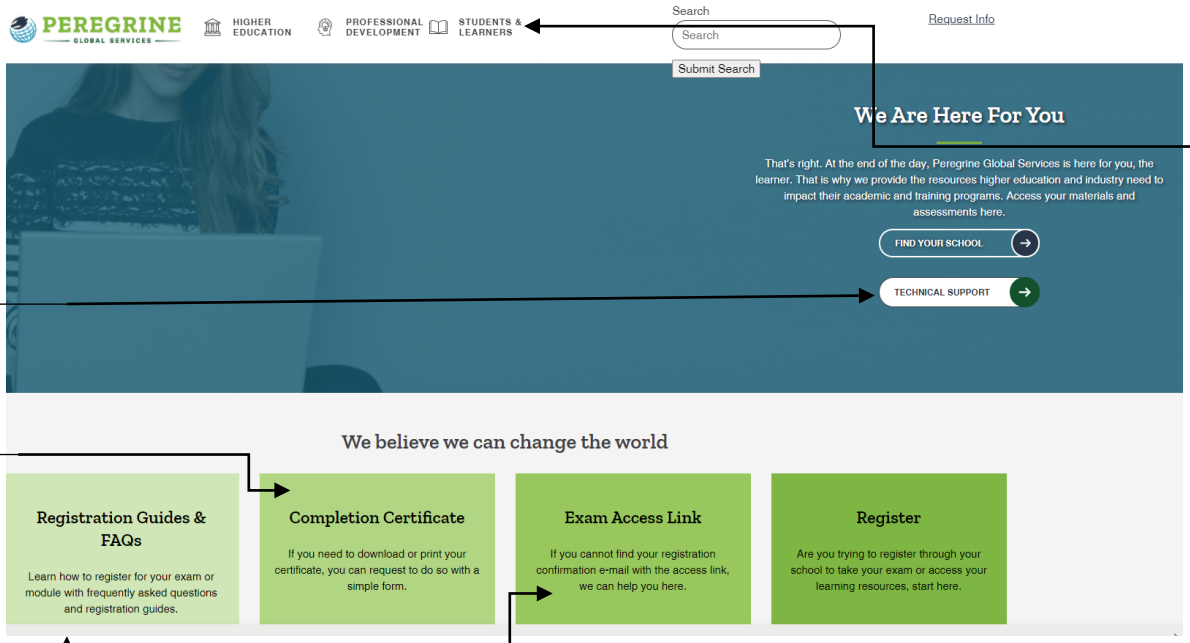
Relative Interpretation of Competency

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