



# PEREGRINE

— ACADEMIC SERVICES —

## Exam Student User Guide

Your school is investing in your education!

[www.peregrineacademics.com](http://www.peregrineacademics.com)

## Micro-site Student Registration Process

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.
2. Locate and select your school. Enter your registration password.

The screenshot shows the 'Peregrine Academic Services - DEMO Micro-Site' registration page. At the top, there is a navigation bar with the Peregrine Academic Services logo and links for Home, Services, Students (highlighted), Support, Our Partners, and About Us. Below the navigation bar, the page title is 'Peregrine Academic Services - DEMO Micro-Site'. The main content area contains a welcome message, a note about limited access to the DEMO micro-site, and instructions to sign up with Peregrine Academic Services. A registration form is present with a 'Registration Password:' label and an input field. Below the input field is a 'Proceed with Registration' button. There are also links for 'Have you lost the e-mail which included the exam/course access link?' and 'Do you need to print or download your completion certificate?'. At the bottom, there is a paragraph explaining the service and how it is integrated into a Learning Management System (LMS).

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 - DEMO Micro-Site / Course List' page. At the top, there is a navigation bar with the Peregrine Academic Services logo and links for Home, Services, Students (highlighted), Support, Our Partners, and About Us. Below the navigation bar, the page title is 'Peregrine Academic Services - DEMO Micro-Site / Course List'. The main content area contains a paragraph describing the assessment services, a paragraph about the assessment service's design, and a paragraph about the information hub. There is a list of major areas: Understanding and Implementing our Services, Understanding and Using Client Admin, Best Practices and Academic Continuous Improvements, Integration of Services Into Programs and Curriculums, and Understanding Reports. Below this list, there is a link to view a complete list of topic/subject exam summaries and example reports. A paragraph explains that all online services can be integrated into an LMS. At the bottom, there is a section titled 'Assessment Services' with a sub-section 'Business Administration Comprehensive Exams'. This section contains three radio button options: 'Business Administration Comprehensive Exam - Undergraduate Level (Associate and Bachelor's)', 'Business Administration Comprehensive Exam - Master's Level', and 'Business Administration Comprehensive Exam - Doctoral Level'. The first option is 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.

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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 "Proceed 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: <http://www.peregrineacademics.com/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.

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Peregrine Academic Services - DEMO Micro-Site / Student Registration Information

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:	Peregrine Academic Services - DEMO Micro-Site
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
University Affiliated With:	<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.

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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.

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Question 2 of 24 2:11 Time

**Comprehensive Exam**

Quantitative Research Techniques and Statistics - Significance Levels

How do confidence levels compare to significance levels?

A  Confidence levels and significance levels are both typically small.

B  Confidence levels and significance levels are both typically large.

C  Confidence levels are typically small and significance levels are typically large.

D  Confidence levels are typically large and significance levels are typically small.

**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 2 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.

### 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."

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Question 3 of 24 14:54 Time

**Comprehensive Exam**

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.

**Continue with Exam**

### 15-Minute Break

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

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1:24 Time

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.

**1:24 Time**

[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.

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

**Our records indicate that you already have this course/exam 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, or the link embedded in your Learning Management System course portal. 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).



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You are now enrolled for your higher education course that includes online learning services from Peregrine Academic Services. The course/exam access keys(s) and link that you will need to get started are listed below.

You should complete each item as described in your course syllabus or according to instructions you received from your professor.

When you complete any of our online programs or exam services, you will be able to download a completion certificate in PDF format. Save this file and submit it to your course professor as described within your course syllabus. If you forget to download upon completion, you can retrieve the certificate from our support page (<http://www.peregrineacademics.com/support/certificates.php>).

Once you start your exam(s), you must complete them within 48 hours. Only 3 access attempt(s) are allowed. You cannot re-take an exam. Therefore, you must plan your time accordingly.

If you have any questions or problems, please visit our website at <http://www.peregrineacademics.com/support>.

Best to you with your educational program.

**Link to your course/exam**  
[Bachelors Outbound Assessment](#)

## Exam Access Link

*To access your exam, or to return to your exam after exiting, click the access link that was sent to your email, or the link embedded in your Learning Management System course portal. Please note that if your exam is embedded in your learning management system/course portal, you can only gain access to your exam through that course portal*

## 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.



### Exam Complete Comprehensive Exam

Congratulations, you have completed the Comprehensive Exam

 [Download your completion certificate](#) in PDF format and submit the certificate to your instructor according to your course requirements.

A copy of your certificate will also be emailed to you.

Please do not close this window until you have downloaded and saved your completion certificate.

#### Exam Summary

Exam	Question(s)	Completion Time	Score
Comprehensive Exam	24	4.8 minutes	33.3%

#### Topic Summary

Topics	Question(s)	Score
Accounting	2	0%
Business Ethics	2	0%
Business Finance	2	0%
Business Integration and Strategic Management	2	0%
Business Leadership	2	0%
Economics / Macroeconomics	1	0%
Economics / Microeconomics	1	100%
Global Dimensions of Business	2	50%
Information Management Systems	2	50%
Legal Environment of Business	2	50%
Management / Operations/Production Management	1	100%
Management / Organizational Behavior	1	100%
Marketing	2	100%

## 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 that some schools choose to not include any scores on student completion certificates.*



# 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

## 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)

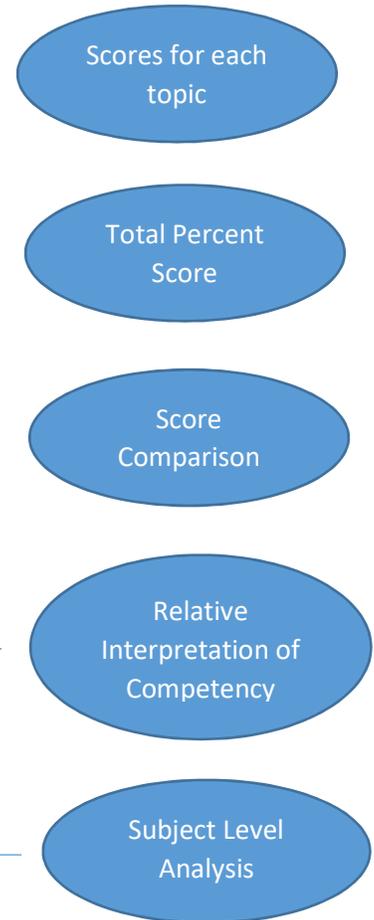
Topics	# Correct	Score
Accounting	5 correct out of 10	50%
Business Ethics	5 correct out of 10	50%
Business Finance	3 correct out of 10	30%
Business Integration and Strategic Management	3 correct out of 10	30%
Business Leadership	7 correct out of 10	70%
Economics / Macroeconomics	2 correct out of 5	40%
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
<b>Accounting</b>		
Accounting Data Analysis		3/6 = 50.00
Journal Entries		2/4 = 50.00
	Average:	50.00%
<b>Business Ethics</b>		
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%
<b>Business Finance</b>		
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%
<b>Business Integration and Strategic Management</b>		
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%

## Where can I find Technical Support and Frequently Asked Questions?

For additional **Technical Support** and **Frequently Asked Questions**, you may visit our website at [www.PeregrineAcademics.com](http://www.PeregrineAcademics.com). Under the **Support** 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 **Support** tab to access various technical support options.*

### Additional Student Support Links:

- ❖ Frequently Asked Questions: <http://peregrineacademics.freshdesk.com/support/solutions>
- ❖ Access Link Retrieval: <http://www.peregrineacademics.com/home/exam-access-key-retrieval>
- ❖ Certificate Retrieval: <http://www.peregrineacademics.com/home/certificate-retrieval>
- ❖ Correct Email Address: <http://www.peregrineacademics.com/home/correct-email-address>
- ❖ 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**: <http://peregrineacademics.freshdesk.com/support/tickets/new>