# Navigating CSA Scheduling Screens

- You must first "Request an Assessment" from CSA at www.CSAexams.com.

- Once CSA processes your Request and enters information into our system, you will get an email with user information and a Voucher Code. The Voucher Code is required to schedule any exams, and are unique to that exam that you requested and paid for.

- Once you get the Scheduling email, go to www.webassessor.com/CSAexams
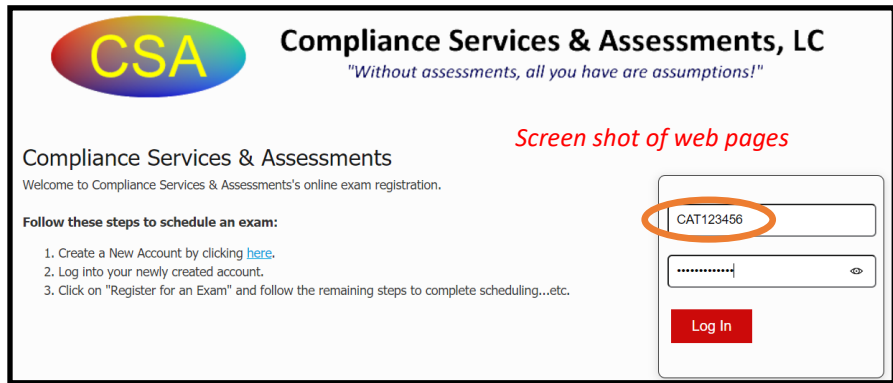
- Enter the candidate Login name, such as "CA#######" and Password (you are required to create a password using links in the welcome email sent when your new account is created by CSA. This password will be different effective 10/2020.)

- If you do not have a password, use the option to have a Reset Password sent to the email address. Passwords can be changed once you are logged in along top menu.
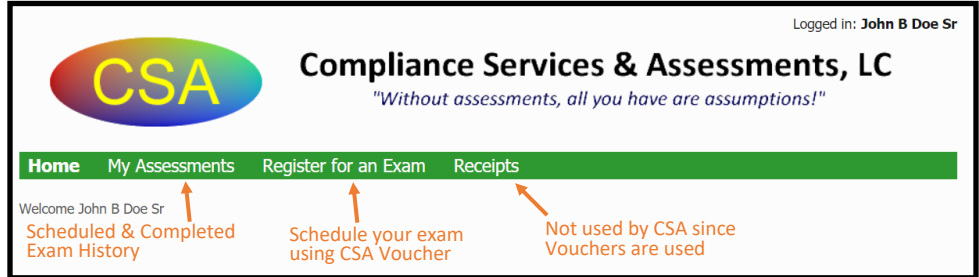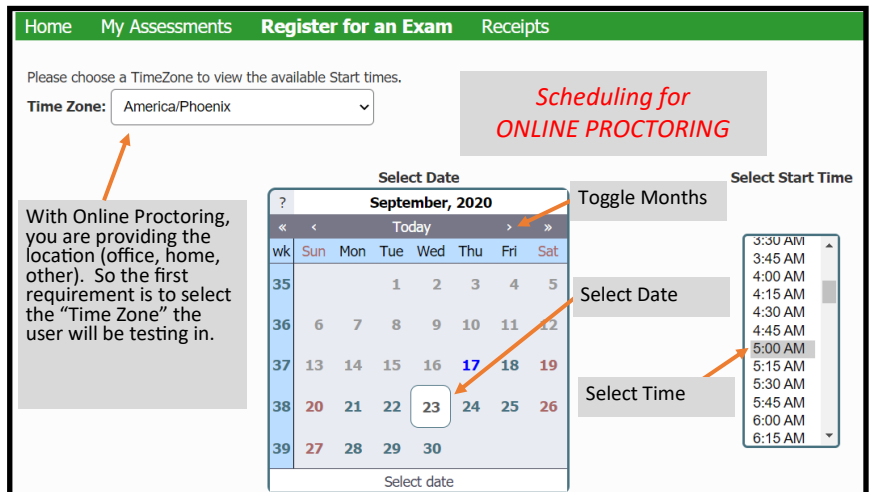
- To Schedule for an exam, select "Register for an Exam"

- Click on "+" to expand the topic for the type of test you are scheduling

- Click on "+" or the exam name (such as FA2) to expand the "multiple" Proctoring Options available

- Verify the CORRECT PROCTORING OPTION and select the "Buy Now" option. This will take you to the Schedule page.

- IMPORTANT - Although you will be able to see all exams, you can only finish the schedule process by selecting the exam that your Voucher was issued for.
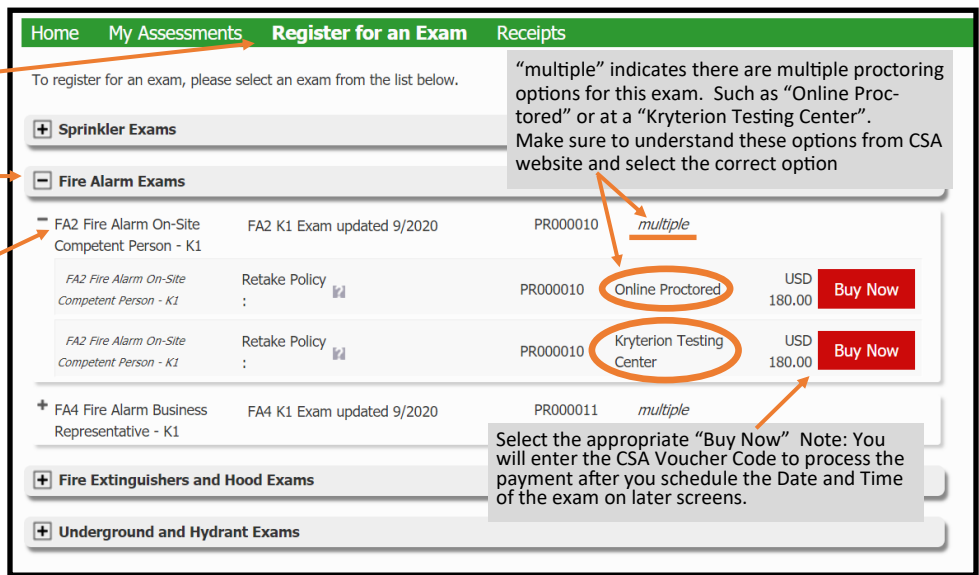
Scheduling an Online Proctored Exam:

- This next screen will depend on the Proctoring Option Selected. The screen shot shown to right is if you selected Online Proctoring.

  - Schedule changes to Online Proctoring must be made at least 24-hours in advance of the exam.

  - Your computer must satisfy specific requirements and a USB web camera is required for Online Proctoring. See CSA website for specifics.

- Physical Proctoring Center scheduling is shown on next page.

Screen shot of web pages

Compliance Services & Assessments

Welcome to Compliance Services & Assessments's online exam registration.

Follow these steps to schedule an exam:

1. Create a New Account by clicking here.
2. Log into your newly created account.
3. Click on "Register for an Exam" and follow the remaining steps to complete scheduling...etc.

CAT123456

Log In

Logged in: **John B Doe Sr**

Home | My Assessments | Register for an Exam | Receipts

Welcome John B Doe Sr

Scheduled & Completed Exam History

Schedule your exam using CSA Voucher

Not used by CSA since Vouchers are used

Home | My Assessments | **Register for an Exam** | Receipts

To register for an exam, please select an exam from the list below.

"multiple" indicates there are multiple proctoring options for this exam. Such as "Online Proctored" or at a "Kryterion Testing Center". Make sure to understand these options from CSA website and select the correct option

[+] Sprinkler Exams

[−] Fire Alarm Exams

[−] FA2 Fire Alarm On-Site Competent Person - K1 | FA2 K1 Exam updated 9/2020 | PR000010 | *multiple*

FA2 Fire Alarm On-Site Competent Person - K1 | Retake Policy : | PR000010 | Online Proctored | USD 180.00 | **Buy Now**

FA2 Fire Alarm On-Site Competent Person - K1 | Retake Policy : | PR000010 | Kryterion Testing Center | USD 180.00 | **Buy Now**

[+] FA4 Fire Alarm Business Representative - K1 | FA4 K1 Exam updated 9/2020 | PR000011 | *multiple*

Select the appropriate "Buy Now" Note: You will enter the CSA Voucher Code to process the payment after you schedule the Date and Time of the exam on later screens.

[+] Fire Extinguishers and Hood Exams

[+] Underground and Hydrant Exams

Home | My Assessments | **Register for an Exam** | Receipts

Please choose a TimeZone to view the available Start times.

Time Zone: America/Phoenix

Scheduling for ONLINE PROCTORING

With Online Proctoring, you are providing the location (office, home, other). So the first requirement is to select the "Time Zone" the user will be testing in.

Select Date

September, 2020

Today

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
35			1	2	3	4	5
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			

Select date

Toggle Months

Select Date

Select Time

Select Start Time

3:30 AM
3:45 AM
4:00 AM
4:15 AM
4:30 AM
4:45 AM
5:00 AM
5:15 AM
5:30 AM
5:45 AM
6:00 AM
6:15 AM

Once scheduled, check the Accept Terms box below calendar and then "Select" to go to payment / voucher screen. See next page for more information.

Scheduling Screens (continued)

Scheduling at a Physical Test Center:

- When selecting a a Physical Proctoring Center you will be taken to a screen like the one on the right.

- First, select the "State" and then "Find". This will show all the locations within that state. The other fields can be used to narrow down your search.

  - Don't forget to search adjacent states if you are close to a border.

- From the Available Testing Centers (meeting your search criteria), check the box of the center you want, or click on "Map" to see where the center is located.

- "Select" your testing location

- Verify your Testing Center and Select Date, then Select Start Time.

Payment / Voucher Screen:

- Verify the exam information and details are correct.

- Enter the Voucher Code provided in Emails by CSA. This code is unique and can only be used for this person and for this exam.

After you apply the Voucher Code and "Apply" you will be taken to a confirmation screen where you can print the confirmation notice. You will also get emails of your schedule.

NOTE: An "Exam Authorization Code" will be provided. The candidate must have this code for the proctor to launch the exam. This is a unique code for each exam and you forfeit all fees if this code is not provided at the exam.