

New CIC Exam Procedures

Exam is NOT required for CE credit, only for obtaining the CIC Designation

All CIC exams will now be given **ONLINE** after the conclusion of the seminar. **You will NOT take the exam in class**, but at a location of your choosing during an “exam window” after the class is over.

Exam Availability

Your exam will be accessed through The National Alliance’s Learning Management System (LMS). **The exam will be available to you beginning Monday at 12:01 am CST through Thursday at 11:59 pm CST the week following your class.** You will have two hours to complete the exam once you begin.

Plan accordingly for taking your exam. We do not advise taking the exam on Thursday after 4:30 p.m. because the National Alliance offices are closed and you will not have access to technical assistance should you encounter any problems. **Exam access will not be granted after the exam window closes.**

Exam Proctor

CIC online exams require a proctor be present while you take the exam and **you must submit your proctor request prior to the end of the institute through your PROfile page.** The proctor must be a **disinterested third party.** A **disinterested third-party** is someone with no direct business or family relationship to you. For example, an agency principal, supervisor, subordinate, friend or family member would **NOT** qualify as a disinterested third party. Some examples of a disinterested third party are: a coworker who exclusively works in a training/HR role **OR** a local proctoring facility/testing center.

We recommend that you use MonitorEDU.com, a National Alliance approved online proctoring system. You can learn more and access their service at <https://scicproctor.com/how-it-works>.

Your proctor must complete a contact information form in the exam section of the learning portal before starting your exam. Once the form is submitted the exam launches and the exam clock begins. **It is important that you never launch your exam without a proctor present to avoid losing your exam attempt.** For more information on National Alliance proctor requirements or to view instructional videos please visit <https://www.scic.com/proctor-monitor-rules>.

Accessing the Exam

During the exam window mentioned above, you will access the online exam via your PROfile page – your official CIC tracking platform through The National Alliance. Sign-in to the National Alliance website (www.scic.com) using your National Alliance ID and Password. If you have not accessed your PROfile before or forget your login information, you can request it at this link <https://pro.scic.com>.

Note: We suggest that you access your PROfile prior to the exam window opening so you can work out any login issues in advance. This will avoid any added tension during the exam window.

The Exam – Step-By-Step

1. Login to the National Alliance website – www.scic.com.
2. On your Homepage(dashboard), click on "Launch Learning Portal" (top right portion of the screen within the blue box). You are now entering the LMS.
3. Click on the green box with text "Launch" and the name of your class. You will be immediately taken to the exam where the proctor will complete the proctor contact form to launch your exam.
4. Complete the exam!

If you have issues accessing your exam, or issues during your exam, send an email to examhelp@scic.com .

If you have any questions, please contact Becky McCormack at bmccormack@iibabsc.com **Becky can NOT help you during exam or with technical issues launching exam. Contact examhelp@scic.com for those issues.**