FISDAP Entrance Exam Instructions:

**First:** Select a proctor. This can be anyone who is willing to **physically supervise you while you take your test.** Then select the date you’d like to take your test. Once you have your proctor AND test date selected, have your proctor email the program director at alycia.brantz@sanfordhealth.org and they will be provided with the password for the selected date. **Note:** Passwords are only good for 1 date. If you are unable to take the test on your selected day, you will have to have your proctor contact the program director again to request another password.

**To Take the Exam:**

1. Go to [www.fisdap.net](http://www.fisdap.net) and click **Member Log In** in the upper right-hand corner.
2. Enter your Fisdap **username** and password and click **Log in**.
3. From the MyFisdap page, click **Take a Test** in the Quick Links menu.
4. Click the testing **section** that corresponds to the exam you are scheduled to take.
5. You will be prompted to enroll yourself in the course. Click **Yes**.
6. Click the **name of the exam** you are scheduled to take.
7. Click **Attempt quiz now**. You will be prompted to confirm that you want to start this test attempt. Click **Start attempt**.
8. Ask your instructor to enter the **proctor password** for you.
9. You may now begin answering the multiple choice questions.
10. Your work is saved each time you answer a question and click **Next**. You may still go back and change your answers by clicking **Review attempt** and choosing the question you wish to review.
11. When you have answered all of the questions, you will be taken to the **Review attempt** page. In order to complete the test, you must click the **Submit all and finish** button located at the bottom this page.
12. By clicking **Submit all and finish**, you are indicating that you have finished the entire exam and will NOT be allowed to attempt it again.

**Note:** If you do not click **Submit all and finish** before you leave, your scores will not be calculated, but your answers WILL be saved.