

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** 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.