

X-Ray Lady Online Testing Center Instructions

Before You Start

- Once you start your test, you won't be able to come back to these instructions. If needed, you can **print or download these instructions** to refer to while taking the test!
- The testing center operates on Eastern Time. If you need a certificate with a specific date, you **must submit according to Eastern Time** regardless of your own time zone.
- **Want a copy of your completed test?** Fill out the blank answer sheet for your records. You will not receive a graded test from the testing center.
- The testing center will **automatically save your progress** and pick up where you left off.
- If you have more than one course, you must finish a quiz/test before starting another one.
- Need help? Contact us from 9am to 5pm EST Monday – Friday at **502-425-0651** or xrayladyce@gmail.com. Need technical support? Contact eLeap at 877-624-7226 or help@eleapsoftware.com.

Taking Your Test

- **Click the button below** to start your quiz/test.
 - Can't find your eBook? Search your email for "Your X-Ray Lady Course Materials" (especially a spam/junk folder!) or contact our office.
- **Select your answer** for the first question, then click "Next." Continue until you've answered all the questions.
 - Use "Back" to go to the previous question
 - You may skip questions by clicking on the numbers. Black are answered questions, gray are unanswered.
- Click on/answer the last question, then click "**Submit Your Quiz Answers.**"
 - The next screen will show your results and, if you passed, a button to download your certificate.
 - Failed the test? You have 3 total tries to make a 75% or better. Please contact our office.
- **Download and print your certificate.** You're done!
 - Since your testing account is not permanent, please download or print your certificate upon passing the course.