

X-Ray Lady eLeap Interactive Testing Center Directions

Please read these directions in their entirety to ensure proper course completion & certificate issuance.

IMPORTANT INFORMATION: You will not be able to access these directions once you start your test. [Click here](#) to download and/or print these directions. You can also find a link to the directions on the homepage of the online testing center.

Our testing center operates on Eastern Standard Time. This means when you submit your test it is time stamped according to Eastern Standard Time (EST) and will affect your date of completion if you are in a different time zone. Please complete your test according to the Eastern Time Zone in order to get the completion date that you need.

When you use the testing center you will not receive a copy of your completed test. If you would like to keep a copy of your answers for your records we recommend that you fill out and save the answer sheet that you received with your order.

Need help? Office hours are Mon-Fri 9am to 5pm EST. If you are experiencing a technical issue within the system and it is after office hours, you may contact eLeap support directly at 877-624-7226 or via email at help@eleapsoftware.com.

Step One: Click the Blue “Click Here to Start Quiz” button at the bottom of the home screen. **Please Note:** Reading materials are NOT located in the testing center. EBooks are sent via email once you place your order. If you ordered an eBook and have not received the email that contains the links to download your course materials, please contact our office immediately.

Step Two: Answer your test questions by selecting an answer for each question. Click “Next” to advance to the next question. You can go back to the previous question by clicking “Back.” You may also select a specific test question by clicking on the corresponding number of the question (black numbers indicate questions you have answered; grey numbers are unanswered questions). Once you have answered all of your test questions, click the “Submit Your Quiz Answers” button.

The testing center will save your quiz progress if you need to log out. You will be able to start where you left off once you log back in to the testing center. The testing center will not allow you to work on two tests at the same time. Once you start a quiz, you must complete it before starting your next quiz.

Step Three: After submitting the quiz answers, you will see a results screen. On the left side there will be a box that says either “Passed” or “Failed.”

If you have **PASSED the quiz, YOU MUST ACCEPT YOUR SCORE BY CLICKING THE “ACCEPT SCORE” BUTTON (LOCATED UNDER THE “PASSED” BOX) IN ORDER FOR YOUR COURSE TO BE COMPLETED AND A CERTIFICATE TO BE AVAILABLE FOR DOWNLOAD.**

If you have **FAILED the quiz, DO NOT ACCEPT YOUR SCORE. SELECT THE “RETRY QUIZ” OPTION LOCATED BELOW THE “FAILED” BOX.** If you have failed both of the allotted attempts in the testing center, please contact our office. You will have one more attempt to pass the course, but you will not be able to use the testing center for submission.

Step Four: Download, save, and/or print your certificate of completion. We recommend you do this immediately upon completion of the course. Testing center accounts are deleted 24 to 48 hours after completion of all assigned courses and you will not have access to copies of your certificates unless you contact our office.