

Email Template:	DRAFT Student Letter
Subject:	{{Class_Name}} Certification Exam – Remote Student Instructions

*Be sure to edit ALL fields that contain **{{SAMPLE_TEXT}}***

Attention {{CLASS_NAME or STUDEN_NAME}},

You have a unique opportunity to earn an industry recognized certification which validates the skills and knowledge you have in **{{EXAM_TITLE}}**. This certification exam aligns to the knowledge standards that were covered in our **{{CLASS_NAME}}** class.

I have included a .PDF with instructions on how to sign in and complete the certification process. **Please review ALL instructions and be aware of our Certification Window (Date and Time)**. You will need to sign into the remote proctoring platform at this time and I will authorize you to begin your exam.

Our Certification Window: **{{DAY, DATE @ TIME}}**

As you sign into the remote proctor system, you will need the following information:

- **Exam Code:**
- **School District:**
- **Student ID:** If not specified, please use your school/district issued ID number.

You will also need to:

- *Use your computer with an internet connection and camera that is able to view the testing environment.*
 - *Preferred Browser: **Google Chrome***
- *If you are connected to any other communications (i.e. Zoom, Teams, etc.), **turn off your camera.***
- *No notes, textbooks, websites, or other devices may be used.*
- *Certification Exams must be completed in a single sitting.*
- *You will be given 90 minutes to complete the exam. However, if you finish before the time has expired you may submit your exam to be scored.*

After you have completed the certification process, I will be identifying those individuals who have earned a certification and send those to your email.

Should you need any assistance throughout the certification process, you may contact me at the information provided below. Additional questions and assistance may be directed to the YouScience Precision Exams Customer Support Team, M-F 8AM – 7PM Eastern via chat, phone [801-653-9356](tel:801-653-9356) or email support@youscience.com

Good luck and do your best!

{{Teacher Name}}

{{Signature}}