User Manual Steps for Candidates:-

To start the test you need to first login to your account by entering the username and password in the Home tab.

(Note- Username and password will be provided once you have deposited the fees for the test in our bank account, the details of which can be found from our website ww.iqticertifications.com)

Once logged-in you can start the test.

Currently there are 4 tests each for Foundational and Professional. In case you have logged in for the first time in your account and have not given any test, then only the first test link will be activated.

You need to finish the entire test in sequence in order to generate your mark sheet/transcript.
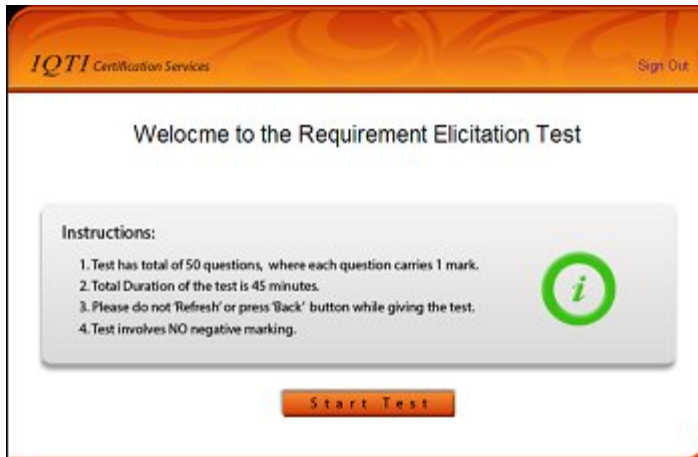
Once you finish the first test then only the next test link will get activated.
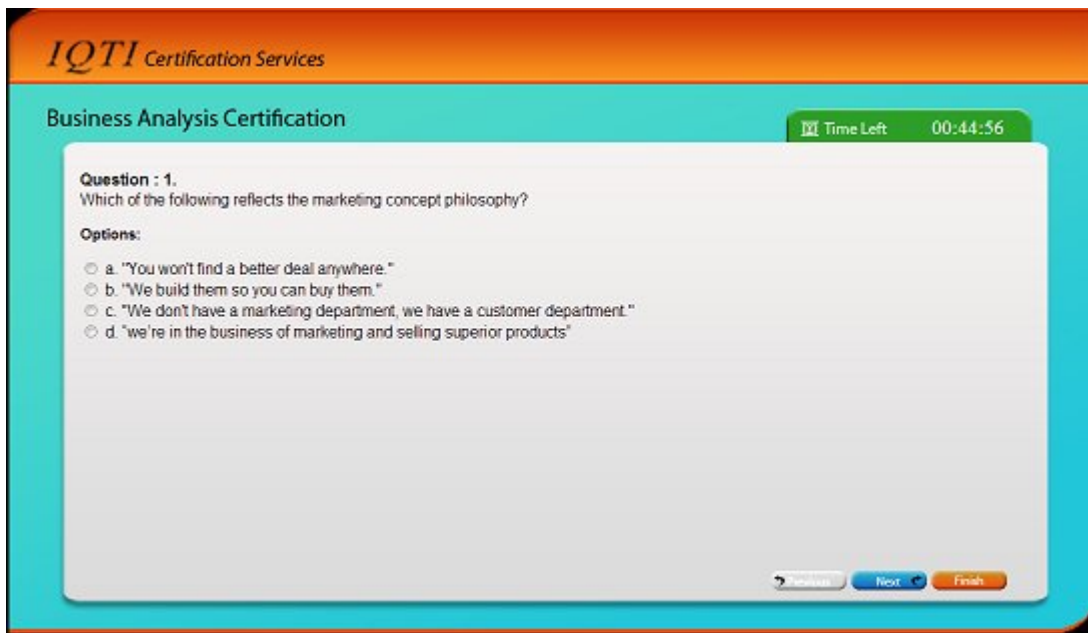
Steps involved in giving the test.

1. Select the test from the different test options available.

2. ON the next page there will be some details about the test. Read all the details carefully and then click on **Start Test** button. Once the test gets started **Do not click Back button of the browser or Press Refresh (this can lead to cancellation of your test).**
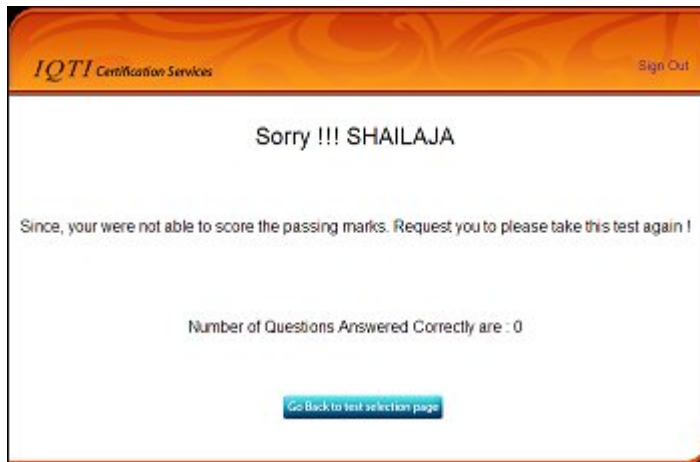
3. Next and previous buttons are available in the test window to go to the next and previous questions. Next button will be deactivated when you are at the last question of a particular test and the previous button will be deactivated when you are at the first question of the test.

4. Total time of 45 minutes is available to finish one test. Once the 45 minutes are over the test will automatically get over.

5. If you are done with answering all the questions before time, they you can click on the Finish button to finish the test.

6. Till the time you have not completed the first 3 tests, on completing each test you will get the option to go back to the test selection page and finish rest of the test.

7. On finishing the entire four tests, you will get the option to generate your mark sheet/transcript.

8. You can then take the printout of your mark sheet/transcript and email us the scan copy of it, so than we can provide you the certificate