

Instructions once you pay for the IIPA exam

You will get another one similar after you tell Patty you are ready for the Exam, and you will see this again at the beginning of the Examination before you hit start.

Thank you for your IIPA Examination payment.

When you are ready to take the Examination, please email the Central Office (**NOTE: The Central Office hours are Monday-Thursday 10:00am-4:00pm CST, closed on Friday, Saturday and Sunday's.**)

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The IIPA Examination contains seven (7) Sections that will be graded individually. You must **pass each Section** in order to pass this Examination. Each Section may contain a variety of different types of questions including multiple choice, fill-in-the-blank and matching terminology with descriptions. Each Section will be graded with a passing score of 80% or higher (90% or higher if you intend to become an IIPA Certified Iridology Instructor). If you are unable to achieve 80% or higher on a Section, you may retest that Section later. **A retest fee of \$75 will apply. Please refer to the website, "Examination Retest Information" link for more information.**

Below are the IIPA Examination instructions. Please read carefully!

You will see these instructions again at the beginning of the Examination.

- You will receive an email from our Examination software with instructions on how to enter the Examination site. You will have one (1) week to access the Examination. After one (1) week your code/key will expire.
- You will have **four (4) hours** to complete the Examination. You may watch your time at the top right of each page of the Examination.
- The Examination time-limit will not start until you click the **"Start Examination"** button at the bottom right side of Instruction page.
- You **may** use a class textbook and your class notes for this Examination.
- Once you click the "Start" button, click on **"Assessment Navigator"** at the bottom left. Next to "Assessment Navigator" is a small white flag. The flag allows you to mark a question(s) to review later. The "Assessment Navigator" chart will show a flag on the number of the question(s) you want to review or answer.
- In the "Assessment Navigator" chart, are black dots within the numbers. The black dots are the **title pages** to each Section of the Examination. Scroll and click on the black dots to find a certain Section.
- Next to the "Assessment Navigator" button, are **"Next Question"** and **"Previous Question"** buttons to advance or go back to the questions. When you no longer have the option for "Next Question," you have come to the end of the Examination. With any remaining time, search your "Assessment Navigator" for flags or click on "Previous Question" to check for questions that you may want to review. When you finish, click the **"Submit Examination"** button at bottom right of page to end the Examination.
- You will receive an IIPA Examination Response Form with your final scores for each Section. Please allow **3-5 business days** via email.
- You may contact the IIPA Central Office for any questions or concerns that you may have: iipacentraloffice@iridologyassn.org or **205-213-5579**.

Be sure to use the "Navigator" in the exam to move forwards and not the back button. Be sure to read and understand these instructions.