

# Business Apprenticeship Proctor Instructions for Online Examinations Part 2 - Written 2026



German American  
Chambers of Commerce  
Deutsch-Amerikanische  
Handelskammern

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## FAQ

What do I do if there is a question about the exam or a technical difficulty – i.e., someone gets kicked out of the exam or does not have a link to the exam?

**Please contact via email, phone, or text one of the following GACC representatives who will be on call:**

**Jaymee Dhein, [dhein@gaccmidwest.org](mailto:dhein@gaccmidwest.org) Office phone: 312-585-8006 cell: 262-689-5723**

**Geneva Scurek, [scurek@gaccmidwest.org](mailto:scurek@gaccmidwest.org) Office phone: 312-585-8339, cell: 615-708-7246.**

You will need to prepare the testing computers using the access links provided in a separate document - “Access and Log In Credentials”.

Before apprentices arrive,

1. Launch the browser and open the access link on each computer that will be used. Each occupational profile (IET, MT, AMT, CNC, BA) and/or Part 1 and Part 2 test will have a different link. For example, IET Part 1 and Part 2 test takers will have a different link, but all IET Part 2 test takers will have the same link, and all IET Part 1 test takers will have the same link. Below is a screenshot of what should appear when you open the access link. You can check that the correct exam occupation is showing at the top of the screen and below the AHK logo (see the highlighted areas in the screenshot)

MT Part 2 Exam 2026

AHK German American Chambers of Commerce Deutsch-Amerikanische Handelskammern

Welcome to the Mechatronics Technician Part 2 Written Examination

LOGIN

Username

Password

CONTINUE

2. From the “Access and Log in Credentials” document, cut the login credentials into strips on the dotted line and pass out to the respective test takers after they are sitting at the computers with the correct access link open. **Be sure the apprentices are seated at the correct computer for their occupational profile and part test on which you already opened the correct access link!** **The strips of paper should stay by their computers, not leave the room, and be taken up at the end of the exam or once they are no longer needed.**
3. Have the test takers enter their username and password and click continue. This will open their start page with their name at the top but not start the test yet. (see highlighted area of screenshot)

BA Part 2 Exam 2026

Hello, SCU Test

Once all apprentices are on their unique start page with their name, begin reading the proctor instructions.

FAQ continues on next page.

**Are there any reference documents for the questions that need to be printed or handed out?**

*Depends on the test. If reference documents are needed, they will either be sent as a hard copy to the test center, or a secure file can be printed at the test center. In addition, all reference documents are found under the gray document icon (“Asset Library”) in the TestInvite platform during the test. Please shred the reference drawings after all testing is complete.*

**Are apprentices allowed to have scratch paper or take notes on paper?**

*Yes, however, the proctor should provide them with a blank note sheet for EACH exam that then MUST be collected after EACH exam. This paper, if used, is not allowed to leave the exam room aside from turning it in to the proctor.*

**What do I do with their note sheets after the exam/s?**

*Collect each note sheet after each exam if used. Make sure that a **name** and test area/topic is written on the paper. Then scan and send to [scurek@gaccmidwest.org](mailto:scurek@gaccmidwest.org) as soon as possible, no later than noon the day after the testing. Once scanned and successfully sent (wait for confirmation!), please shred the note sheets.*

**What are students allowed to bring to the exam?**

- *Non-communicable, non-programmable, battery-operated calculator, there is also a basic calculator available in the test platform on the left with a calculator icon that can be used.*
- *Pens, pencils, highlighters, and/or other writing tools.*

**Are there breaks?**

*Yes, between each exam as scheduled.*

**What if the apprentices do not start the exam at the exact time listed in the instructions?**

*This will not affect the overall amount of time that the apprentice has for taking the exam. If apprentice 1 clicks on the Start button at 8:45am and another apprentice does not click on the start button for the same exam until 8:50am, both apprentices will still have the full amount of time allotted for that exam. The test system closes once the time is up. If the instructions run over the start time, this is ok.*

**What if an apprentice is late for the exam?**

*We will allow grace within reason. If an apprentice arrives more than 5 min after the scheduled start to the examination, please note the time that they did arrive to start the exam and notify a GACC representative listed above. This will affect their overall test time, but the change must be made in the back end. If someone is a no-show, please contact GACC ASAP.*

**Can apprentices use their phone during the exam or during breaks?**

*During the exam, NO. During breaks, YES. Phones must be collected and silenced/off prior to starting exams.*

Please have apprentices sign in upon arrival - <https://forms.office.com/r/EqWnjJ21C6> (This will need to be on a separate computer that is not a testing computer), to verify their contact info with the GACC.

## Written Exam Start and End TIMES – quick reference

- 10:00am**     **Start time! Business Apprentice (BA) Part 2** - access online testing platform and written exam instructions
- 10:15am**     **Start Exam 1 BA Part 2** (Customer-Related Processes - 150 min)
- 12:45pm**     **End Exam 1 BA Part 2** – lunch break
- 1:45pm**     **BA Part 2** – Return from lunch break for brief instructions
- 2:00pm**     **Start Exam 2 BA Part 2** (Economics & Social Sciences - 60 min)
- 3:00pm**     **End Exam 2 BA Part 2**

PROCTOR INSTRUCTIONS are on the following pages.

Read directly through the information provided, do not read what is in RED and in parentheses, those are notes for the proctor. Pick up where you left off when the next instructions need to be given.

Instructions are provided in order. Start time for each instruction is highlighted throughout the proctor sheet.

Stopping point for instructions is indicated by a solid black line like below.

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**Starting point for instructions is highlighted.** Instructions begin on the next page.

Below is a list of students taking exams at your college:

Appr - Select Program/Occupation	First Name	Last Name	Company	Part 1 or 2	Written Loc
Business Apprentice				Part 2	
Business Apprentice				Part 2	

**10:00AM – BA (Business Apprentice) Part 2 Instructions:**

*(As the apprentices arrive)* Please sign in by filling out the online form before we get started using the QR code or this link: <https://forms.office.com/r/EqWnjJ21C6> *(This will need to be on a separate computer that is not the testing computer or on their phones using the provided QR code)*. This is just collecting your name, address information, confirming your identity and making sure GACC has the correct information on file.

All cell phones or other electronic devices such as smart watches should be turned in *(on a desk or in a drawer or locker)*. Should a phone ring during the exam, this will be cause for the proctor to end your exam. *(wait for all phones to be stored)*. You may get them back during breaks, please drop them back off before the start of each section of your exam.

Your computer should be open to the TestInvite login screen for your relevant exam. Please check the top of the browser window, below the URL, or the center of the screen to confirm you are about to access the correct exam. I will now hand out your login credentials. Please enter your credentials and click “CONTINUE”. Once you click continue you should see a new page that says “HELLO, and your name at the top.” This is your start page. Do not click on start yet. First, I will read instructions. If it is not yet time to start the exam, the TestInvite window should indicate how much time remains until the test can be started, if the screen says that the test is “no longer active,” please notify the proctor. If you are taking more than one exam today, you will use the same link and pair of credentials for each exam that you take.

Has everyone successfully logged in and clicked on “GO TO TEST” to see a countdown timer? *(Move around the room to check everyone’s screens) - should any questions arise or you encounter any technical difficulties during the exam please reach out via TEAMS, email, or phone to:*

*Jaymee Dhein, [dhein@gaccmidwest.org](mailto:dhein@gaccmidwest.org) Office phone: 312-585-8006 cell: 262-689-5723*

*Geneva Scurek, [scurek@gaccmidwest.org](mailto:scurek@gaccmidwest.org) Office phone: 312-585-8339, cell: 615-708-7246*

Welcome to your Business Apprentice (BA) Part 2 examination. I will be your proctor, moving about the room to observe your testing today. If you have any questions, please do not hesitate to raise your hand. If I can clarify or get an answer for you, I am happy to do so.

All BA Part 2 apprentices, you will be taking **2 different exams** with 1 exam access URL and 1 pair of credentials.

**Leave the paper with your credentials next to your computer.** The paper should not leave the room between exams and must be turned in when all of your testing is complete.

Part 2 apprentices, when you are finished with each exam you will submit or finish your test. You can leave the “Test is over” window open and be allowed a break and then return to continue with the next exam. If, during a break, the computer goes to sleep or you must log out, that is ok, you can return to the exams by entering the URL and login credentials again.

If something happens during the exam remain calm, notify the proctor immediately to contact ICATT/GACC and we will rectify the problem as quickly as possible.

Before you get started with your online exam today, a few general announcements followed by detailed instructions...

If you are experiencing any health issues that would make you unable to complete this examination today, please let us know at this time. Any grievances once the exam has begun, we will no longer be able to make any accommodations.

As your phone should already be turned in, NO Phones or pictures are allowed. No documentation related to the exam should leave the room. No talking during the exam, unless to ask the proctor a question. If you need to go to the bathroom or take a break while in the middle of the exam you may but note that time does not stop. Only one person is allowed out of the exam room at a time. If you need to go to the bathroom now, please do so before the next instructions. *(wait if anyone needs to use the restroom)*

**ITEMS allowed during the online testing include:**

- Non-communicable, non-programmable, battery-operated calculator, there is also a basic calculator available in the test platform on the left with a calculator icon that you can use.
- Pens, pencils, highlighters and/or other writing tools.

If you need to get any items such as a pen, calculator etc. please do so now. Please remove all other unnecessary items from your desk. You will be provided a blank note sheet for taking notes, drawing, or writing out calculations if needed and it will be collected along with any other documents provided at the end of each exam.

Any questions so far before we get started into more detailed information about your exam?

**Part 2 apprentices your first exam (Customer Related Processes) is 150 minutes.**

**You will start your exams at the same time and they will be available to access starting at 10:15am.**

- This first exam consists of **6 sections** of related questions. **ALL** sections need to be completed in the allotted time. The times noted in the title of each section are **suggestions**. Use the full 150 minutes of exam time as needed!
- Questions are a mix of matching, multiple choice, and calculations/short answer.
- All questions will be graded.
- This information is also provided as written instructions at the beginning of the test.
- Questions can be done in any order, so manage your time wisely. Sometimes there are easier questions at the end of the exam, but you will miss those because you never got to them, so don't spend too much time on one question and you can always go back.
- You will be provided with a sheet of blank paper for notes. *(Pass out blank sheet for notes)*. Everyone, please put your name at the top of your note sheet. Also put "Customer Related Processes" or "CRP" at the top. *(wait to make sure everyone has put their name and info at the top)*
- **For this exam, there are figures, tables, and documents to be referenced at different points throughout the exam. I will provide a hard copy of your reference documents. All attachments for this exam can also be found in the "Asset Library" within the test platform -gray document icon to the left of the questions. *(pass out a hard copy)*** Reminder, your printed attachments should not be used for writing answers, be sure to use your provided blank note sheet for any answers you cannot put in the test solution box online.
- If a short answer question asks you to show your work for an equation or complete a drawing and you are not able to type the equation as you wish into the task solution box provided or draw the drawing – type your final answer online or type "see note sheet" and then be sure to indicate the question number and show your work on your note sheet for evaluation by the exam board. Show your work so you can get credit for what you do know.

- Once the exam timer starts, you will have one attempt at the exam.
- Your screen will be “locked” on the test screen. If you somehow get kicked out, or accidentally close the test window, remain calm and notify the proctor immediately.

Your exam will be available to access starting at **10:15am – once opened** a countdown timer or “Start” button should show on the screen – **the test will close after the allotted time of 150 minutes for Part 2 has lapsed.**

**Part 2 apprentices** when you are finished, submit your exam, turn in your reference attachments and note sheets, be sure your name is on each sheet. **You will have a 60-minute lunch break until 1:45pm when you need to return to the room for instructions for the next exam. Please be punctual.** *(if you have access to a board, you can write the start and expected end times for all Part 2 (10:15am - 12:45pm) on the board as well as the start time for instructions for the next exam (1:45pm).*

Any final questions? You may start as soon as the exam is available to access. Good Luck!  
*(Move about the room once everyone has started and make sure you see a countdown timer in the top right corner. If not, note the start time and notify the GACC immediately.)*

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**1:45pm – BA Part 2 instructions:**

Your second exam is -

**“Economics & Social Sciences” – 60 minutes**

- All phones should be turned off and handed in.
- This exam consists of **1 section**, again a mix of matching, multiple choice, and a few calculations/short answers – **all** are to be completed within 60 minutes.
- You will be provided with a sheet of blank paper for notes. *(Pass out blank sheet for notes).* Everyone, please put your name and “Economics and Social Sciences” or “ESS” at the top of your paper.
- The only attachment for this exam is the company information document. **I will provide a hard copy of your reference documents. All attachments for this exam can also be found in the “Asset Library” within the test platform -gray document icon to the left of the questions.** *(pass out a hard copy – same as the first page of the document from the first test)*
- There are **30 questions** split across 10 pages. Questions on each page are related to one another.
- All questions will be graded.
- This information is also provided as written instructions at the beginning of the test.
- Questions and pages can be done in any order. You may move ahead to other questions and pages or go back and finish questions and pages and mark questions to return to.
- Once the exam time starts, you will have one attempt at the exam.
- Your screen will be “locked” on the test screen. If you somehow get kicked out, or accidentally close the test window, remain calm and notify the proctor.

This exam will be available to access starting at **2:00pm – once opened** a countdown timer should show on the screen - **and test will close after the allotted time of 60 min has lapsed.**

**When you are finished, submit your test, turn in your note sheet, be sure your name is on it.** This is your last test so if you finish early, you can submit your test, close your test window, collect your things, turn in your reference drawings and note sheet, and quietly leave the room in case others are still testing as your written testing will be done!

*(If you have access to a board, you can write the start and expected end times for Part 2 (2:00pm – 3:00pm) on the board.)*

Any final questions? You may start as soon as the exam is available to access. Good Luck!

*(Move about the room once everyone has started and make sure you see a countdown timer in the top right corner. If not, note the start time and notify the GACC immediately.)*

**Final Proctor reminders**

*Make sure that name and test area/subject are written on the note sheets. Scan both sides and send to [dhein@gaccmidwest.org](mailto:dhein@gaccmidwest.org) as soon as possible, no later than noon the day after the testing. If the note sheet is blank and has the apprentice’s name on it, please go ahead and scan it in so we know that it is not a missing sheet, but they simply did not write anything on it. Please scan the documents by test area so there are separate attachments:*

- *BA Part 2: Customer Related Processes / CRP (Test 1)*
- *BA Part 2: Economics & Social Sciences / ESS (Test 2)*

*Shred all reference documents and note sheets after scanning, emailing, and confirmation of receipt.*