NACVA

Proctored Exam/Case Study Experience Requirement

The CVA/AVA Proctored Exam
Laptops are **required** for the CVA/AVA Proctored Exam on Saturday. Please bring one with you. NACVA will provide wireless internet service and electrical power but **will not** provide laptops.

The exam is internet based, i.e., you will be logging onto a website to take the exam—login instructions will be provided at time of exam. Most major web browsers are appropriate for the exam. You will be sent an email confirmation of your exam registration. Please have the email accessible as it will contain an authorization code needed to launch the exam.

The exam can begin as early as 7:00 a.m., but you <u>must</u> begin the exam by 8:00 a.m. in order to finish by the 1:00 p.m. deadline.

System requirements for your laptop are as follows *(please consult your computer administrator for assistance)*:

- At a minimum Windows 2000 Service Pack 4 or Windows XP Service Pack 2 is required. Windows Vista and Windows 7 are both acceptable. Apple laptops are also acceptable.
- 802.11 **b** or **g** wireless cards only. Please install the latest drivers for your wireless card before attending any NACVA event.
- Java is not required for this particular exam; however, you should update your Java to the latest version for compatibility with other NACVA courses. The update can be found at http://www.java.com.
- Please disable your popup blocker(s) while using NACVA courseware and exams. Common blockers are: Google toolbar, Yahoo toolbar, and Internet Explorer popup blocker.
- Please set your cookie setting to: "Accept All Cookies"

If you have your own wireless internet card already installed for your laptop, please bring it with you. Your own wireless internet card (pre-installed) will be a great "back-up" for you during the online proctored exam. Please note that NACVA Onsite Staff cannot assist with your personal wireless set-up on your laptop. Please consult your computer administrator for assistance.

You may not have any books, resources (including I-Pods, Blackberry, Palm Pilots), cliff notes, briefcases/purses, etc. during the exam. You can use a basic calculator for the exam. Please bring one with you. You cannot use a graphing calculator.

You are allowed the full 5 hours to complete the exam but you do not have to use the full 5 hours. It will not directly affect your score if it takes you 3 hours or 5 hours. Continental breakfast and break/beverage service will be available throughout the exam.

Submitting an actual Sanitized Report in Lieu of NACVA's Case Study
If you have business valuation experience with prepared reports, you can submit your report at the Business Valuation Training Center (or before) to get a jump on meeting the Experience Requirement. For additional information, click the links below.

- ➢ Sanitized Reports/Experience Waiver Information
- ➢ BV Scenario Experience Requirement Scoring Key
- ➢ Experience Waiver Application

Please direct all questions to me, Mary Balgaroo, NACVA's Exam Facilitation Specialist, at Maryb1@NACVA.com or (800) 677-2009.

If you have any questions at all about the Proctored Exam or Case Study Experience Requirement, please give me a call or drop me an email, I am here to help!

Warmest regards,

Mary Balgaroo
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NACVA's Certified Valuation Analyst (CVA) and Accredited Valuation Analyst (AVA) designations are the only valuation credentials accredited by the National Commission for Certifying Agencies (NCCA), the accreditation body of the Institute for Credentialing Excellence (ICE).