

## ALSS Exam Requirements

The ALSS Exam is a computer based exam. It allows for the exam candidate to sit at their computer and be proctored remotely through Microsoft Teams. The exam is a 2 hour **closed book** exam. You must be approved by the Board prior to sitting for the exam. Currently the exam is given on an as needed basis. Once you submit the exam request form and fee, you will be contacted about an exam date. Below is a list of what is needed to take the ALSS Exam:

- Computer with added Webcam or a Laptop with a built in camera (**cell phones will not be acceptable**)
- Broadband Internet access
- Built in speaker and microphone on computer or external speaker and microphone (**no headphones**)
- Current Photo ID
- A quiet room where you will not be interrupted during the test

Prior to the exam, a test connection session will need to be set up to determine that you can log into Microsoft Teams and that we can see and communicate with you. It should only take a few minutes. **The location you use for the Microsoft Teams test connection needs to be the same one you use for the actual exam.** Below are instructions on signing in once you receive the email link for the test session and exam. **If you have not received your email by your assigned test time, check your spam folder to see if it's in there.**

Your email will look like this. **Click Join Microsoft Teams Meeting**

### Step 1

#### [Join Microsoft Teams Meeting](#)

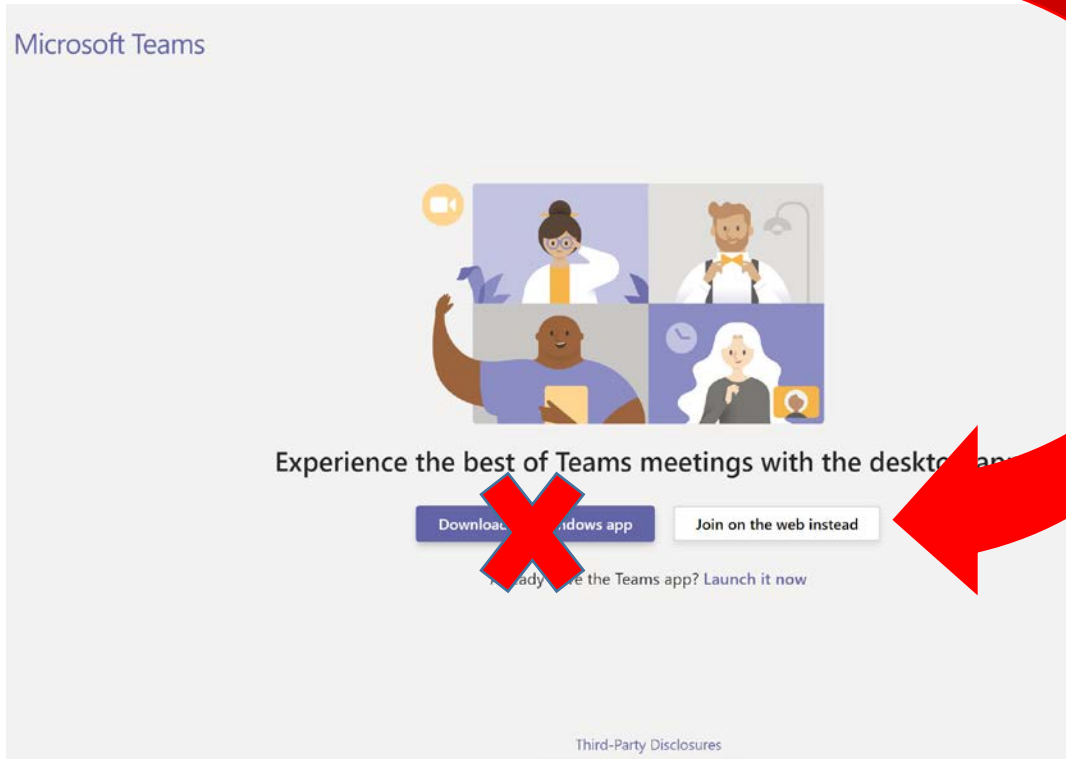
[Learn more about Teams](#)

Bonnie Kelly, Executive Assistant  
Alabama Board of Licensure for  
Professional Engineers & Land Surveyors  
Tel: (334) 242-5098  
Fax: (334) 242-5105  
[www.bels.alabama.gov](http://www.bels.alabama.gov)

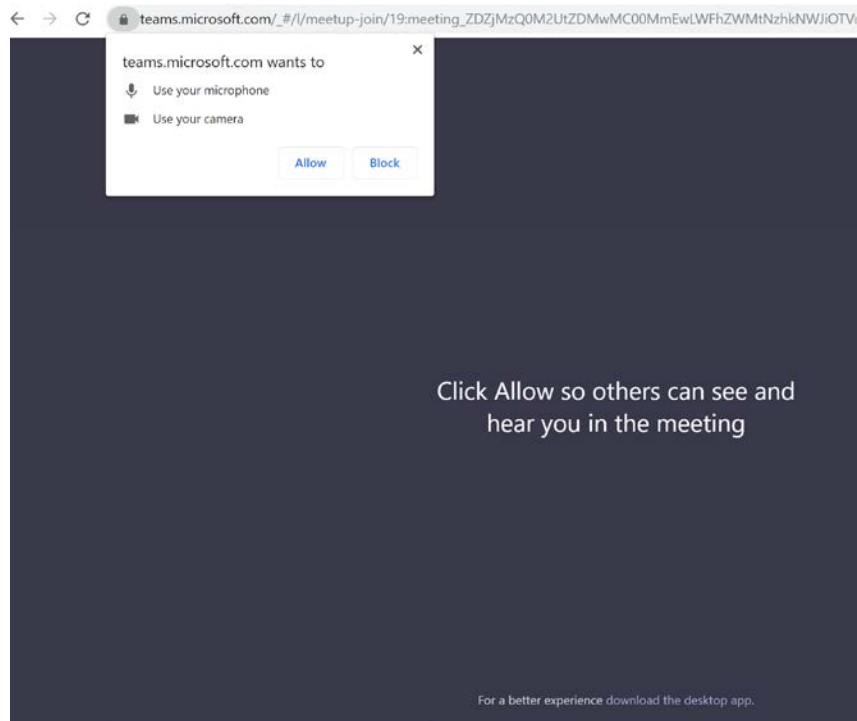
This email, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this email is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this email is prohibited. If you have received this email in error, please notify the sender by replying to this message and delete this email immediately.

## Step 2

You should see this screen. Hit Join on the web instead (do not hit Join Meeting)

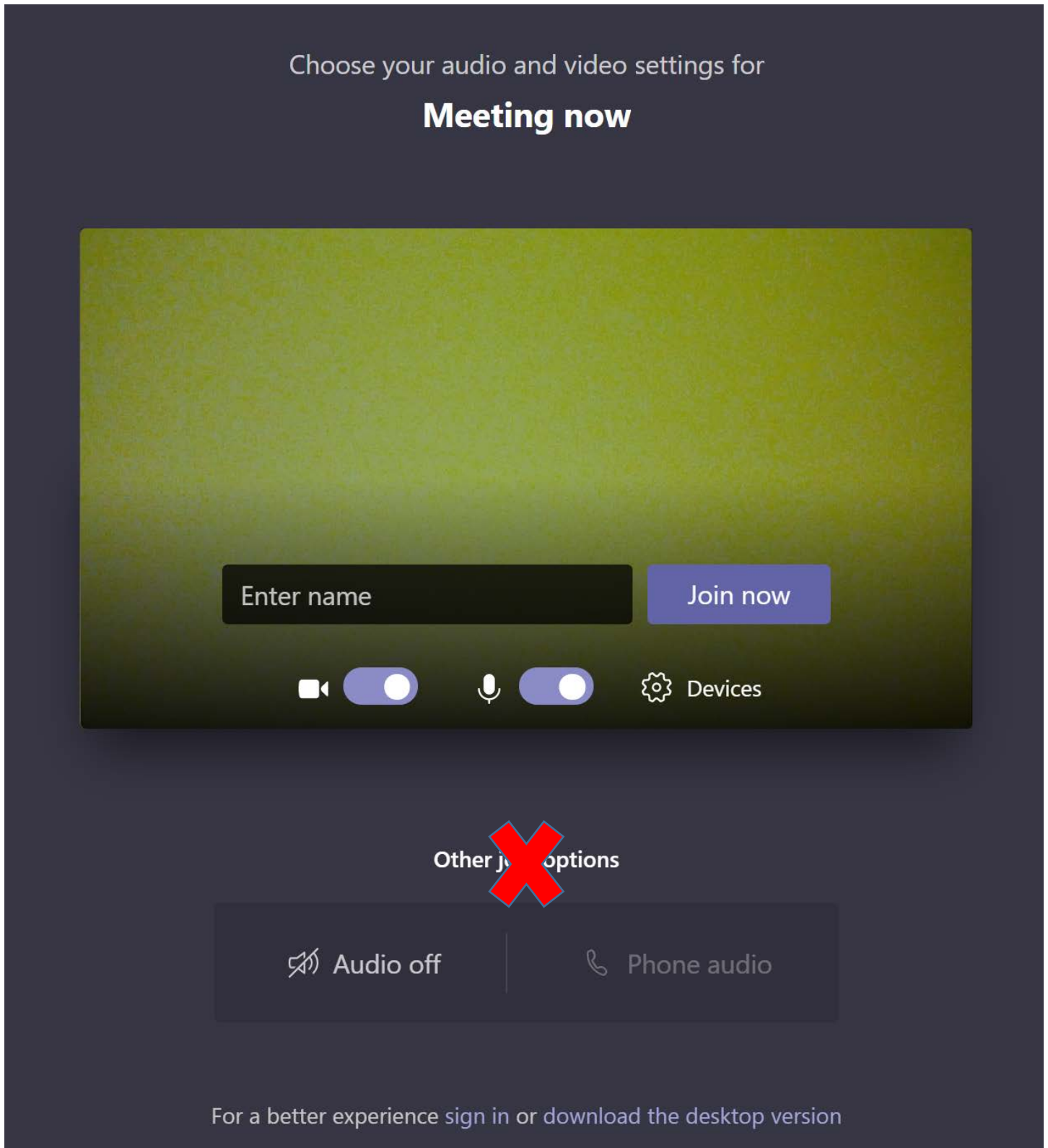


If you see this screen, Allow the use of microphone and camera. We need to be able to see and hear you.  
**You must have speakers, microphone and a camera.**



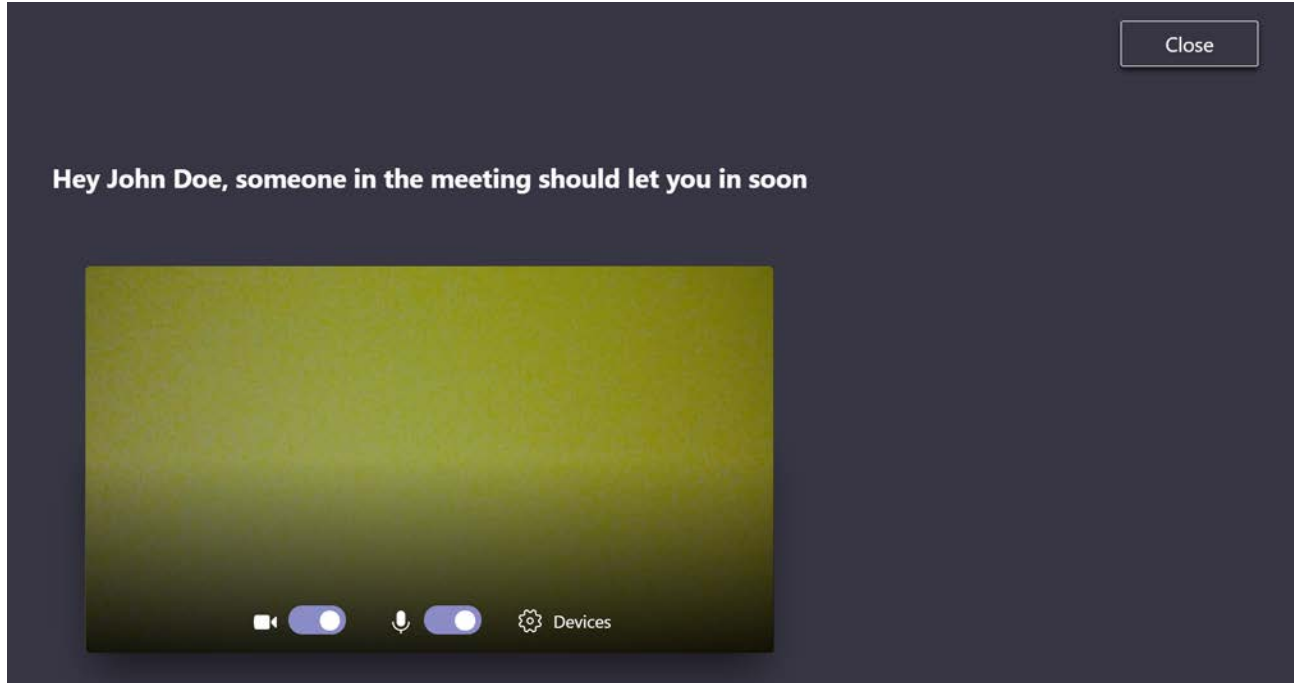
### Step 3

You should see this screen. Enter your name. Hit Join Now.



## Step 4

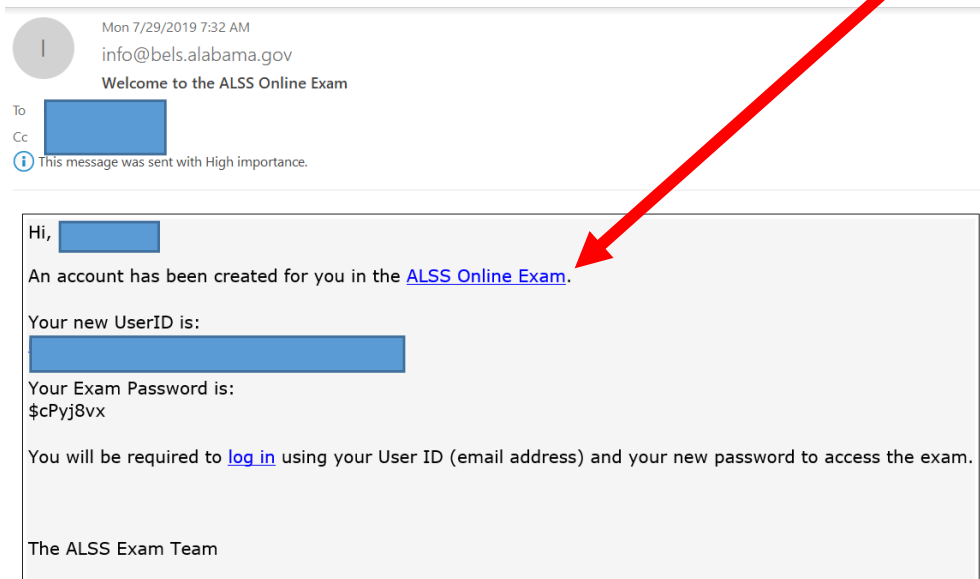
Once you get to this screen, wait to be let into the room/session. Once you're in the session, you will not be able to see the proctor, you will only hear them. If for any reason you get disconnected, hit Rejoin.



## Step 5

Once we have established we can hear and see you, you will be sent an email with the link to the BELS website for the exam. In the same email will also be the UserID and Password. You will click the ALSS Online Exam link to login.

You should receive an email that looks like this. **Before you hit the ALSS Online Exam link, it's best to copy and paste the password instead of typing it.**



## Step 6

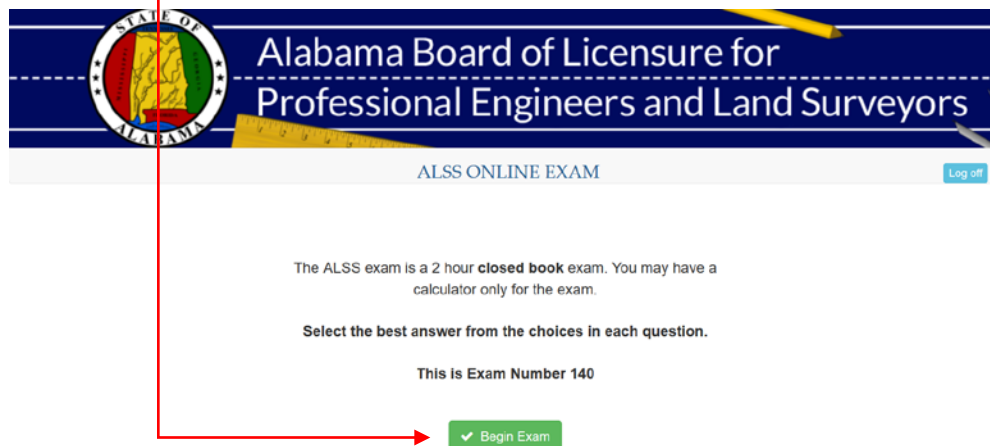
Enter Login and Password from the email. (It's best to copy and paste the password instead of typing it)

A login form with two input fields. The first field is labeled 'User ID: Required' and the second is labeled 'Password: Required'. A blue 'Log in' button is positioned to the right of the password field. Below the password field is a blue link that says 'Forgot password?'.

## Step 7

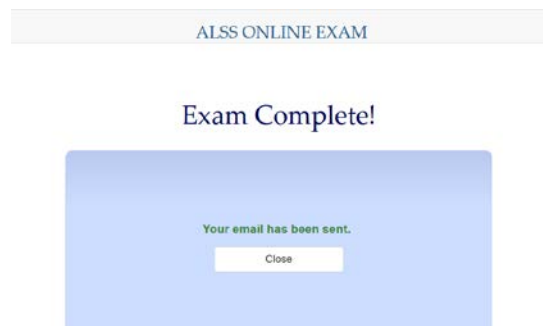
The exam is a closed book exam. You have 2 hours to take the exam. Select the best answer of the choices. There is no previous or back button to go back to questions. The system will not allow you to skip an answer.

Hit Begin Exam. You should see the exam questions.



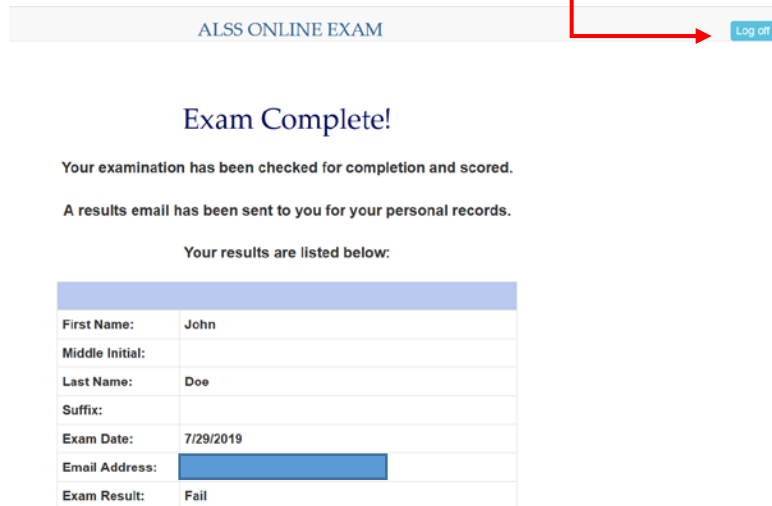
## Step 8

Once you've answered all the questions, you should see this screen. Hit Close.



## Step 9

Once you hit close, you should see this screen. Hit Log off



ALSS ONLINE EXAM Log off

### Exam Complete!

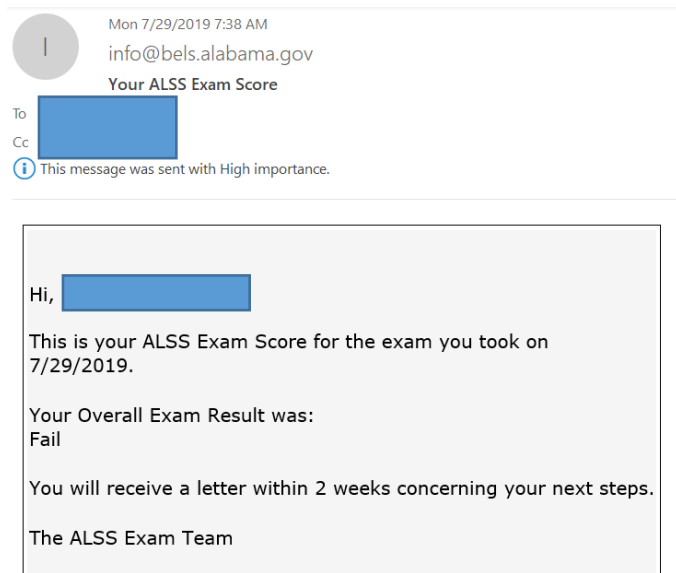
Your examination has been checked for completion and scored.  
A results email has been sent to you for your personal records.

Your results are listed below:

First Name:	John
Middle Initial:	
Last Name:	Doe
Suffix:	
Exam Date:	7/29/2019
Email Address:	[REDACTED]
Exam Result:	Fail


## After the Exam/Results

You should receive an email of your results like below. If you failed, you will be required to submit the exam fee and set up another test date. If you passed the exam, you will receive your license information in the mail within 2 weeks.



Mon 7/29/2019 7:38 AM  
info@bels.alabama.gov  
Your ALSS Exam Score

To: [REDACTED]  
Cc: [REDACTED]

 This message was sent with High importance.

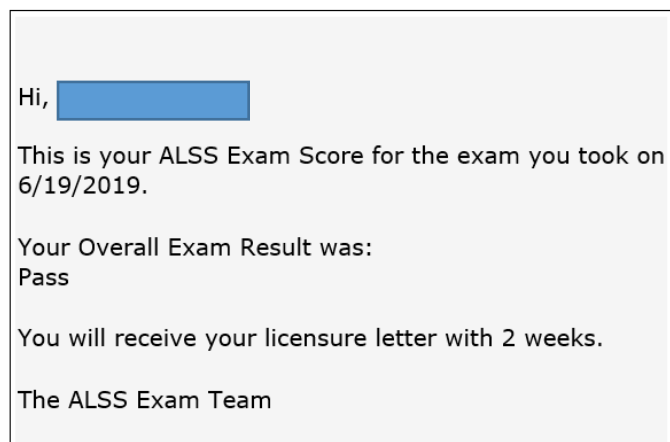
Hi, [REDACTED]

This is your ALSS Exam Score for the exam you took on 7/29/2019.

Your Overall Exam Result was:  
Fail

You will receive a letter within 2 weeks concerning your next steps.

The ALSS Exam Team



Hi, [REDACTED]

This is your ALSS Exam Score for the exam you took on 6/19/2019.

Your Overall Exam Result was:  
Pass

You will receive your licensure letter with 2 weeks.

The ALSS Exam Team