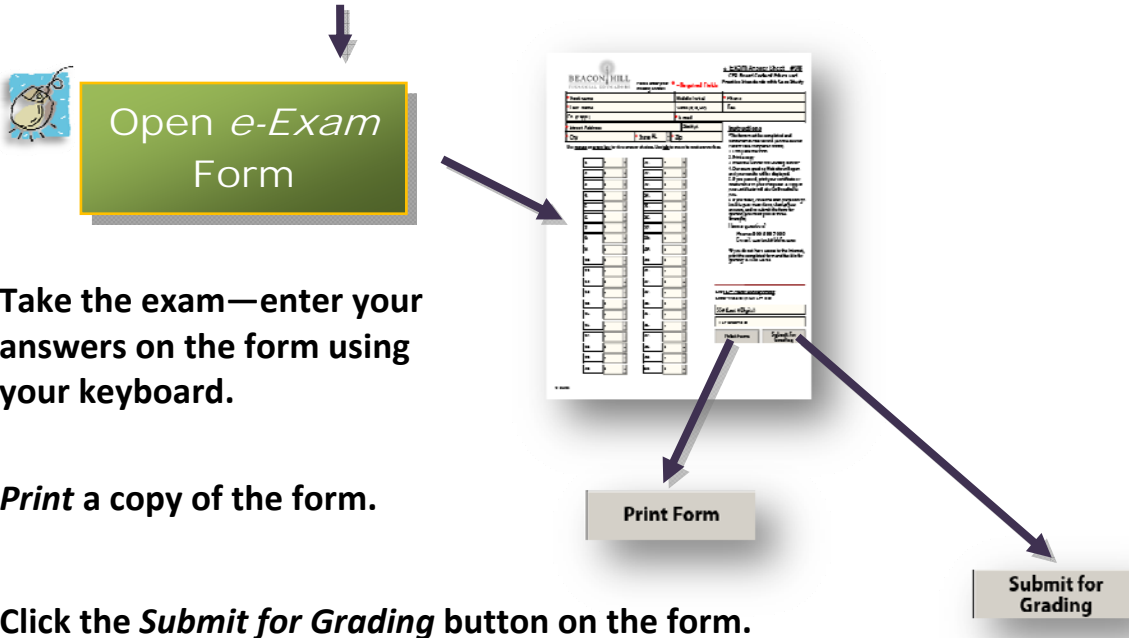


# Instructions for Using the BEACON HILL Online *e-Exam*

For immediate online grading of your exam, complete the attached interactive *e-Exam* answer sheet and submit it electronically. You need Acrobat Reader 7.0 to use the form and 8.0 to save it. **Note:** If you have firewall settings that might prevent the form from accessing the Internet, complete, print, and submit the form online (outside of your firewall) before saving it.



1. Open the *e-Exam* form (click on this button).



2. Take the exam—enter your answers on the form using your keyboard.

3. *Print* a copy of the form.

4. Click the *Submit for Grading* button on the form.

5. **View your results.** The Submit button will open our online grading program showing your results. If you pass, download or print your certificate(s). If you don't pass, make the necessary changes to the form and resubmit it.



6. **Give us your feedback.** We pay attention to comments and suggestions. Please take a minute to complete our online course evaluation.



Any questions or problems, contact us at: 800-588-7039 or [contact@bhfe.com](mailto:contact@bhfe.com).