

CCAP EXAM
JUNE 15, 2022

CCAP

CERTIFICATION EXAMINATION

- Candidates are eligible to take the CCAP examination when they have accumulated 700 points on the CDF and ESP combined. (CDF and ESP must score minimum of 300 points each)
- Administered in June each year
- Composed of questions written and tested by Community Action leaders in the field
  - Mostly objective (multiple choice, T/F etc.)
  - Some essays in which candidate is asked to apply management and leadership skills to make choices.
  - In sum, it is based more on application of knowledge than memorization of facts

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CERTIFICATION EXAMINATION

- Give in two sections – totals four hours and 15 minutes
- Administered using Moodle® cloud program

  (Candidates are required to "practice" the exam on a laptop computer that they will use on exam day)
- Scored by CCAP Commission late June
- Based on the 5 sections of the Body of Knowledge Outline

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CERTIFICATION EXAMINATION

- Section One – Objective Questions
  - A: History of Community Action
  - B: Vision and Values of Community Action
  - C. Traditional Management Functions
  - D: Leadership Functions
  - E: Theories of Poverty
- Section Two – Essay Questions
  - New Hope Case Study Questions Included

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CERTIFICATION EXAMINATION

PASSING SCORE = 700 out of a possible 1000 points

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2022 EXAM "VIRTUAL SITES" and EXAM PROCESS

- Proctored "Virtual Exam Sites" have been set up. These "sites" use either Zoom or GoToMeeting functioning as "lobbies" to the exam website hosted by Moodle.
- Each candidate will register for one of these virtual sites [lobbies] between May 1- 31.
- Each site meets at either 9, 10 or 11 am EASTERN TIME
- When candidates log on to a site, the host-proctor will ask each candidate, one by one, to show on camera:
  - That there is no one in else in the exam room
  - That there is nothing on the candidate's desk other than:

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2022 EXAM "VIRTUAL SITES" and EXAM PROCESS

- The computer
- A hand-held calculator
- A blank note pad
- pens/pencils
- A copy of the exam regulations
- An unmarked copy of the New Hope Case Description
- A bottle of water

- The candidate's cell phone must be turned off and placed out of convenient reach from the candidate's seat and within computer camera range

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CERTIFICATION EXAMINATION

PREPARATION FOR THE EXAMINATION:

- A study guide is developed early each year.
- The guide contains the sources used for all the questions on the examination and is set up to correlate to the Body of Knowledge Outline.
- The guide is posted on the Partnership website in late January each year.
- Certain documents referenced in the Study Guide are included as “attachments.”

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CERTIFICATION EXAMINATION

LEARNING THE ONLINE EXAM LOG IN AND NAVIGATION PROCESS

1. THE “PRACTICE EXAM”
2. ACCESSING THE “VIRTUAL SITE”
3. THE CCAP EXAMINATION

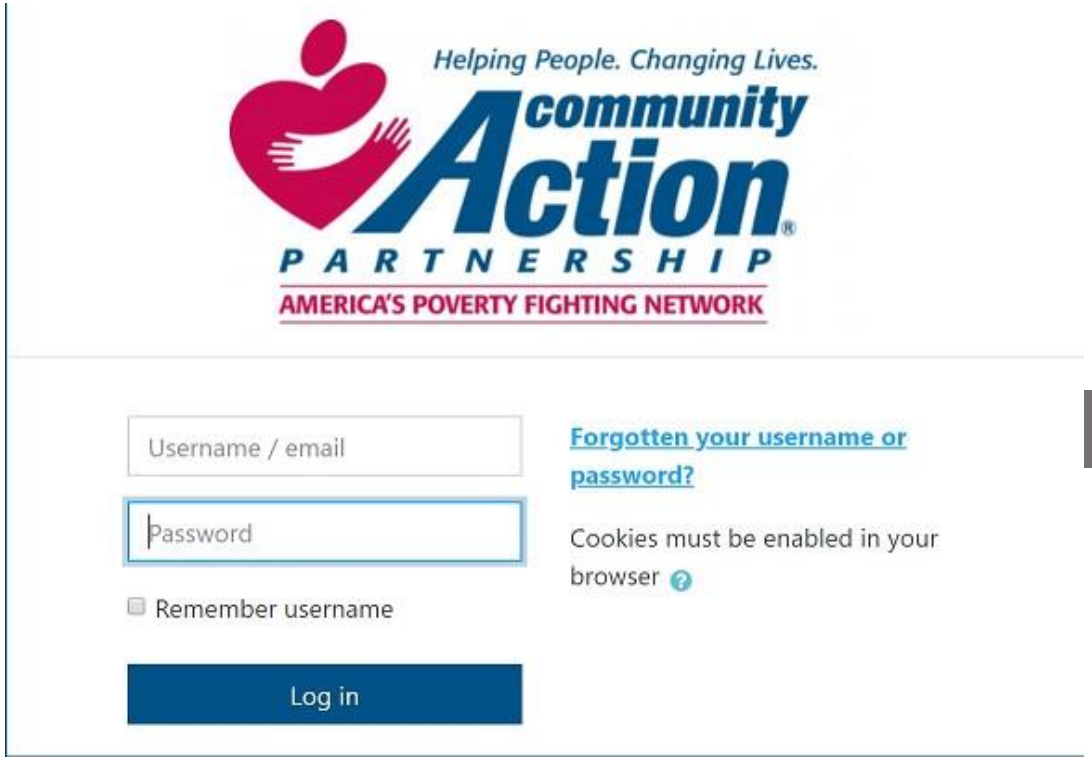
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Getting ready for the online exam

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Access web site.
https://moodle.communityactionpartnership.com/

Enter ID and PW (*ID and PW is given with notice of qualifying to take the exam – unless you previously set up an account of your own on this site)*



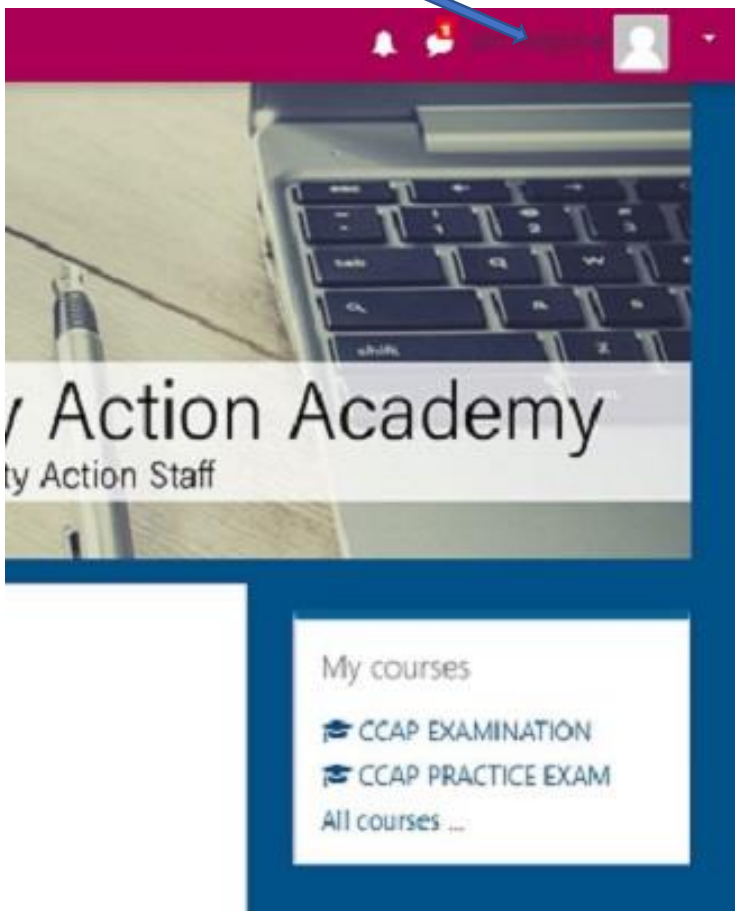
You will see this message at the bottom of the page:
"Is this your first time here? Welcome to the Community Action Academy! Please create an account to get started."

Create new account

DO NOT create an account. One HAS been set up for you

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- A 5 digit ID is assigned to you [unless you previously registered on the site]
- That 5 digit ID is also your password [unless you previously registered on the site]
- If you have correctly entered your information, you should see your name on the top right hand corner of your screen next to picture place holder. (Small blue print)



If another name appears

LOG OUT IMMEDIATELY

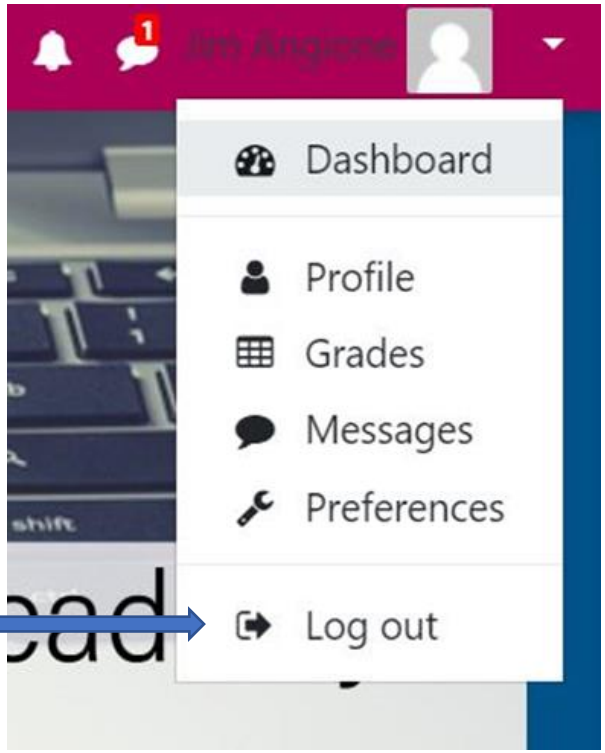
Use Drop Down to right of picture

Re-enter correct info

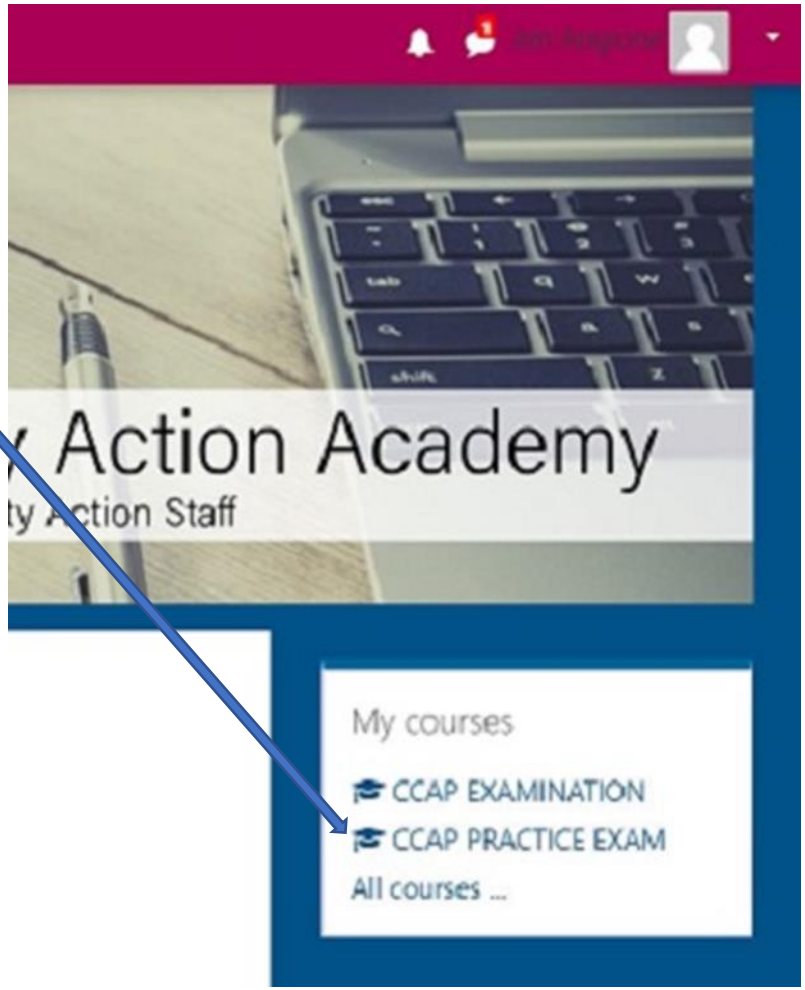
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DROP DOWN MENU APPEARS WHEN YOU CLICK ON DOWNWARD ARROW NEXT TO PICTURE PLACE HOLDER. CLICK ON “LOG OUT”

(Do this every time you are finished with a session)

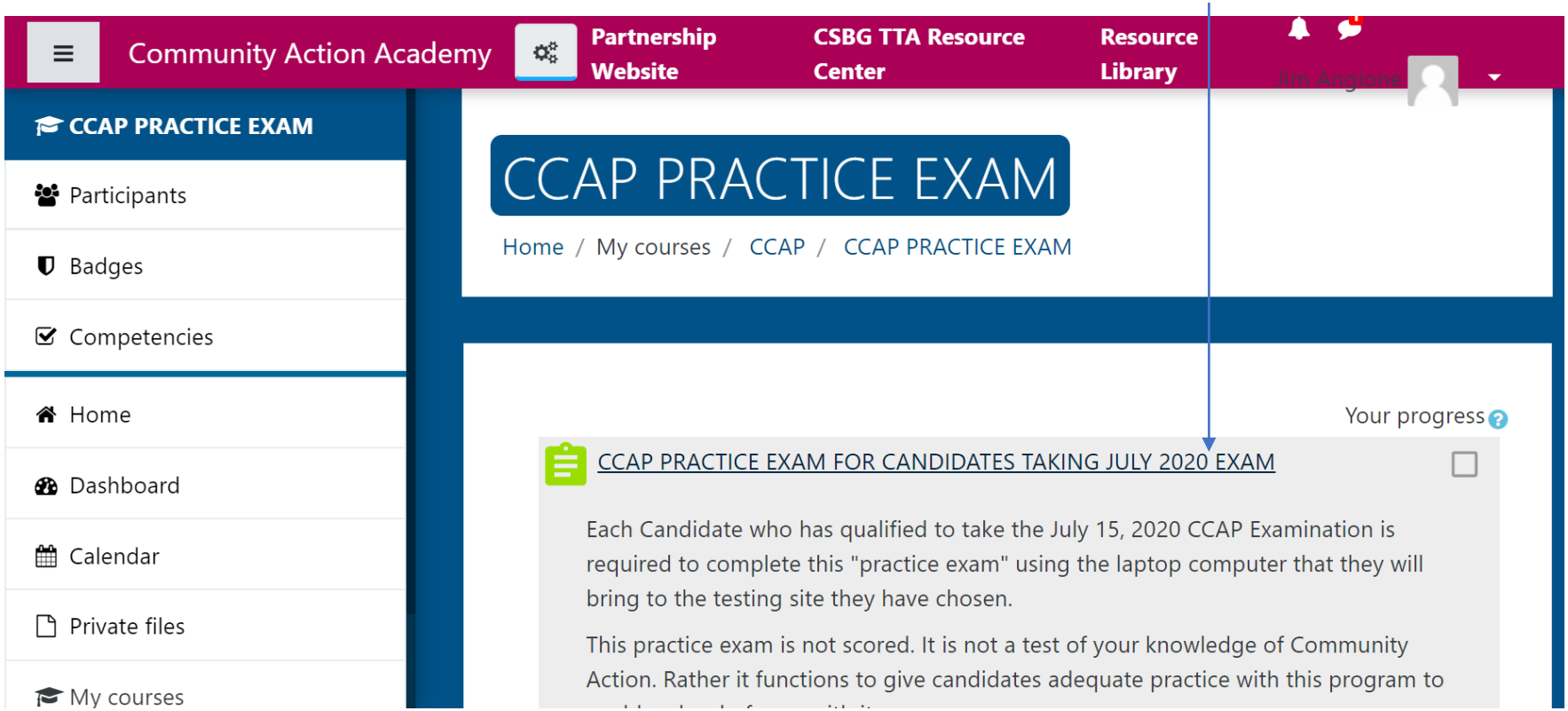


Having determined that you have opened the correct page for your exam, open the practice exam by clicking on this link



Open the **CCAP PRACTICE EXAM** as often as you wish between April 4 and June 11(not available after that date)

A “description page” will now open which contains a link to open the practice exam. Click on the hyperlink
“CCAP PRACTICE EXAM FOR CANDIDATES TAKING THE JUNE 2022 EXAM



When you open this page you will see this button to begin the test

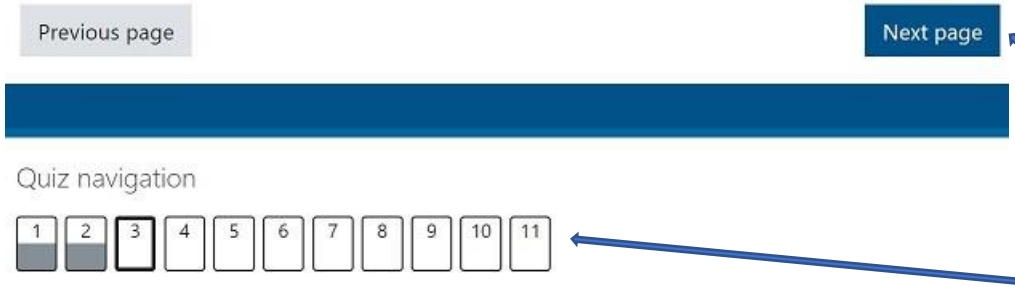


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This box shows you the value of the question (points)

And it gives you the option to "flag" the question to come back to it



There are 2 ways to navigate pages. *(Each question is a page)*

1. Click on the "next page"or "previous page" button
2. Click on page number outlined in the panel list *(it appears in various places on each page)*

ESSAY QUESTION SAMPLE

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Your Board has a total membership of 33. And the membership includes 11 representatives of the low income community. One of your Board Members who represents the low income community informed you that she has just won over $30 million dollars in a national lottery. She is meeting with a financial planner and a lawyer who will assist her in setting a up foundation which she will oversee. The majority of her proceeds will be placed in this foundation that will use investment income to award grants to community based housing and sober living services, including your CAA. She believes that because of her many years struggling with homelessness and substance abuse she should retain her seat on the Board and continue to be a voice on their behalf. And she is confident that her funds can help the agency add new programs to meet the proposed foundation's goals.

There are 2 questions you need to address in your essay:

Task 1: How would you respond to her request?

Task 2: Give a rationale for that response you have chosen.

You are allowed no more than 40 typed lines in your essay

NOTICE SPACE LIMIT

This white space functions like an MSWord document and includes editing options in bar on top

When you are finished

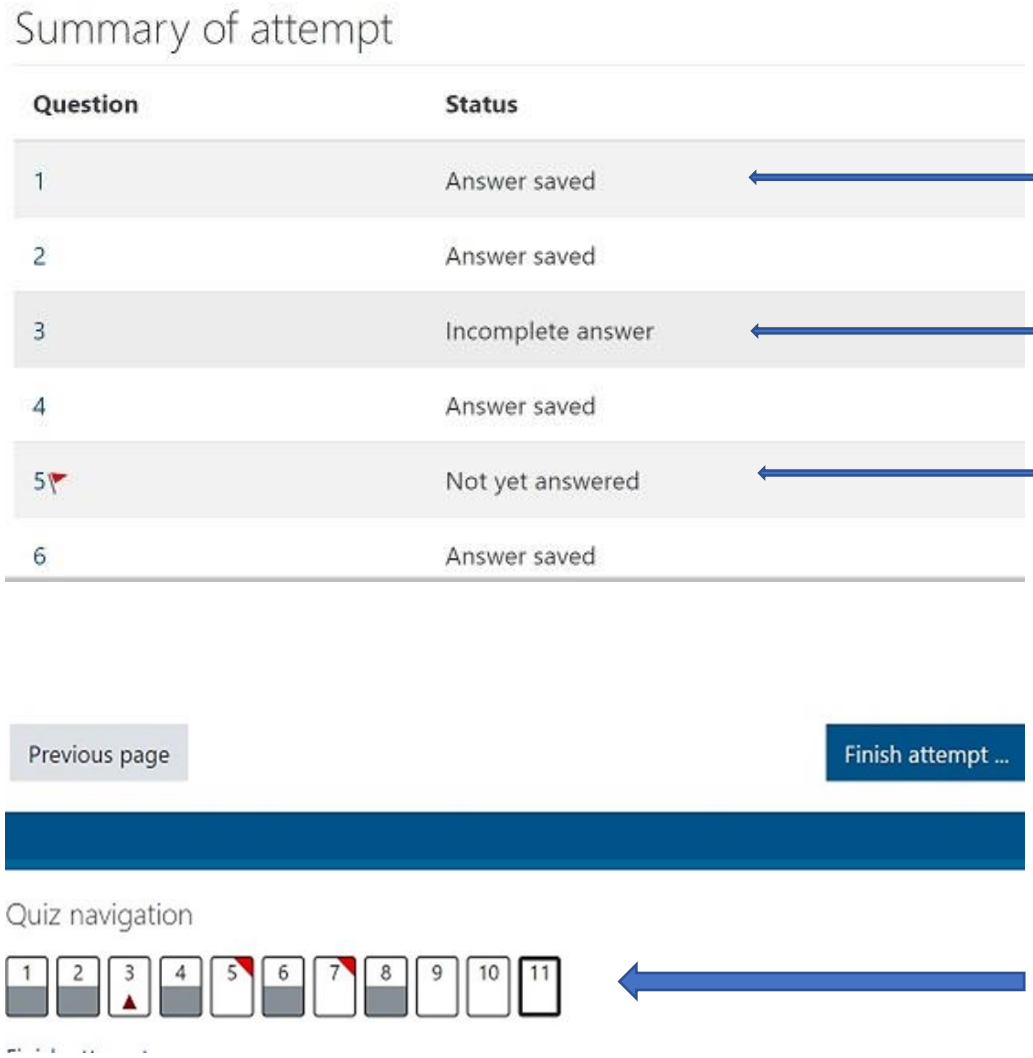
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1. On the last page of the exam click on this “Finish attempt” box



2. Then you will see……..

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…… a summary of your attempt, noting: Which questions you have answered (“answer saved” on the list)

Which you only partially answered

Which are “not yet answered” including those that you flagged to return to

And at the bottom of the list you have the choice to click on finish the attempt…..

…..or click on the questions you wish to return to and complete or revise

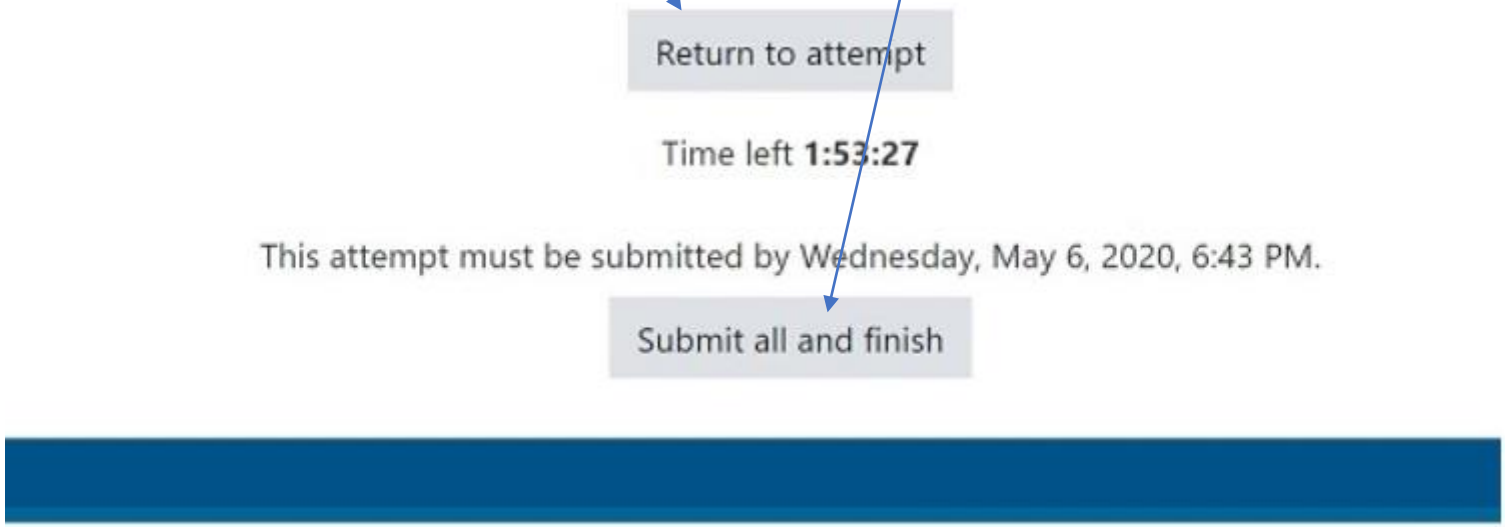
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If you click on finish attempt, you will see a screen which gives you the option again to "**return to attempt**" or to "**submit all and finish**"

It also tells you how much time you have left to complete the exam

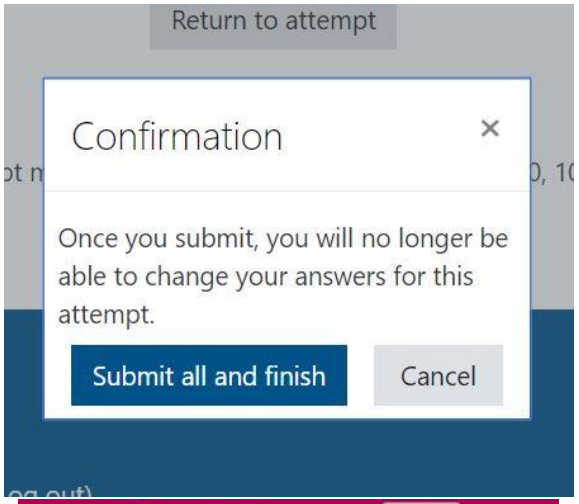
YOU MUST CLICK ON "SUBMIT ALL AND FINISH" OR YOUR ANSWERS WILL NOT BE POSTED TO THE MOODLE SERVER and ALL WILL BE VOIDED. *There is one exception: If you are kicked off the internet, your answers **WILL** be saved*

But when you do click on "**submit all and finish**," you cannot return to the exam



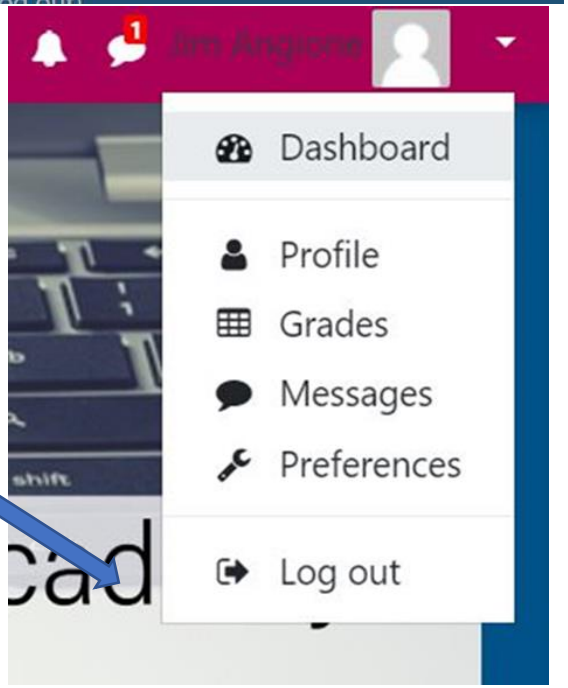
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You will be asked to confirm that decision. After you click on “submit all and finish,” this second time…



…a review of your answers will appear, but you will not be able to change them.
To end the session Click on Finish review at the bottom of that page
(*This function will be disabled on the CCAP Exam, however*)

Now log out using the drop-down menu under your name on the top right had corner of the page



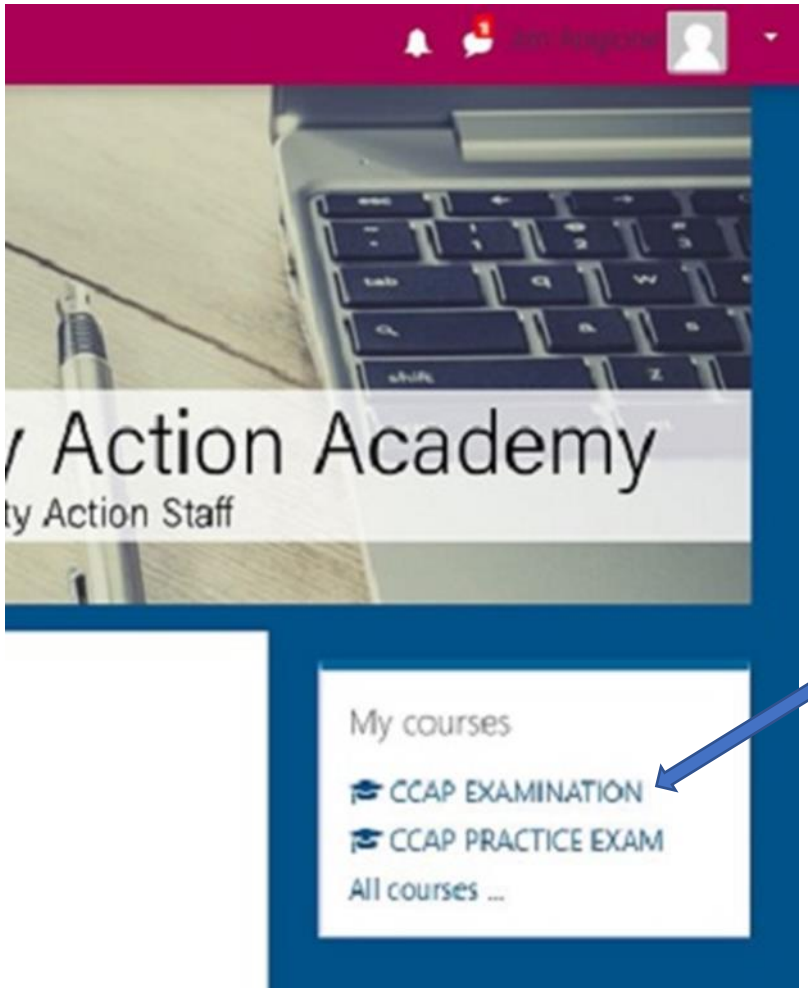
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DIFFERENCES BETWEEN THE PRACTICE EXAM and THE JUNE 15 CCAP EXAM

1. You can return to the Practice Exam and do it again any time you want until it closes on June 11. You can log on to the CCAP exam only once.
2. The CCAP Exam is actually two tests (*Moodle uses the term "quiz."*)
    1. The first one is a set of objective questions covering all areas of the Body of Knowledge Outline
    2. The second is a set of Essay Questions, including the questions on New Hope
3. Each of the 2 tests that make up the whole CCAP Exam opens for sign in ONLY on the date of the exam. *It may take a little longer for the page to open than was the case with the "practice exam."*
4. You must open up the objective question section first. There will be a short break, and then you will access the essay questions, i.e. the second session.
5. Each session of the CCAP exam is timed. There is a small "timer" on the page that lets you know the time remaining. If the time runs out, completed questions will be auto-uploaded to the server. You will not be able to change or add anything. **BUT YOU STILL MUST LOG OFF**

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1. Landing page – click on **CCAP EXAMINATION on the test date.** *Link is not active until the day when you are scheduled to take the exam)*



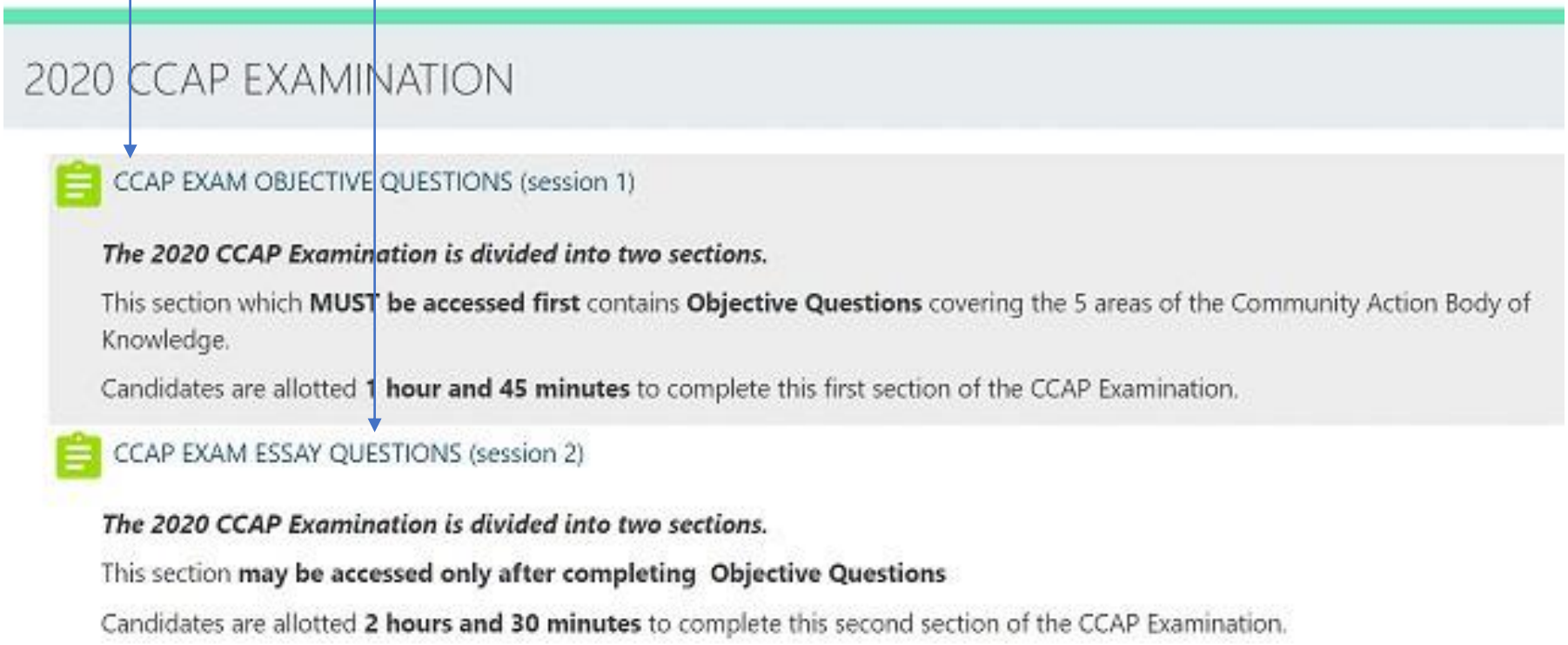
CLICK HERE TO ACCESS THE CCAP EXAM ON JUNE 15

Click on CCAP EXAM OBJECTIVE QUESTIONS for first session

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Click on CCAP EXAM ESSAY QUESTIONS for second session.

**Both the Objective Questions and the Essay Questions sessions will proceed in the same manner as the Practice Exam session)*



NEW IN 2022: There will be 5 essay questions on the exam. Candidates will be required to answer questions #1 and #2. Then candidates will choose TWO OUT OF THE NEXT THREE questions to answer for a total of FOUR RESPONSES. DO NOT ATTEMPT to answer more than 4. That will NOT earn extra points. EVALUTORS WILL NOT READ MORE THAN 4 QUESTIONS

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EXAM and EXAM PREP 'DOS and DON'TS'

1. BEFORE EXAM

- ❑ Go to "practice exam" on the Moodle webpage at least once between April 4 – June11(earlier is better) – *Last "question" asks you to note any difficulties you had with the site. CCAP Administrator will contact you with a response, if necessary*

- ❑ Register for your virtual site after receiving list of options in late April from ccapcontact@aol.com.
  - ❑ *Host-proctor contact info will be contained in the message, and it will identify the meeting platform each will use.*
  - ❑ *But, before registering for exam, carefully ready the exam regs.*
  - ❑ *You must sign your agreement to follow the regs.*
  - ❑ ***Scan that signature page and submit with your site registration.***



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1. BEFORE EXAM CONTINUED

Signature Page

I HAVE READ "2022 CCAP ONLINE EXAMINATION REGULATIONS AND PROCEDURES" AND I AGREE TO ABIDE BY THESE REQUIREMENTS. I UNDERSTAND THAT MY FAILURE TO DO SO MAY LEAD TO A DECISION BY THE CERTIFICATION COMMISSION TO DISQUALIFY MY EXAMINATION.

_____

Signature **Date**

_____

Printed name

You will receive an invitation from CCAPContact@aol.com by April 30 to register for a virtual exam site by return e-mail. By no later than June 1, 2022 scan this page and attach to your e-mail registration for the site you have chosen.

- ❑ Familiarize yourself with New Hope Case Study that was sent to you in an earlier e-mail. For purposes of the exam, you are the "CEO" of this agency.
- ❑ **Contact the host at your chosen virtual site to arrange for a practice session using the virtual site's meeting program**

EXAM and EXAM PREP 'DOS and DON'TS'

CCAP

1. BEFORE EXAM CONTINUED

❑ **More about the one-on-one virtual site practice session with your host-proctor**: Schedule at least 1 practice session with your host-proctor between 5/1 - 6/11:

- ❑ After you receive an "invitation" to do so from the host-proctor, log on to the virtual site using the computer you will be using on exam day.
- ❑ Use the internet connection and ISP you will be using on exam day.
- ❑ Do the session from the office or room in your home or agency you will be using on exam day.
- ❑ Be in contact with the host-proctor via cell phone at the same time as you rehearse the process online.
- ❑ Simulate the exam day experience by opening up a second window on the same browser to access the CCAP Practice Exam on Moodle.

❑ **ANY ISSUES YOU MAY HAVE WITH THE CONNECTION ARE TO BE RESOLVED BEFORE EXAM DAY!!! –** *There is no option to appeal exam scores for candidates whose connection to the Moodle site fails unless it is a problem with the Moodle server. Failure to maintain connection to virtual sites is addressed in the regs*

EXAM and EXAM PREP 'DOS and DON'TS' CCAP

2. DAY OF EXAM

- ❑ Log on to your virtual site at the appointed time (*EXAM BEGINS AT THE SITES AT EITHER 9, 10 OR 11 AM **EDT**)*
  - ❑ *Host-proctors have been informed that they may wait no longer than 15 minutes for all to log on and must begin the session*
- ❑ You must use your "certified" laptop.
- ❑ You must be alone in the exam room
- ❑ Your cell phone must be turned off, out of easy reach from your computer and visible to your computer camera. It must stay there during the whole exam day until you are finished and ready to leave
- ❑ There must be nothing on your desk besides your computer other than
  - ❑ A hand-held calculator
  - ❑ A copy of the exam regulations
  - ❑ An **unmarked** copy of the New Hope Case Description
  - ❑ Pens/pencils and blank note pad
  - ❑ A bottle of water

EXAM and EXAM PREP 'DOS and DON'TS' CCAP

2. DAY OF EXAM CONTINUED

- ❑ You may use the note pad to assist you in calculating or formulating your response to any question before entering your response in the computer.
- ❑ At the end of the exam, you must completely tear up your notes and discard those destroyed pages in view of your computer camera. *(This is an exam security measure)*

OTHER CONCERNS:

- ❑ *SEE EXAM REGULATIONS FOR MORE DETAILS*
- ❑ If you have need for accommodations (per ADA), notify Jim Lopresti immediately at ccapcontact@aol.com.

GOOD LUCK ON YOUR EXAM

CCAPContact@aol.com
(for questions)

https://moodle.communityactionpartnership.com
(to log on to practice exam and on exam day)