



Welcome to the STLE Certification Exam Center! Below you will find instructions on how to register for, take, and close out your exam with our BlueSky learning management systems (LMS) and ExamRoom.AI software.

See the table of contents below for each area of taking an exam. Click on the links if you need to jump to any section of the instructions.

A couple of things to note:

- ✓ Please make sure you have created an STLE account (either a free account or paid membership) on the STLE.org page. You will need to have done this to register and take your exam.
- ✓ Please be on time for your exam - the exam room opens an hour ahead of time. If you are 15 minutes late the exam will be cancelled, and you will be charged.
- ✓ If you have an emergency or lose connection, please call ExamRoom at 1-877-848-3926 to inform them.
- ✓ A calculator will be available on-screen from ExamRoom. You are not allowed to use your own.
- ✓ If you are using a desktop without a webcam, you will have to use your phone to scan the room via a QR code ExamRoom will provide prior to the exam starting.
- ✓ If you need to reschedule your exam, you will do so through the same page on the LMS to which you registered and simply change the time and date of your exam to your new one. This must be done within 48 hours in order for you not to be charged.
- ✓ Please use this [time zone converter](#) for any questions on dates and times.

If you have any questions or problems, please contact [certification@stle.org](mailto:certification@stle.org) or call us at 1-847-993-7919. Good luck with your exam!

#### [Exam Registration](#)

The steps listed will assist you in registering for your certification exam by choosing your specified exam and date to take it.

#### [Checking in for Your Exam](#)

The steps listed will assist you with getting checked in with the ExamRoom.AI proctoring software linked to your test. This program will monitor your test for any discrepancies to the testing policy.

#### [Taking Your Exam](#)

The steps listed will assist you in taking your test once you are checked in. This will lead you through the test, submitting it, and closing out the program.



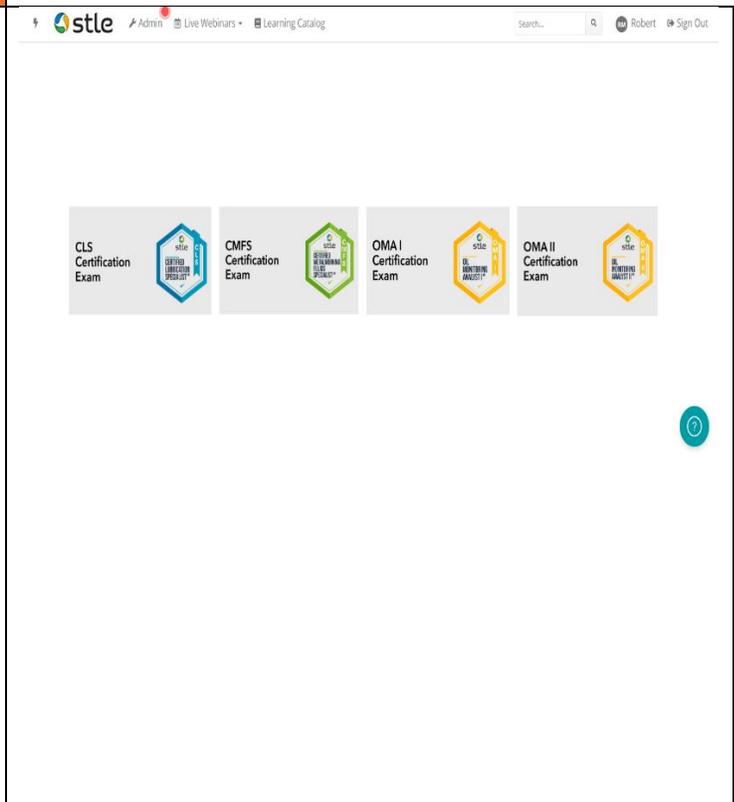
## I. Exam Registration – Step 1

1. Go to <http://www.stle.org>
2. Click on the Professional Development tab on the top of the page
3. Click on Learning Management System
4. At the top of the next page click on the third box on the top menu bar titled "Certification Exams"
5. Read the information on the certification page you see on the right side here. Scroll to the bottom and click on the box that corresponds with your selected exam

**(IGNORE) Click on "Certification" in the top menu.**

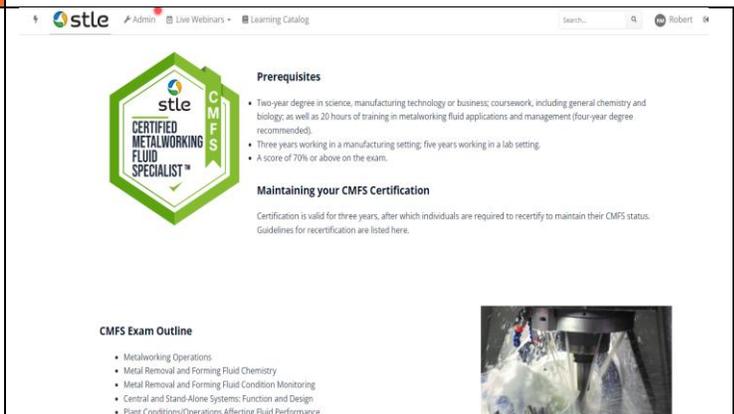
**Read the information on the page and scroll down until you see the badge for each exam (pictured to the side)**

**Choose the exam you would like to take and click on it (IGNORE)**



## I. Exam Registration – Step 2

1. Read the information on the page about your selected certification
2. Scroll to the bottom of the page
3. Choose the box for 'Register for your test'



## I. Exam Registration – Step 3



# STLE BlueSky and Exam Room.AI Exam Registration and Activation Instructions



1. Click the 'Purchase' button
2. You will be redirected to a payment screen.
3. Please click 'Pay' and then enter your coupon code above on this screen.
4. You will not be charged for the exam.

Over 35% of all engine friction comes from the interface of the piston ring against the cylinder wall, and those piston rings experience all three stages of lubrication - Boundary, Mixed, and Hydrodynamic - in each engine cycle. As such, the tribology of the piston ring and cylinder wall interface provides an area to improve internal combustion engine efficiency. Why does that matter in a world with a commitment to fully electric vehicles? Is there a role for internal combustion engines in the future? If so, how can we apply Tribology to the piston ring and cylinder wall contact to enable a more sustainable future? This course will answer these questions and hopefully a few of your questions as well.

\$39.00 - \$59.00

Purchase

Items Included in the Purchase of this Course



The Tribology of Piston Rings & Why it Matters in an EV world

Presentation: Lake Speed Jr., 72 min 40 sec



The Tribology of Piston Rings & Why it Matters in an EV world Cert

Certificate: 0/1 Course items completed

## I. Exam Registration – Step 4

1. After payment, go back to the course screen for your exam.
2. Click the link icon next to the item labeled 'registration' (pictured to the side)
3. The page will refresh with a link to 'Schedule'

\*You will notice two other boxes here called "Certification Exam" and "Proctor Sign In": ignore both as they will be used by the proctor when you sign in for your assigned exam time.

Learning Catalog » Metalworking Fluid Management...

### Metalworking Fluid Management Program 2023

STLE's Metalworking Fluid Management Program is a two and a half day education program that offers a solid overview of metalworking fluid management and is tailored to provide industry professionals with a comprehensive look at the latest techniques and practices that are sure to improve their metalworking fluid operations.

Within this course, you will find PDFs of the presentation material with additional information. It is recommended that you download the PDFs before arriving in Akron.

- Pre-Event Questionnaire  
Survey 32 min
- [2023 Course Schedule](#)  
Link 10 min
- Module 1.0- Background  
Document: Module 1.0 Slides with Additional Reference Material
- Module 1.1- METALWORKING OPERATIONS OVERVIEW  
Document: Module 1.1 Slides with Additional Reference Material
- Module 1.2- MWF CHEMISTRY BASIC (INCL STRAIGHT OILS)  
Document: Module 1.2 Slides with Additional Reference Material
- Module 1.3- MWF TANKSIDE ADDITIVE CHEMISTRY  
Document: Module 1.3 Slides with Additional Reference Material
- Module 1.4- MWF & METALWORKING FLUIDS OVERVIEW

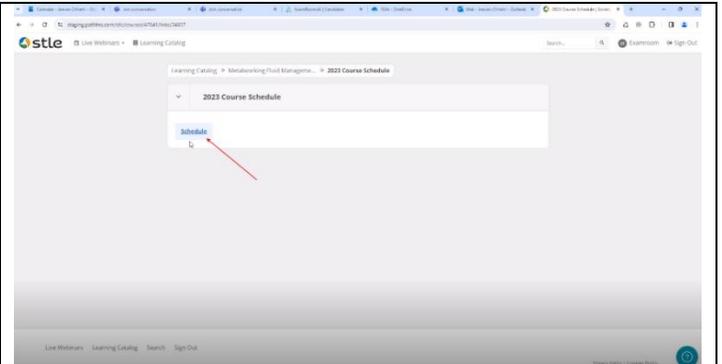
## I. Exam Registration – Step 5



# STLE BlueSky and Exam Room.AI Exam Registration and Activation Instructions

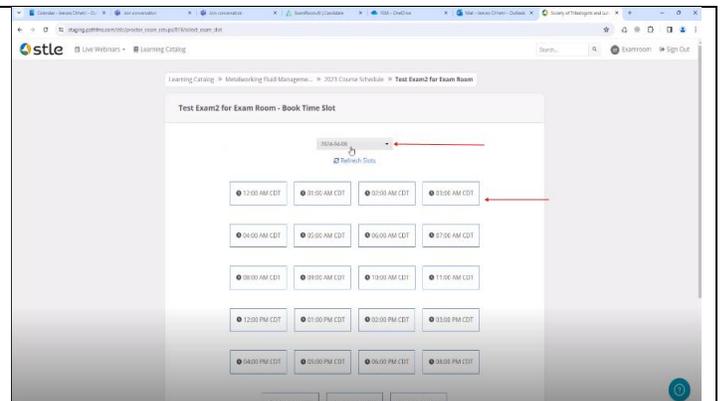


1. Click Schedule (pictured to the side)
2. This will lead you to the next screen to choose a date and time for your exam



## I. Exam Registration – Step 6

1. At the top of the page, choose the date you would like to take the exam (pictured to the side)
2. Once the date is chosen, choose the corresponding time (pictured to the side)
3. Please make sure you are to the exam 5 minutes early to get checked in and your room scanned

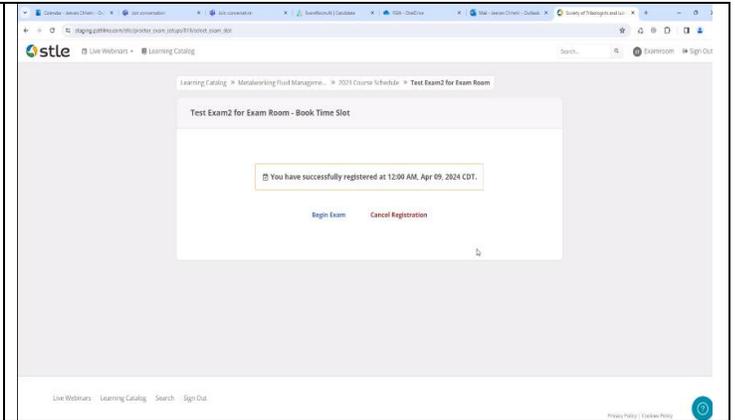


## I. Exam Registration – Step 7

# STLE BlueSky and Exam Room.AI Exam Registration and Activation Instructions



1. You will receive confirmation that your exam is scheduled (pictured to the side)
2. An Email will be in the account associated with STLE with your exam information.
3. You can use the link in the Email to go to the test or just go to the STLE home page, your account, and find the link there.



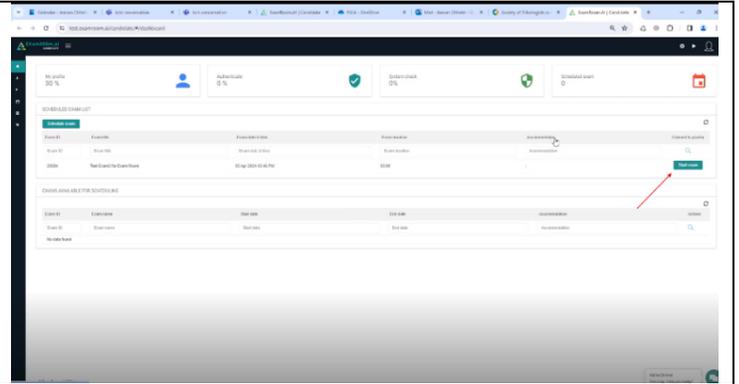
**Part II Directions:** After you have registered for your exam, go to the STLE home page and your account page. In your Professional Development folder click on My Activity and the test will be under your activities. Click on that link which will take you to the screens below for ExamRoom.AI.

# STLE BlueSky and Exam Room.AI Exam Registration and Activation Instructions



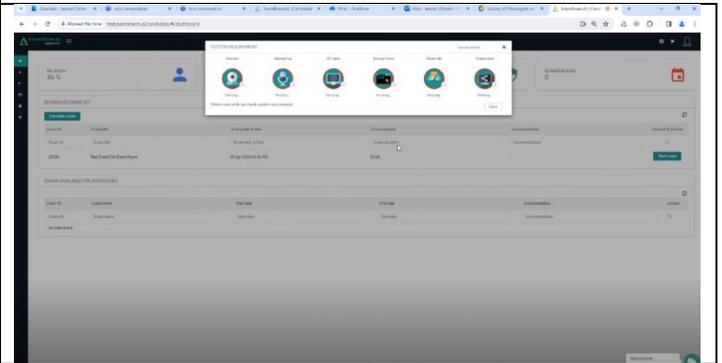
## I. Checking in for your Exam – Step 1

1. Once you have clicked your link on the STLE page, you will be redirected to ExamRoom.AI.
2. Check the exam type, date, and time when you get here.
3. If everything matches up, and you are on time, you will be able to click the ‘Start Exam button.’”



## I. Checking in for your Exam – Step 2

1. ExamRoom.AI will now check the components of your computer. You must have a working microphone, camera, hardware, and bandwidth.
2. ExamRoom.AI will check all of this for you – you do not have to do anything.
3. Each box will be checked off with a green checkmark if you are approved.



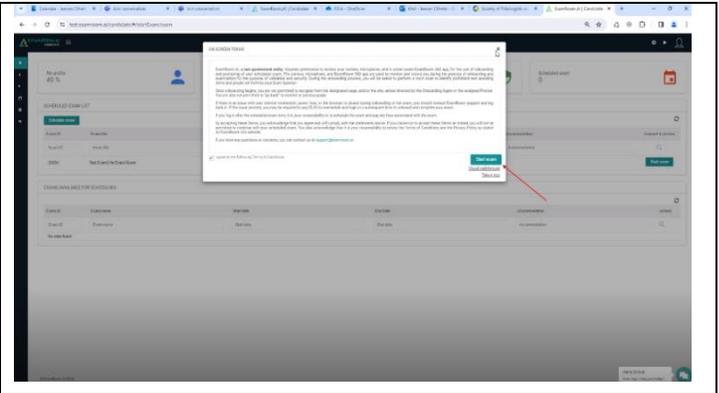
## I. Checking in for your Exam – Step 3

# STLE BlueSky and Exam Room.AI Exam Registration and Activation Instructions



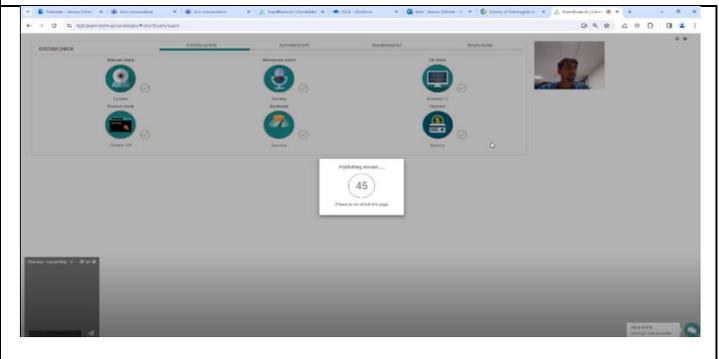
1. ExamRoom will give you their terms and conditions for testing.
2. If you have gotten here, that means your device is approved and capable of taking the test.
3. Feel free to read this.
4. Once done, click the box on the bottom left side.
5. Then click 'Start Exam' on the far-right side.

\*If you do not agree to the terms, you will not be able to take the test and will be refunded your exam payment.



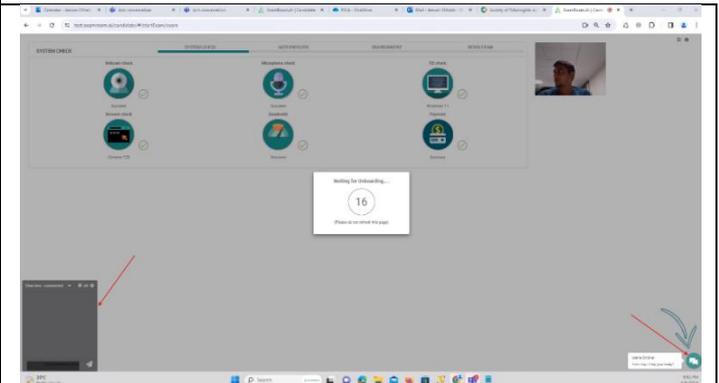
## I. Checking in for your Exam – Step 4

1. ExamRoom.AI is now finding you a proctor.
2. The clock will start at 60 in the center of the screen (If it gets to 0 and starts again, that is OK)
3. Continue to wait until a proctor appears.
4. When a proctor does join you, they will be in a window as you can see in the top right corner.
5. Be aware that this can take some time. If it takes longer than 5 minutes, please do write in the chat box you have been waiting that long.



## I. Checking in for your Exam – Step 4 cont'd

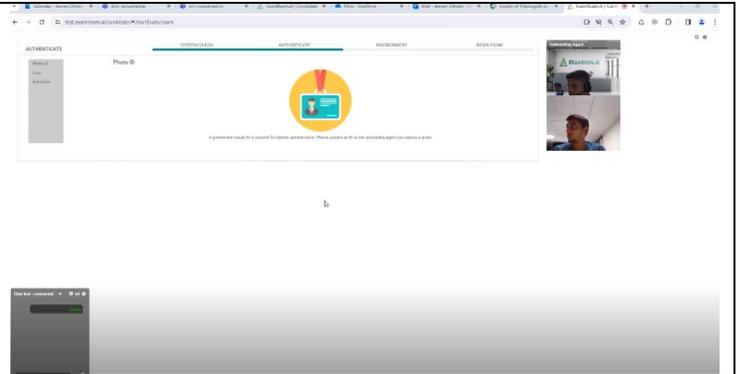
1. If a proctor does not appear within 5 minutes, please use the chat box to contact ExamRoom support in the lower left corner.
2. Someone will join you there and be able to help you.



## I. Checking in for your Exam – Step 5

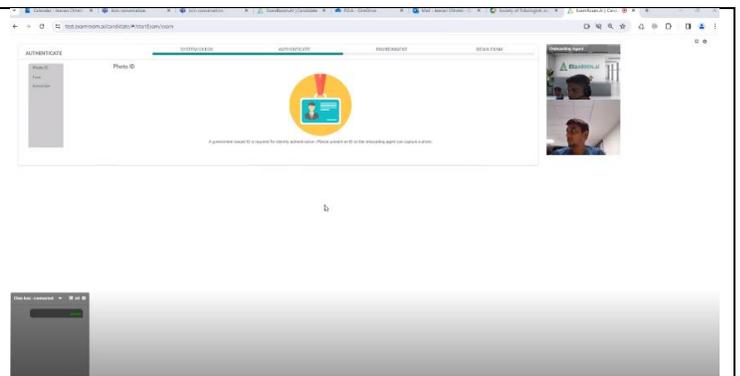


1. Exam Room will now scan your ID.
2. Put the ID in front of your webcam as instructed by the proctor.



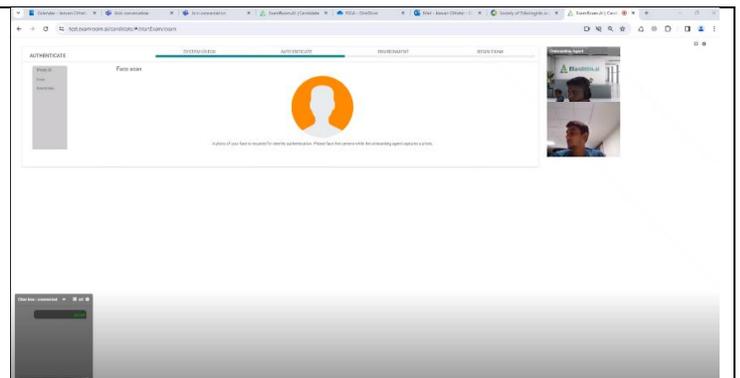
**I. Checking in for your Exam – Step 6**

1. Exam Room will now scan your ID.
2. Put the ID in front of your webcam as instructed by the proctor.
3. The proctor will scan your ID.



**I. Checking in for your Exam – Step 7**

1. Exam Room will now scan your face.
2. Put your face to the camera as instructed by your proctor.
3. The proctor will now scan your face.

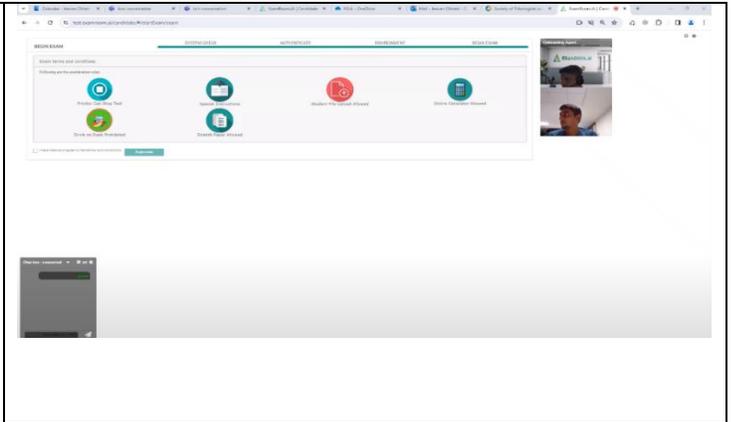


**I. Checking in for your Exam – Step 8**

## STLE BlueSky and Exam Room.AI Exam Registration and Activation Instructions



1. Your proctor will now go over the list of what is and is not permitted during the test.
2. This is also illustrated on the screen.
3. A list of these was also provided to you when you registered for your exam with STLE.
4. Once you accept this, you will complete the ExamRoom screening. Your proctor will still be with you as you are redirected back to the STLE LMS page.



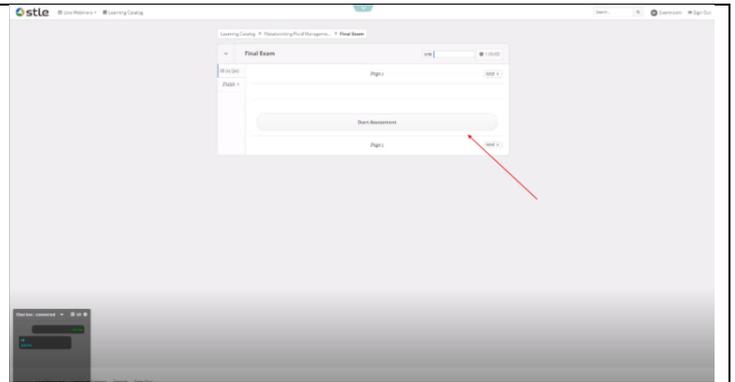
**Part III Directions:** Now that you have completed your Exam Room registration, you are now ready to take your exam. You will go back to the STLE page and take the exam while the Exam Room proctor watches your screen. Please do not use other tabs, scratch paper, have any drinks, or anything that might distract from your test for you of the proctor. You will have 3 hours to complete your exam.



## II. Taking your Exam – Step 1

1. You have been redirected back to the STLE LMS page.
2. You will be on the page you started on for the certification exam of your choice.
3. Click the Start Assessment button to begin your exam.
4. You will have to wait for a proctor to begin the test. This may take a few minutes. If it takes longer than 5, please do send a message in the chat.

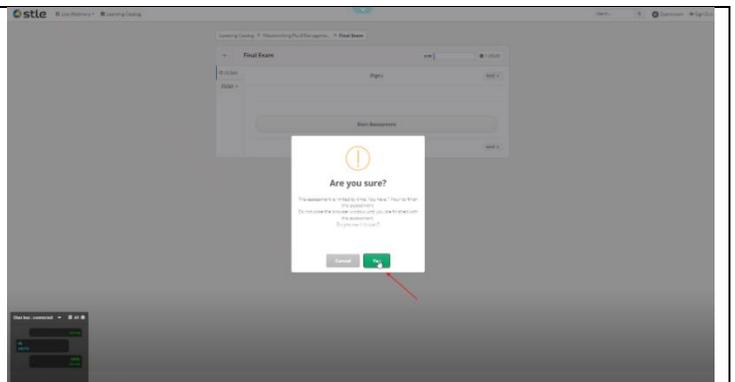
\*The chat box for Exam Room is still active on the bottom left of your screen. If you have questions or need something from the proctor, please type them in here.



## III. Taking your Exam – Step 2

1. Click the green 'Yes' button that, you are sure.

\*If you click cancel, you will be taken out of the test screen and ExamRoom. You will NOT be refunded for your test at this point.

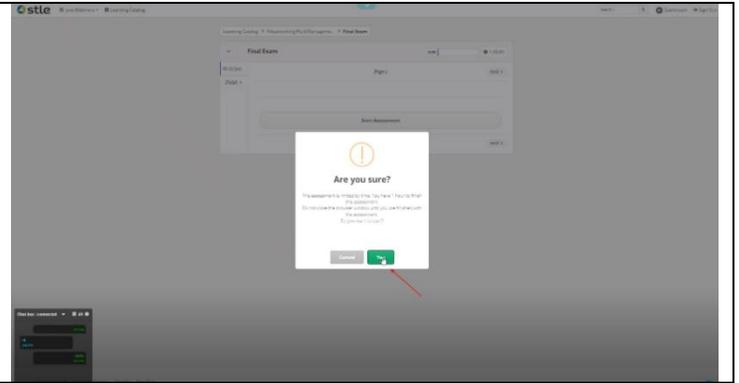


## II. Taking your Exam – Step 3



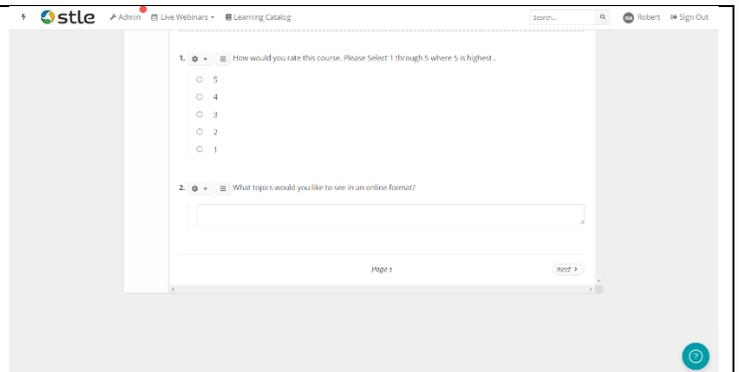
1. Click the green 'Yes' button that, you are sure.

**\*If you click cancel, you will be taken out of the test screen and ExamRoom. You will NOT be refunded for you test at this point.**



### III. Taking your Exam – Step 4

1. You are now in your test and have 3 hours to complete it.
2. Remember to use the chat box at the bottom left of the screen if you have any questions or problems for your proctor.



### IV. Taking your Exam – Step 5

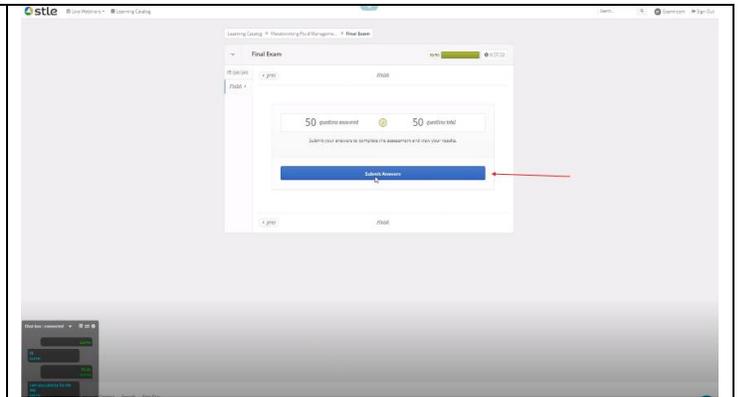
1. When you have completed your exam, you will see a 'Submit' button at the bottom right side of the exam.
2. When you are sure that you are done, click this button to end and submit your exam.



### V. Taking your Exam – Step 6

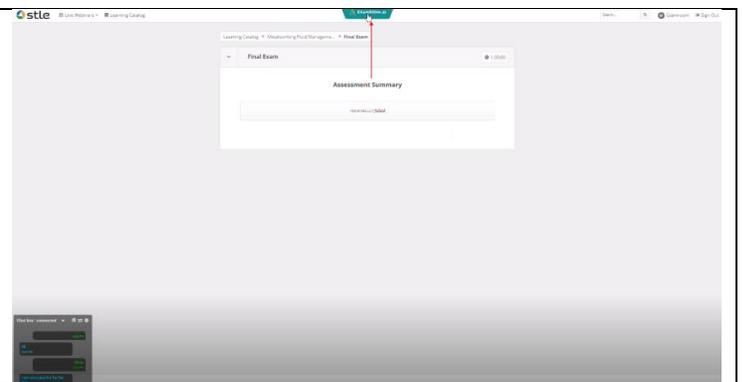


1. This final screen will ensure you have answered all of the questions.
2. When you click 'Submit Answers' it will finalize and submit
3. This cannot be undone.



## VI. Taking your Exam – Step 8

1. On the top of your screen there will be an ExamRoom.AI tab after you submit your exam.
2. Click this tab to access a drop-down menu to close out ExamRoom.



## VII. Taking your Exam – Step 9

1. Click the 'Okay' button to close out ExamRoom.AI.
2. This will unlink the proctor and the exam monitoring software from your device.
3. This completes the exam.

