

ADDING CREDITS AND SCHEDULING EXAMS



1. CREATE A NEW AEST ACCOUNT

The most important change for this year is our new AEST accounts for teachers and proctors. In addition to scheduling exams, teachers and proctors are now able to review and print scores from student exams immediately after the test. Everyone must create a new AEST account. Old proctor accounts will no longer work.

CREATE AN ACCOUNT
Proctors and Teachers using AEST certifications are required to sign up for an AEST account.
Create an Account

TEACHERS
AVAILABLE CERTIFICATIONS
ADD CREDITS
SCHEDULE AN EXAM

EMPLOYERS
VERIFY A CERTIFICATION
ABOUT CERTIFICATIONS
HIRED CERTIFIED

PROCTORS
SCHEDULE AN EXAM
ADD CREDITS
PROCTOR AN EXAM

MAILING LIST
Email Address

Subscribe

© Copyright Florida Farm Bureau Federation - Industry Certifications by Agricultural Education Services and Technology (AEST) and Florida Farm Bureau are essential components of the Complete Experience™ and prepare students for successful careers and a lifetime of informed choices in global agriculture, food, fiber and natural resources systems.

TOP

PROCTOR ACCOUNT REQUEST

Your Name	<input type="text"/>
Your School *	<input type="text" value="(Please select a school)"/>
Your Role	<input checked="" type="radio"/> Proctor <input type="radio"/> Teacher
Your Email	<input type="text"/>
Special Instructions	<input type="text"/>

If you are responsible for more than one school's testing, select one school in the drop down and note the rest is the "Special Instructions" field.

* If your school is not listed, please leave that selection empty and type the name of your school into the Special Instructions field above.

By requesting a Proctor Login, you agree that you abide by the terms and conditions below:

As an integral component of school-based agricultural education, AEST is obligated to report cases of student, teacher, chaperone or proctor dishonesty to the school district.

All registered students and proctors have an ethical obligation to adhere to honesty and integrity policies as outlined by AEST.

Integrity Online Testing use includes:

Request Proctor/Teacher Login

Your credentials have to be approved. You will receive an email confirmation that your account request has been received, and an additional email with your account information once it is approved.

2. LOGIN TO YOUR AEST ACCOUNT

After you have received your new account information, login to your AEST account. This will be the same portal you use to add credits, schedule exams, review results and for proctors, initiate exams.



3. SELECT YOUR SCHOOL

If you are responsible for more than one school, multiple schools will appear in this listing.

The screenshot shows the user interface for the Florida Farm Bureau Federation Agriculture Certification Program. At the top, there is a logo for the Florida Farm Bureau and the text 'Florida Farm Bureau Federation Agriculture Certification Program' with a 'Logout' button. Below this is a section titled 'Your Schools:' with a note '(Click each school to schedule an exam or increase your Account Balance)'. A table lists the schools, with 'ALTHA PUBLIC SCHOOL' circled in red. Below the table, there is a text prompt: 'To log a student into an exam, please enter that student's Registration Code into the field below, and then click "Prepare Exam."' followed by a text input field for the 'Registration Code' and a 'Prepare Exam.' button.

School	Account Balance	Your Role
ALTHA PUBLIC SCHOOL	\$0.00	Proctor

4. ADD FUNDS/CREDITS TO YOUR SCHOOL'S ACCOUNT

AEST now works on a credit-based system. You can add to your school's account any time prior to your scheduled exam. Credits are only used once a registration code is entered and an exam is initiated. This method prevents issues regarding refunds and no-shows. Credits do not expire and can be added at any time.



Florida Farm Bureau Federation
Agriculture Certification Program Logout

ALTHA PUBLIC SCHOOL Account Balance: **\$0.00**

25793 N MAIN STREET ALTHA, FL 32421

[Schedule a new Exam now](#) **Add funds to school balance**

Exam	Location	Date & Time	# Registrations	Total Cost	More Options
There are currently no exams scheduled					

Each exam is approximately \$85 per student at the moment, although this is subject to change. Please contact the FBAEST Administrators if you are unsure how much of a Balance Increase you need.

School

Payment Method

Payment Amount \$

By charging this Account Balance as an invoice to be sent to the school, you are verifying that you have the authority to authorize such an invoice.

Special Instructions

[Purchase Account Credits Now](#)

You now have two options for payment method: invoice and credit card. You can choose invoice and receive immediate credits for your account. Because the credits do not expire, there will be no refunds. If you choose the credit card payment option, you will be able to put in your card information on the next screen. It is important to note that a check is NOT required before testing if the invoice option is selected.

5. SCHEDULING AN EXAM

With your AEST account, you are able to schedule exams in the testing platform. As soon as you have confirmed a date and location, log in to AEST and schedule your exam. When scheduling your exams, you are required to designate a time and how many individuals will take the exam. You no longer have to provide names or register individuals prior to the exam.

**Florida Farm Bureau Federation**
Agriculture Certification Program Logout

ALTHA PUBLIC SCHOOL Account Balance: **\$0.00**

25793 N MAIN STREET ALTHA, FL 32421

Schedule a new Exam now Add funds to school balance

Exam	Location	Date & Time	# Registrations	Total Cost	More Options
There are currently no exams scheduled					

Exam Type

Location

(mm/dd/yyyy) **Date**

Time :

Number of Seats Required

Schedule this Exam now

Students will enter their own names and information on the day of the exam.