

# VAB Training via Gauge

## Instructions for Registering, Taking a Course, and Taking a Proctored Exam

For use as qualifying education for the Certified Florida Appraiser and Certified Florida Evaluator Designation

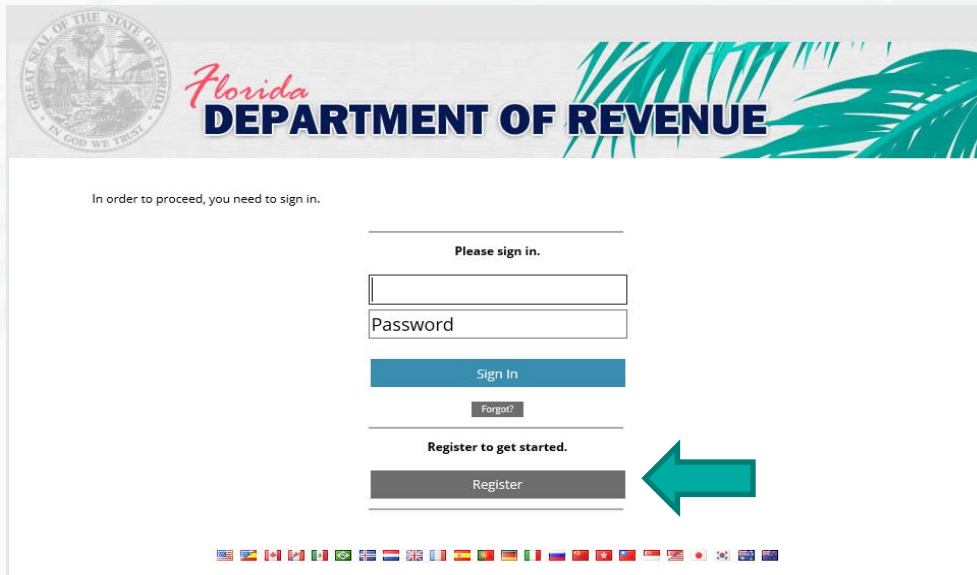
Revised 7-2021

## Overview

| Step                                  | Page |
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You may click on the step title to go directly to that step or scroll through the job aid.

## Register, Step 1



In order to proceed, you need to sign in.

Please sign in.

Password

Sign In

Forgot?

Register to get started.

- Click [here](#) to create your Gauge account. Then click “Register.” Internet Explorer is **not** recommended to use as your internet browser.
- The website should look like the image on the left.

## Register, Step 2

- Enter your full name, username, email address, and desired password.
- Click “Create New User.”

This screen lets you create a new user account. If you already have a user account and password then [click here](#) to return to the sign in page.

Enter the following information to create a new account.

**Your Full Name:**  (required - your full name as it might appear on a certificate)

**Login Username:**  (required - name or code to use when logging in)

**Email:**  (required)

Email (validate):  (enter the email again to validate)

**Password:**  (required - password to use when logging in)

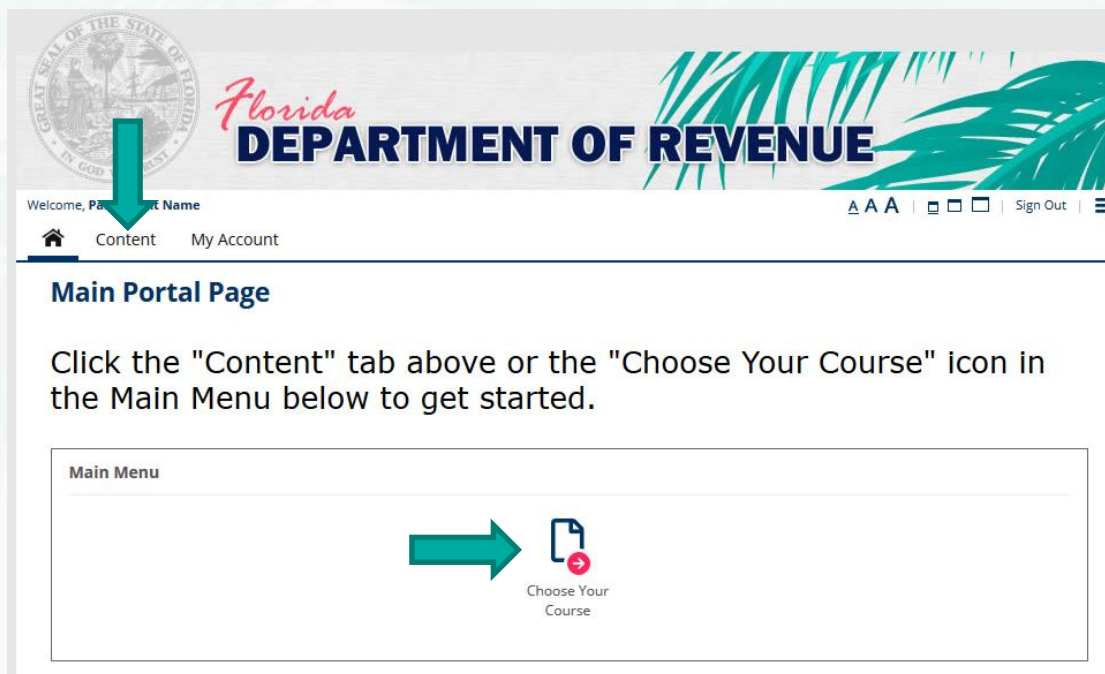
Password (validate):  (enter the password again to validate)

[Create New User](#)

[Return to the Sign In Screen](#)

## Select Course, Step 1

- Your user dashboard will appear.
- Click on the “Content” tab or “Choose Your Course” icon to get started.



The screenshot shows the Florida Department of Revenue user dashboard. At the top left is the Great Seal of the State of Florida. To its right is the Florida Department of Revenue logo. Below the logo is a navigation bar with a home icon, 'Content', and 'My Account' tabs. A green arrow points to the 'Content' tab. To the right of the navigation bar are links for 'Sign Out' and a menu icon. Below the navigation bar is the 'Main Portal Page' section, which contains the text: 'Click the "Content" tab above or the "Choose Your Course" icon in the Main Menu below to get started.' Below this text is a 'Main Menu' box containing a large green arrow pointing to a 'Choose Your Course' icon, which is a document with a red arrow pointing to it.



Welcome, **PA** **rt Name** AA A | □ □ □ | Sign Out | ☰

[Content](#) [My Account](#)

### Main Portal Page

Click the "Content" tab above or the "Choose Your Course" icon in the Main Menu below to get started.

Main Menu

   
Choose Your Course





## Select Course, Step 2

Welcome, Sample User A A A | [ ] [ ] | Sign Out | [ ]

[Content](#) | [My Account](#)

### Content - View Courses and Exams

[ ] [ ]

-  **VAB Frequently Asked Questions (for CFA/CFE credit)**  
Document  
Click here for information on frequently asked questions. >
-  **VAB Gauge Job Aid (for CFA/CFE credit)**  
Document  
Click here for information on taking a course, exam, and receiving certificates. >
-  **2021 Value Adjustment Board Members and Board Attorneys VAB Training (for CFA/CFE credit)**  
Course  
This course includes the 2021 Value Adjustment Board Members and Board Attorney training and exam. It is approved for 20 hours of elective credit towards the Certified Florida Appraiser and Certified Florida Evaluator designations, upon completion of the training and passing of the exam. >
-  **2021 Value Adjustment Board Members and Board Attorneys Exam (for CFA/CFE credit)**  
Exam  
The Value Adjustment Board Members and Board Attorney exam is a proctored exam. A webcam, microphone, and government issued ID are required. A practice exam is available for users to familiarize themselves with the ProctorFree proctoring application. It is **highly** recommended users take this practice exam prior to starting the Board Members and Board Attorney exam. Click [here](#) to make sure your computer meets the minimum system requirements. >

- This is the Content page.
- Click on the course you want to take from the menu.

# Take the Course, Step 1

- Click “Choose Course.”

Welcome, Sample User A A | [ ] [ ] | Sign Out | ☰

[Home](#) **Content** [My Account](#)

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## Take a Course - Choose to Begin Taking a Course

### Take a Course

You have selected the following course.

**Name** 2021 Value Adjustment Board Members and Board Attorneys VAB Training (for CFA/CFE credit)  
**Type** Course  
**Description**

This course includes the 2021 Value Adjustment Board Members and Board Attorney training and exam. It is approved for 20 hours of elective credit towards the Certified Florida Appraiser and Certified Florida Evaluator designations, upon completion of the training and passing of the exam.

### Content List

All of the following must be successfully completed in sequence to complete this course

Once this course has been selected you will then have the opportunity to access this content

| Content   | Type   |
|---|--------|
| VAB Members and Board Attorneys Modules - What to Expect From This Training The Department's training for boards and special magistrates has 11 training modules: Module 1: Introduction and Overview Module 2: The Roles ... | Lesson |

### Choose this Course

You can choose this course by pressing the Choose Course button.

[Choose Course](#) [Cancel](#)



# Take the Course, Step 2

- Click on the course name.

Welcome, **Sample User** Sign Out

[Home](#) **Content** [My Account](#)

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## Course - Launch and Choose to Take Content

**Course**  
You have selected the following course.

**Name** 2021 Value Adjustment Board Members and Board Attorneys VAB Training (for CFA/CFE credit)  
**Type** Course  
**Description** This course includes the 2021 Value Adjustment Board Members and Board Attorney training and exam. It is approved for 20 hours of elective credit towards the Certified Florida Appraiser and Certified Florida Evaluator designations, upon completion of the training and passing of the exam.

Started Date: 7/26/21

**Content List**  
The following lists all the content that needs to be successfully completed in sequence to successfully complete this course. Click on the content name to choose and start taking uncompleted items.

| Completed                | Open | Course Content  | Type   | Note      |
|--------------------------|------|---|--------|-----------|
| <input type="checkbox"/> |      | VAB Members and Board Attorneys Modules - What to Expect From This Training The Department's training for boards and special magistrates has 11 training modules: Module 1: Introduction and Overview Module 2: The Roles ... | Lesson | Not taken |

[Cancel](#)



## Take the Course, Step 3

- Scroll to the bottom of the page and click “Start this Lesson.”

### Start Lesson

You can start taking this lesson by pressing the Start this Lesson button.

**BACK BUTTON** - When taking this lesson you are permitted to move backwards to review/change prior answers.

Start this Lesson

Cancel



## Take the Course, Step 4

### Lesson - VAB Members and Board Attorneys Modules

#### ▼ Lesson -

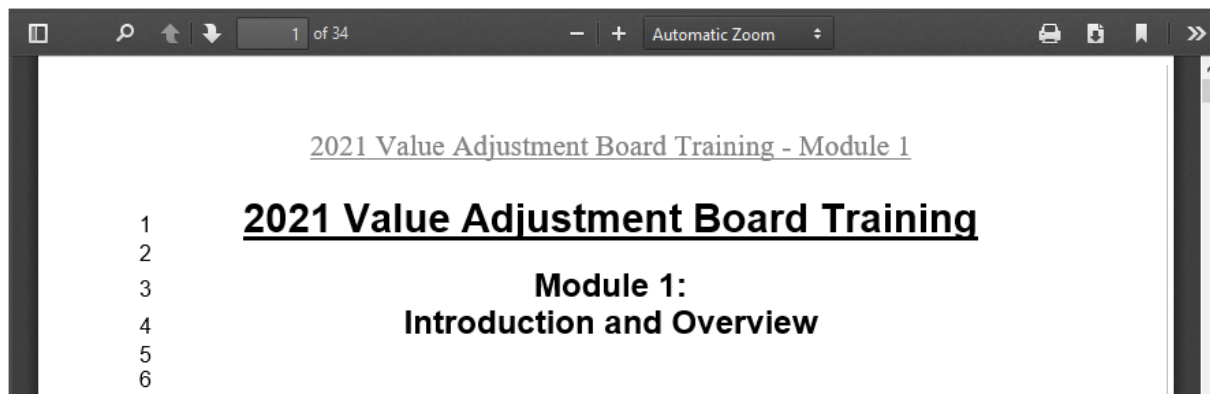
You are taking the following lesson:

Name VAB Members and Board Attorneys Modules

#### Lesson Page

Use one of the Next or Previous buttons to move to the next or previous lesson page.

**Use the scroll bar in the pdf viewer to view each page of the module. Then click "Next Page" below to proceed to the next module.**



- Use the scroll bar to view the entire module.

## Take the Course, Step 5

- After viewing the entire module, click “Next Page” to proceed to the next module.

Next -> Page

- Click “Previous Page” to view the previous module.

Previous <- Page

- You must click “Complete Lesson” on the survey page for your training certificate to be generated.

Complete Lesson

## Take the Course, Step 6

- On the survey page, scroll to the end and click “Done” for your survey to be submitted.
- Then click “Complete Lesson.”

Use the scroll bar to view the entire survey. Click “Done” at the end of the survey, then click the “Complete Lesson” button below.

VAB Online Training Survey

To improve our product, we would like your opinion of this online course. Please take a moment to complete this short survey.

Be sure to scroll down to view all questions and click the "Done" button to submit your responses.

**1. Please indicate which VAB training track you completed.**

- VAB Members and Board Attorneys
- Attorney Special Magistrate
- Real Property Appraiser Special Magistrate

**3. Comments:**

Done

Previous <– Page

Complete Lesson

## Take the Exam, Step 1

- Click “Return to Content and Tests to Take” to take the exam.

### Completed - Lesson - VAB Members and Board Attorneys Modules

#### Completed - Lesson - VAB Members and Board Attorneys Modules

You are finished taking the following lesson:

**Name**      VAB Members and Board Attorneys Modules

[Return to Content and Tests to Take](#)



You are finished taking this lesson. Now what would you like to do?

[Click here to return to the previous take a test, survey, exam, lesson or program page](#)

[As a superuser you can also edit this record by clicking here](#)

## Take the Exam, Step 2

Welcome, Participant Name ▲ A A | □ □ □ | Sign Out | ☰

[Content](#) [My Account](#)

### Content - View Courses and Exams

☰ ☰

 **Helpful Information**  
Document ➤  
Click here for information on printing certificates and frequently asked questions.

**2021 Value Adjustment Board Members and Board Attorneys VAB Training**  
Course ➤

**Who is required to complete this training before conducting any VAB hearings?**

- All special magistrates must take the training.
- VAB members or VAB attorneys in counties with populations of 75,000 or fewer that do not use special magistrates must take the training.
- Individuals who are interested in an appointment as a special magistrate, meet all other qualifications, and have between three and five years of relevant experience must complete the training together with the exam.

**Who may be interested in this training?**

Property appraisers, lawyers, practitioners, students, educators, and taxpayers may be interested in reviewing the training materials for educational purposes.

 **2021 Value Adjustment Board Members and Board Attorneys Exam**  
Exam ➤



- Clicking “Return to Content and Tests to Take” will return you to the “Content” page.
- Click on the exam (located below the course).

# Take the Exam, Step 3

- Click “Choose Exam.”

## Take a Exam - Choose to Begin Taking a Exam

### Take a Exam

You have selected the following exam.

**Name** 2021 Value Adjustment Board Members and Board Attorneys Exam  
**Type** Exam

### Prerequisite List

You successfully completed the following prerequisites to take this exam.

| Completed | Prerequisite   | Type   | Note  |
|-----------|--|--------|---|
| ✓         | 2021 Value Adjustment Board Members and Board Attorneys VAB Training - Who is required to complete this training before conducting any VAB hearings? All special magistrates must take the training. VAB members or VAB attorneys in counties with populations of 7... | Course | Successfully completed on: July 14, 2021 2:14:59 PM EDT |

### Content List

All of the following must be successfully completed to complete this exam

Once this exam has been selected you will then have the opportunity to access this content

| Content   | Type     |
|---|----------|
| ProctorFree Practice Exam - This practice exam is provided for users to test the functionality of our proctoring service, ProctorFree. It is highly recommended you take this practice exam prior to begin...   | Practice |
| 2021 Value Adjustment Board Members and Board Attorneys VAB Exam - Any interested person may complete this online exam. An attorney not interested in obtaining CLE credit for completing this training track is not required to take the exam for VAB attorneys. ... | Exam     |

### Choose this Exam

You can choose this exam by pressing the Choose Exam button.

Choose Exam

Cancel



## Take the Exam, Step 4

- Take ProctorFree practice exam. This step is optional to familiarize users with the exam proctoring application.
- If you have not used ProctorFree before, it is **HIGHLY** recommended you take this practice test prior to beginning your VAB exam.

### Exam - Launch and Choose to Take Content

#### Exam

You have selected the following exam.

**Name** 2021 Value Adjustment Board Members and Board Attorneys Exam  
**Type** Exam  
**Description** The Value Adjustment Board Members and Board Attorney exam is a proctored exam. A webcam, microphone, and government issued ID are required. A practice exam is available for users to familiarize themselves with the ProctorFree proctoring application. It is **highly** recommended users take this practice exam prior to starting the Board Members and Board Attorney exam. Click [here](#) to make sure your computer meets the minimum system requirements.

Started Date: 7/19/21

#### Content List

The following lists all the content that needs to be successfully completed to successfully complete this exam. Click on the content name to choose and start taking uncompleted items.

| Completed                | Open                     | Exam Content  | Type     | Note      |
|--------------------------|--------------------------|---|----------|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | ProctorFree Practice Exam - This is a practice exam provided for users to test the functionality of our proctoring service, ProctorFree. It is highly recommended you take this practice exam prior to beginning... | Practice | Not taken |



# Take the Exam, Step 5

## Exam - Launch and Choose to Take Content

### Exam



You have selected the following exam.

**Name** 2021 Value Adjustment Board Members and Board Attorneys Exam  
**Type** Exam  
**Description** The Value Adjustment Board Members and Board Attorney exam is a proctored exam. A webcam, microphone, and government issued ID are required. A practice exam is available for users to familiarize themselves with the ProctorFree proctoring application. It is **highly** recommended users take this practice exam prior to starting the Board Members and Board Attorney exam. Click [here](#) to make sure your computer meets the minimum system requirements.

Started Date: 7/19/21

### Content List

The following lists all the content that needs to be successfully completed to successfully complete this exam. Click on the content name to choose and start taking uncompleted items.

| Completed                | Open  | Exam Content   | Type     | Note      |
|--------------------------|---|--|----------|-----------|
| <input type="checkbox"/> |   | ProctorFree Practice Exam - This practice exam is for provided for users to test the functionality of our proctoring service, ProctorFree. It is highly recommended you take this practice exam prior to begin...  | Practice | Not taken |
| <input type="checkbox"/> |  | 2021 Value Adjustment Board Members and Board Attorneys VAB Exam - This is a proctored exam. A webcam, microphone, and government issued ID are required. Any interested person may complete this online exam. An attorney not interested in obtaining CLE ... | Exam     | Not taken |



- Click on the exam name.

Cancel

## Take the Exam, Step 6

- Click “Launch Virtual Proctoring Service for Authorization to Start.”
- **NOTE:** A webcam, microphone, and government-issued ID are required.
- Click [here](#) to make sure your computer meets the minimum system requirements.

### Start - Exam

#### Exam

You have chosen to take the following exam.

**Name** 2021 Value Adjustment Board Members and Board Attorneys VAB Exam (for CFA/CFE credit)

**Description** This is a proctored exam. A webcam, microphone, and government issued ID are **required**.

The Department has approved the 2021 value adjustment board (VAB) training track for VAB attorneys, including passing the online exam, for 20 hours of elective credit towards the Certified Florida Appraiser and Certified Florida Evaluator designations.

Please email any questions to [VABTraining@floridarevenue.com](mailto:VABTraining@floridarevenue.com).

Thank you for your interest in the Department's 2021 VAB training.

**Questions** 100 (number of questions)

**Time Limit** 240 (minutes)

This is a proctored exam. Click the "Launch Virtual Proctoring Service for Authorization to Start" button below to start the proctoring application.

After starting the proctored session, you will be returned to this page. Please read the instructions below and click "I Agree and Acknowledge".

This is a **closed-book exam**. You may **not** use any resources (notes, training materials, study papers, books, cell phones, smart watches or other electronic devices) or communicate with anyone while taking this exam.

The only materials authorized for use during this exam are a pencil or pen and a single sheet of blank scratch paper. **Please use your camera now to show your workspace - the area around your desk and the top of your desk - and the front and back side of the scratch paper.** By starting this exam, you agree and acknowledge the following statements:

- I affirm that I have shown my entire workspace with my webcam.
- I affirm that I will not give or receive any unauthorized assistance on this exam.
- I affirm that all work is my own.
- I understand this is a closed-book exam and the use of unauthorized resources or communicating with anyone is prohibited. Violation will result in my exam being invalidated.
- I understand that if I did not show my entire workspace my exam will be invalidated.

#### Prerequisite List

You successfully completed the following prerequisites to take this exam.

| Completed | Prerequisite   | Type   | Note   |
|-----------|--|--------|--|
| ✓         | 2021 Value Adjustment Board Members and Board Attorneys VAB Training (for CFA/CFE credit) - This course includes the 2021 Value Adjustment Board Members and Board Attorney training and exam. It is approved for 20 hours of elective credit towards the Certified Flo... | Course | Successfully completed on: July 26, 2021 12:47:44 PM EDT |

#### Virtual Proctoring Service Required

Launch virtual proctoring service for authorization to start.

Launch Virtual Proctoring Service for Authorization to Start



## Take the Exam, Step 7

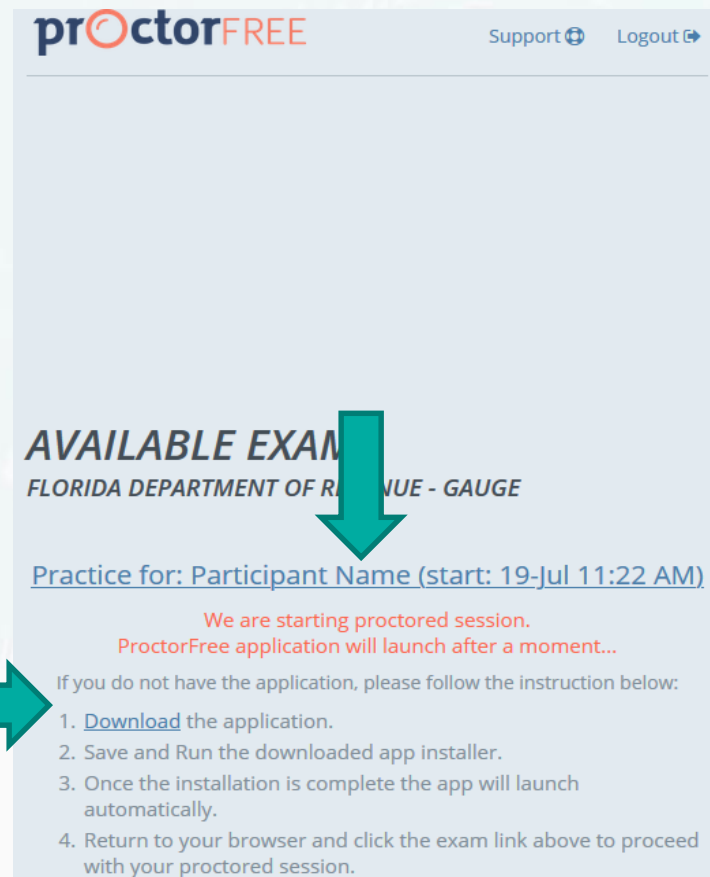
- Click the link under the exam name.



The screenshot shows the ProctorFree interface. At the top left is the logo "proctorFREE". To the right are links for "Support" and "Logout". Below this is a section titled "AVAILABLE EXAMS" with the subtitle "FLORIDA DEPARTMENT OF REVENUE - GAUGE". Underneath, there is a list of exams: "ProctorFree Practice Exam" and a sub-item "Practice for: Participant Name (start: 19-Jul 11:22 AM)". A large green arrow points to the sub-item link.

## Take the Exam, Step 8

- If you do not already have the ProctorFree application installed, click “Download” and follow the instructions to install the application.
- If you have the ProctorFree application installed, click the exam link to begin.



The screenshot shows the ProctorFree application interface. At the top, the logo "proctorFREE" is displayed in blue and red, with "Support" and "Logout" links to the right. Below the header, the text "AVAILABLE EXAM" is shown in bold, followed by "FLORIDA DEPARTMENT OF REVENUE - GAUGE". A teal arrow points down from this text to a blue link: "Practice for: Participant Name (start: 19-Jul 11:22 AM)". Below the link, a red message states: "We are starting proctored session. ProctorFree application will launch after a moment...". A teal arrow points from the left text towards this message. Below the message, a blue link says "If you do not have the application, please follow the instruction below:". This is followed by a numbered list of four steps: 1. Download the application. 2. Save and Run the downloaded app installer. 3. Once the installation is complete the app will launch automatically. 4. Return to your browser and click the exam link above to proceed with your proctored session.

## Take the Exam, Step 9

ProctorFree (4.1.28)

**proctorFREE**

**Student**  
Participant Name

**Course**  
ProctorFree Practice Exam

**Exam**  
Practice for: Participant Name (start: 19-Jul 11:22 AM)

1 Compatibility Test    2 Authentication    3 **Start Session**

### Confirm Your Acceptance

I, **Participant Name**, understand that I am about to take a timed and proctored exam, I understand that my actions are being recorded and I agree to submit this recording and evaluation as part of Florida Department of Revenue - Gauge's honor code. I attest that the exam I am about to take is the result of my own study and preparation and that I will not cheat or attempt to circumvent this test or its monitoring on penalty under Florida Department of Revenue - Gauge's honor code policy.

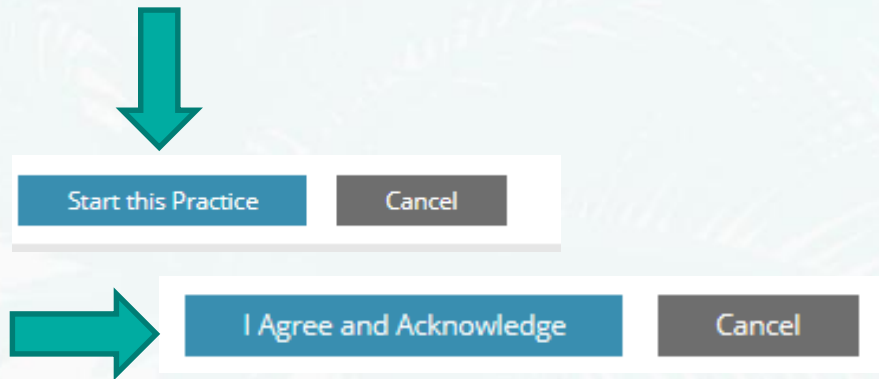
**CONFIRM AND START PROCTORED SESSION**

**SUPPORT**  
Version 4.1.28

- After completing the authentication process, click the confirm button. You will be taken back to Gauge to continue with your exam.

## Take the Exam, Step 10

- For the ProctorFree practice test, click “Start this Practice.”
- For the VAB exam, click “I Agree and Acknowledge.”
- **\*NOTE:** by clicking this button you are agreeing to and acknowledging to perform the required actions as stated in the instructions.



This is a proctored exam. Click the "Launch Virtual Proctoring Service for Authorization to Start" button below to start the proctoring application.

After starting the proctored session, you will be returned to this page. Please read the instructions below and click "I Agree and Acknowledge".

This is a **closed-book exam**. You may **not** use any resources (notes, training materials, study papers, books, cell phones, smart watches or other electronic devices) or communicate with anyone while taking this exam.

The only materials authorized for use during this exam are a pencil or pen and a single sheet of blank scratch paper. **Please use your camera now to show your workspace - the area around your desk and the top of your desk - and the front and back side of the scratch paper.** By starting this exam, you agree and acknowledge the following statements:

- I affirm that I have shown my entire workspace with my webcam.
- I affirm that I will not give or receive any unauthorized assistance on this exam.
- I affirm that all work is my own.
- I understand this is a closed-book exam and the use of unauthorized resources or communicating with anyone is prohibited. Violation will result in my exam being invalidated.
- I understand that if I did not show my entire workspace my exam will be invalidated.

## Take the Exam, Step 11

- There are five questions per page. To go to the next page of questions, click “Submit → Forward”. If you need to change or review your answer on a previous page, click “Submit ← Back”. Your answers are saved when you click either button.

Submit ← Back

Submit → Forward

- When you have answered all the questions, click “Save and Finish” on the last question page.

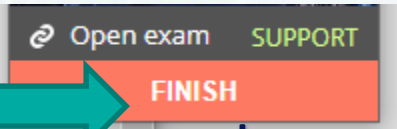
Save and Finish

## Take the Exam, Step 12

- Be sure to click “Save and Finish” when you have completed the practice test or VAB exam **prior** to clicking “Finish” in ProctorFree.

1<sup>st</sup>

Save and Finish



2<sup>nd</sup>

### Completed - Practice - ProctorFree Practice Exam

You are finished taking the following practice:

|       |   |
|-------|---|
| Name  | ProctorFree Practice Exam   |
| Score | <b>PASS</b><br>3 points scored (or 100.0%) out of 3 maximum points<br>(a score of 70.0% or greater is needed to pass this test) |



Return to Exam

- If you are taking the practice test, click “Return to Exam” to access the VAB exam.



## Take the Exam, Step 13

### Completed - Practice - Practice Exam

#### Completed - Practice - Practice Exam

You are finished taking the following practice:

Name Practice Exam

If you scored 80% or above, your exam certificate will be emailed to you after the review of your proctoring session is complete. Please allow up to 2 business days for the review. Click the "Finish" button in the ProctorFree window to end the proctoring session. Then click the home icon to return to the home page or click "Sign Out" to exit.

If you scored below 80%, you may retake the exam again. Click the button below to return to the exam.

Score **PASS**  
3 points scored (or 100.0%) out of 3 maximum points  
(a score of 70.0% or greater is needed to pass this test)

Return to Exam



- After finishing the exam, your results will be displayed. If you do not pass, you can click “Return to Exam” to take it again.

- You can review which questions you answered correctly and incorrectly below each question on this page.

Incorrect: Your answer is incorrect. 0 points.

Correct: Your answer is correct. 1 point.

## Take the Exam, Step 14

- After passing the exam, the Department will review your proctoring session.
- The Department will email your exam certificate to you after the review is complete. Please allow up to two business days for the review.
- Click the home icon to return to the home page or click “Sign Out” to exit.



## Help

- Internet Explorer is **not** recommended to use as your internet browser.
- For issues with logging in to Gauge, please contact [Gauge Customer Support](#).
- For issues with ProctorFree, please utilize ProctorFree’s live chat feature or contact [ProctorFree Support](#).
- For questions about the VAB Training content, please contact [VABTraining@floridarevenue.com](mailto:VABTraining@floridarevenue.com).