
VAB Training via Gauge

Instructions for Registering, Taking a Course
and Exam, and Downloading Certificates



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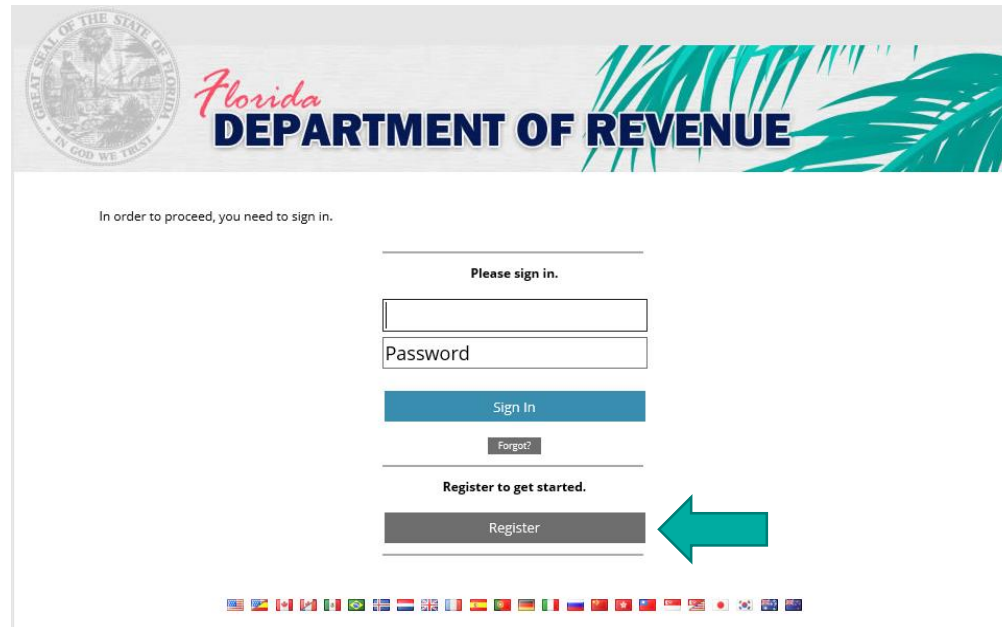
You may click on the step title to go directly to that step or scroll through the job aid.



Register

Register, Step 1

- ▶ Click [here](#) to create your Gauge account. Then click “Register.”
- ▶ The website should look like the image below:



The screenshot shows the Florida Department of Revenue website. At the top left is the state seal, and to its right is the text "Florida DEPARTMENT OF REVENUE" with a palm leaf graphic. Below the header, a message reads "In order to proceed, you need to sign in." The login section, titled "Please sign in.", contains a text input field, a "Password" label with another text input field, a blue "Sign In" button, and a grey "Forgot?" button. Below this is the registration section, titled "Register to get started.", which features a grey "Register" button. A large teal arrow points to the "Register" button. At the bottom of the page is a horizontal row of small national flags.

Register, Step 2

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

OF THE STATE OF FLORIDA
GOD WE TRUST

Florida
DEPARTMENT OF REVENUE

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)

[Return to the Sign In Screen](#)

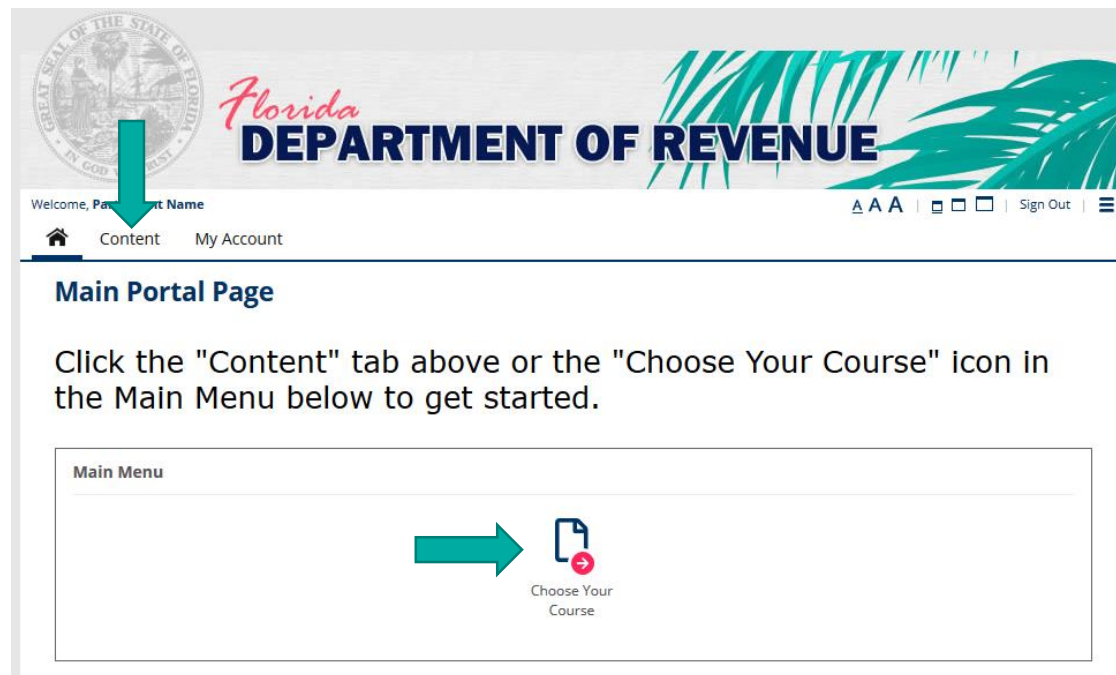
[Create New User](#)



Select Course

Select Course, Step 1

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



Select Course, Step 2

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

Welcome, Participant Name ⌵ ⌵ ⌵ [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 Attorney Special Magistrates 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 Attorney Special Magistrates Exam**
Exam ➤

2021 Real Property Appraiser Special Magistrates 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. ➤







Take the Course

Take the Course, Step 1

- Click “Choose Course.”

Welcome, Participant Name

A A A |   | Sign Out | 

 **Content** | My Account

Take a Course - Choose to Begin Taking a Course

Take a Course

You have selected the following course.

Name	2021 Attorney Special Magistrates VAB Training
Type	Course
Description	<p>Who is required to complete this training before conducting any VAB hearings?</p> <ul style="list-style-type: none">• 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. <p>Who may be interested in this training?</p> <p>Property appraisers, lawyers, practitioners, students, educators, and taxpayers may be interested in reviewing the training materials for educational purposes.</p>

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
Attorney Special Magistrates 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, Participant Name

Sign Out

 **Content**

My Account

Course - Launch and Choose to Take Content

Course

You have selected the following course.

Name 2021 Real Property Appraiser Special Magistrates VAB Training
Type Course

Started Date: 7/13/21

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"/>		Real Property Appraiser Special Magistrate Modules - 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 popula...	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

- ▶ Use the scroll bar to view the entire module.

Lesson - Real Property Appraiser Special Magistrate Modules

▼ Lesson -

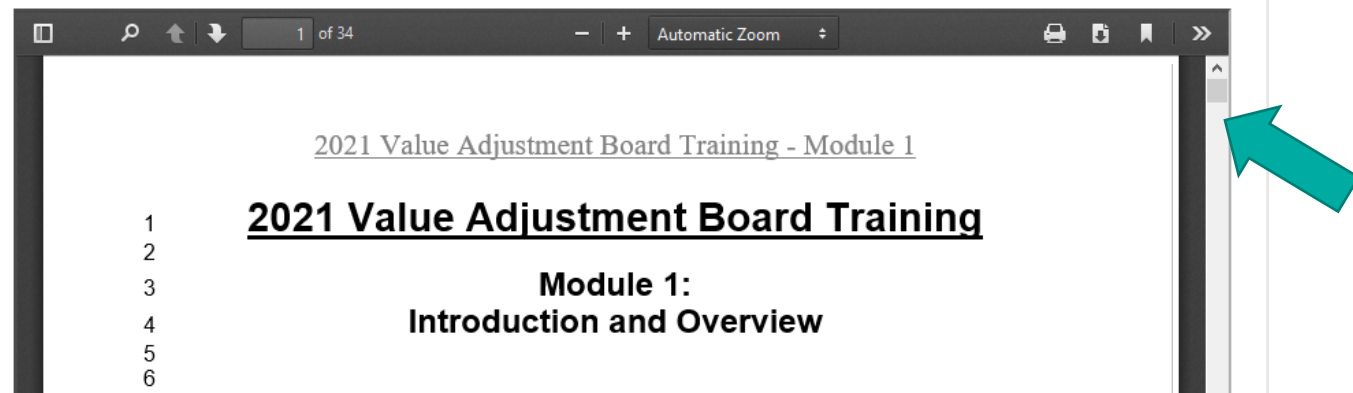
You are taking the following lesson:

Name Real Property Appraiser Special Magistrate 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.



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

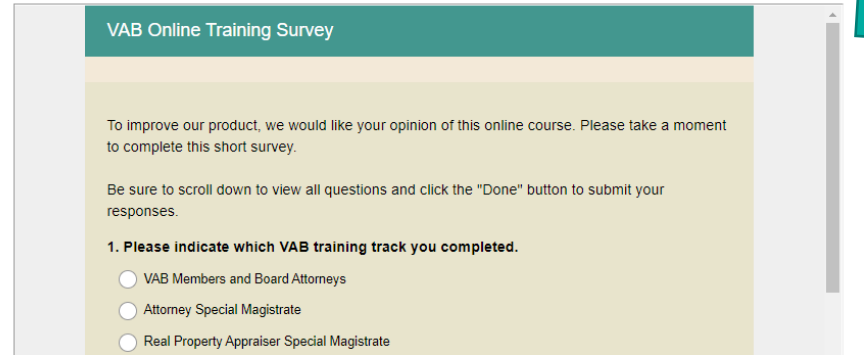
- ▶ You must click “Complete Lesson” on the survey page for your training certificate to be generated.

Complete Lesson

Take the Course, Step 6

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

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



- ▶ Then click “Complete Lesson.”





Exam

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

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

Welcome, Participant Name

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

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 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
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"/>		ProctorFree Practice Exam - This 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 beginning...	Practice	Not taken

Take the Exam, Step 5

- ▶ Click on the exam name.

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 beginn...	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



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.

Questions Thank you for your interest in the Department's 2021 VAB training.
Time Limit 100 (number of questions)
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



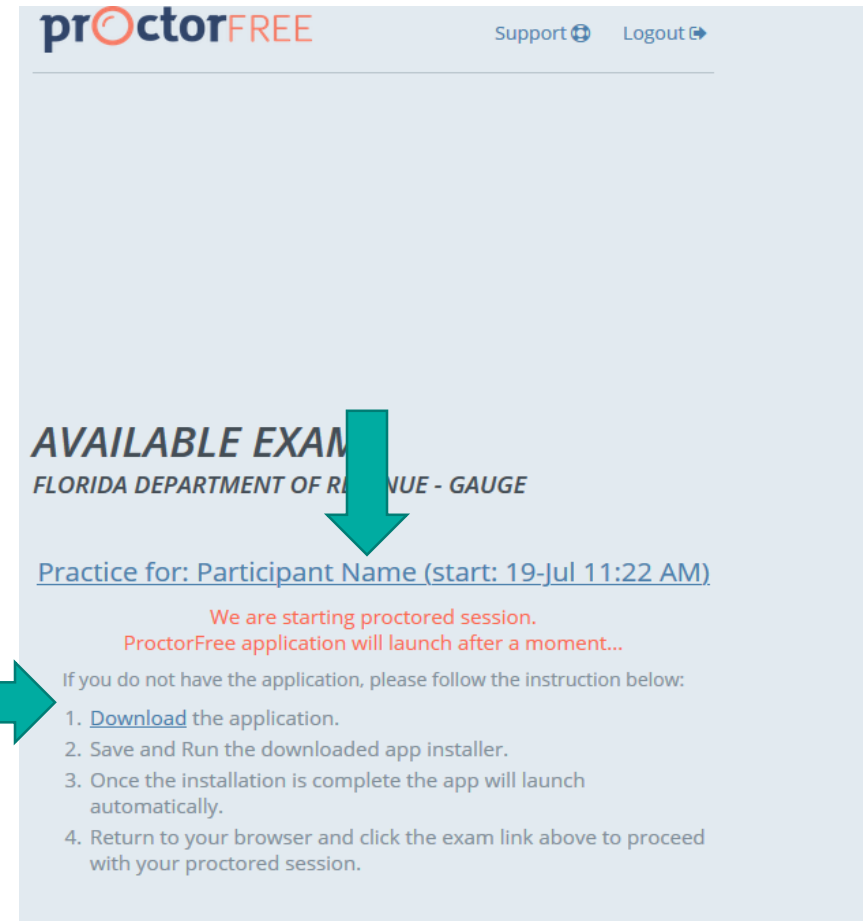
Take the Exam, Step 7

- ▶ Click the link under the exam name.



Take the Exam, Step 8

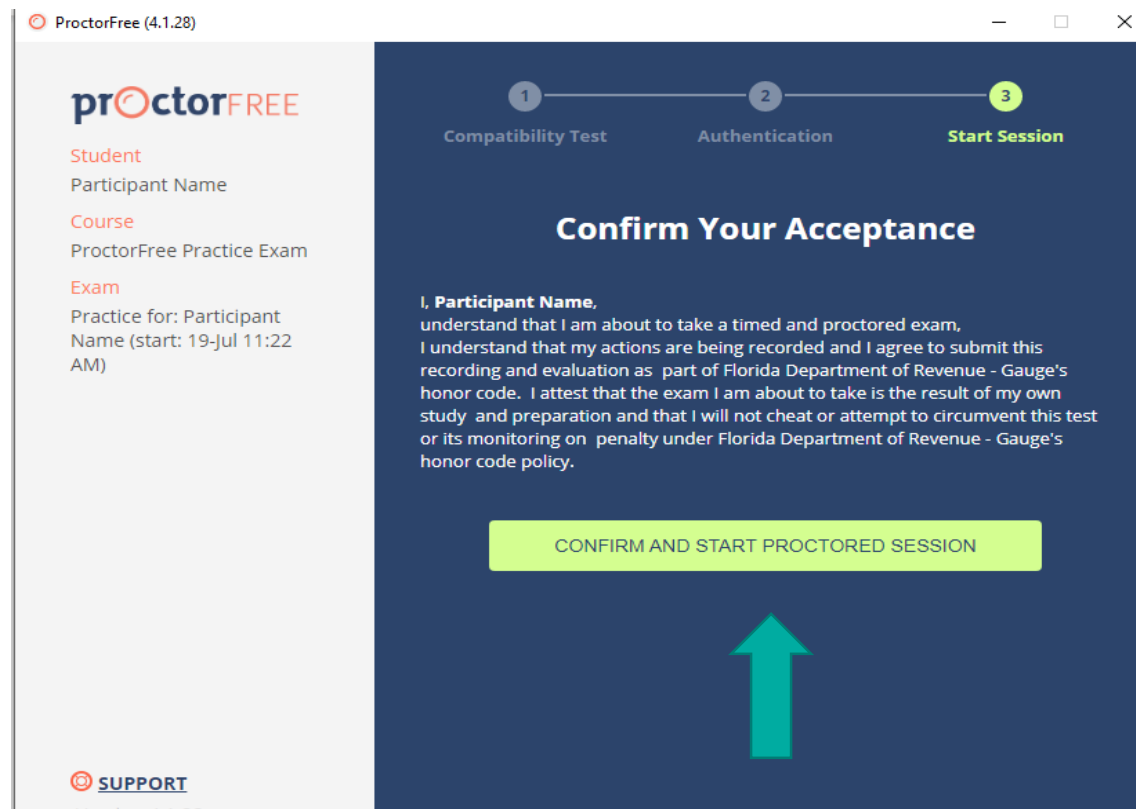
- ▶ If you do not already have the ProctorFree application installed, click “Download” and follow the instructions to install the application.
- ▶ If you have the ProctorFree application installed, click the exam link to begin.



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 large green arrow points down from this text to a 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 green arrow points from the left towards this message. Below the message, a list of instructions is provided: "If you do not have the application, please follow the instruction below:" followed by four numbered 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.

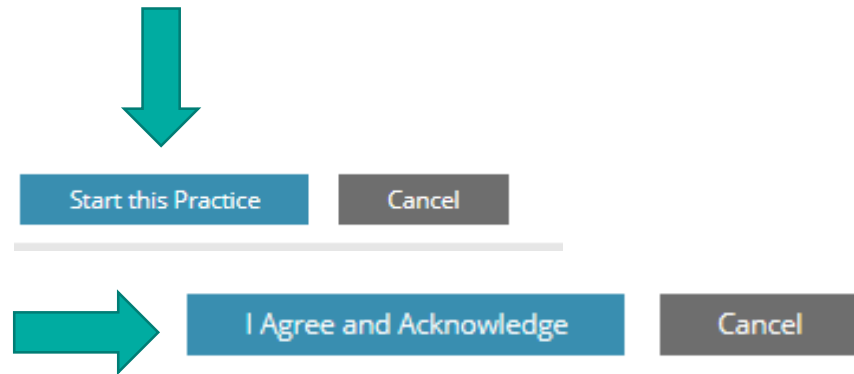
Take the Exam, Step 9

- ▶ 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

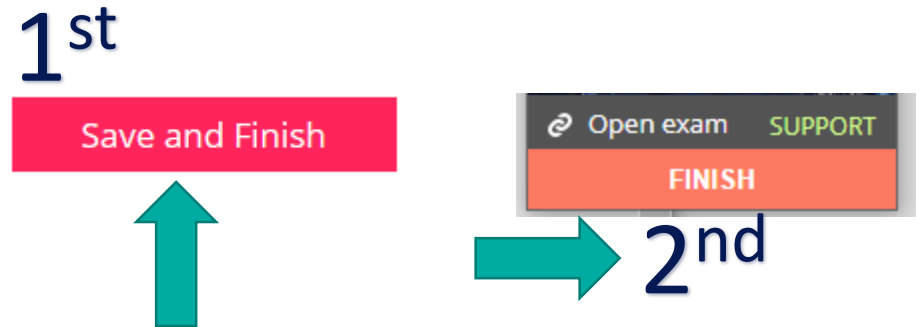
Submit → Forward

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

Save and Finish

Take the Exam, Step 12

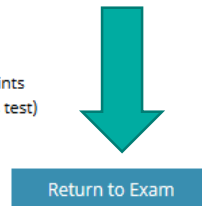
- ▶ Be sure to click “Save and Finish” when you have completed the practice test or VAB exam prior to clicking “Finish” in ProctorFree.



Completed - Practice - ProctorFree Practice Exam

You are finished taking the following practice:

Name	ProctorFree Practice 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)



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

Take the Exam, Step 13

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

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



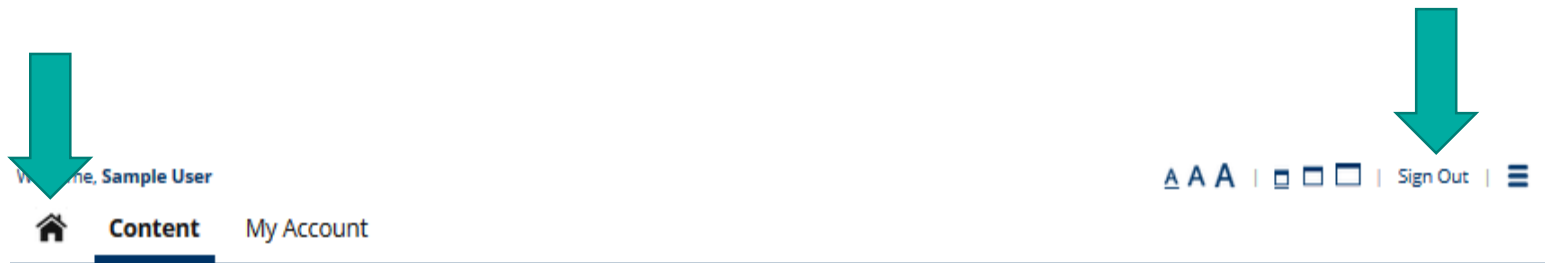
- ▶ You can review which questions you answered correctly and incorrectly below each question on this page.

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

Help

- ▶ 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.