

VAB Training via Gauge

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



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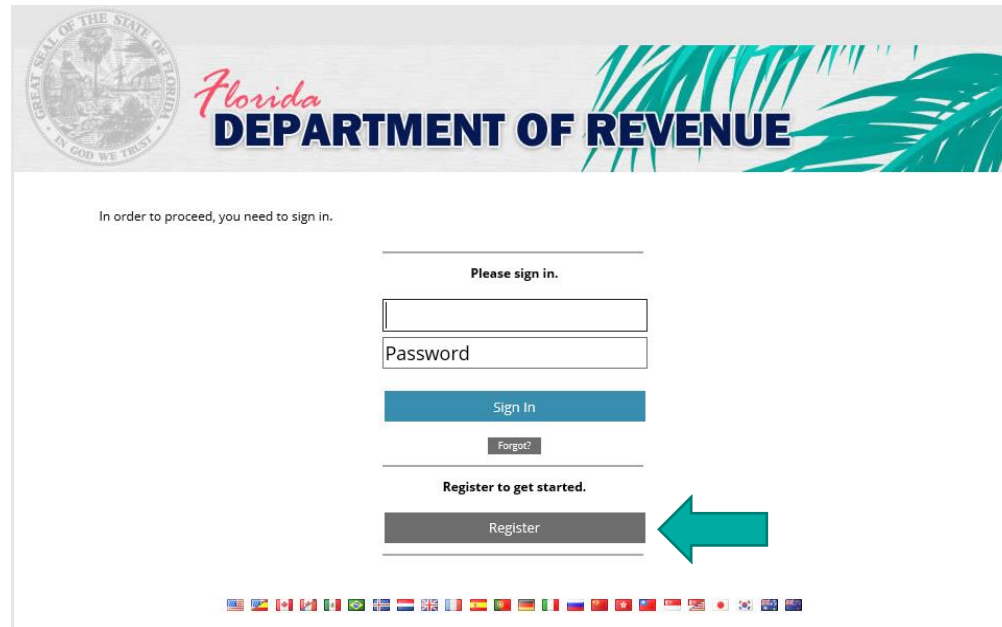
You may click on the step title to go directly to that step or scroll through the job aid.



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 includes a "Please sign in." label, a text input field, a "Password" label, another text input field, a blue "Sign In" button, and a grey "Forgot?" button. Below this is a "Register to get started." section with a grey "Register" button. A large teal arrow points to the "Register" button. At the bottom, there is a row of small flags representing various countries.

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](#)

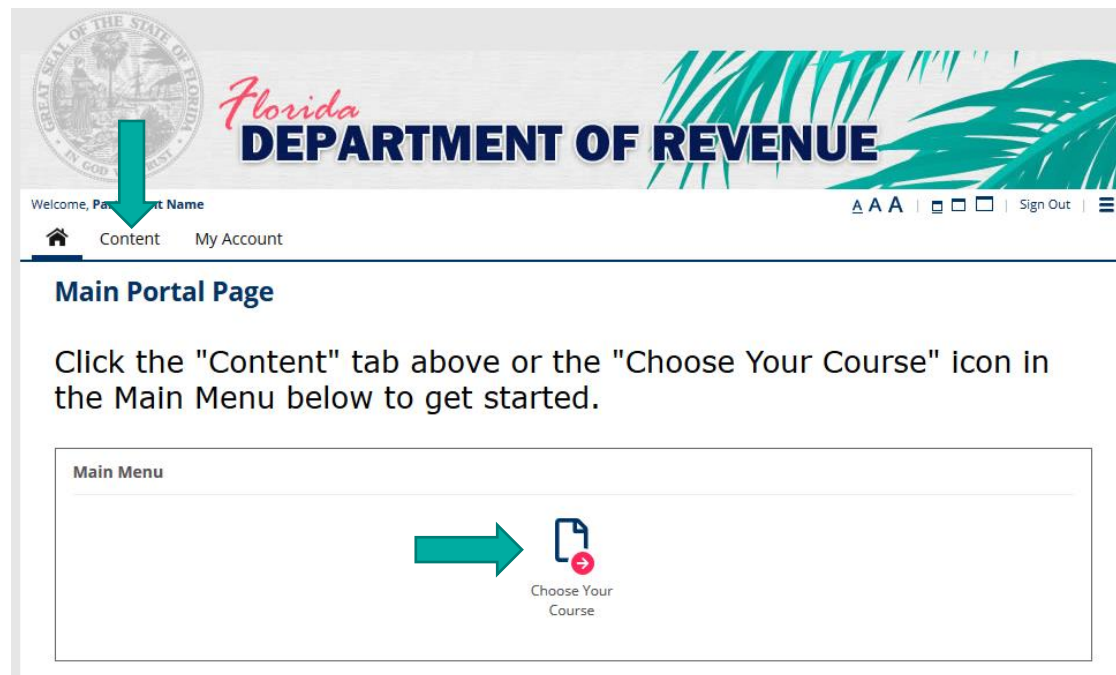
[Create New User](#)



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 | [icon] [icon] [icon] | Sign Out | [icon]

[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 -

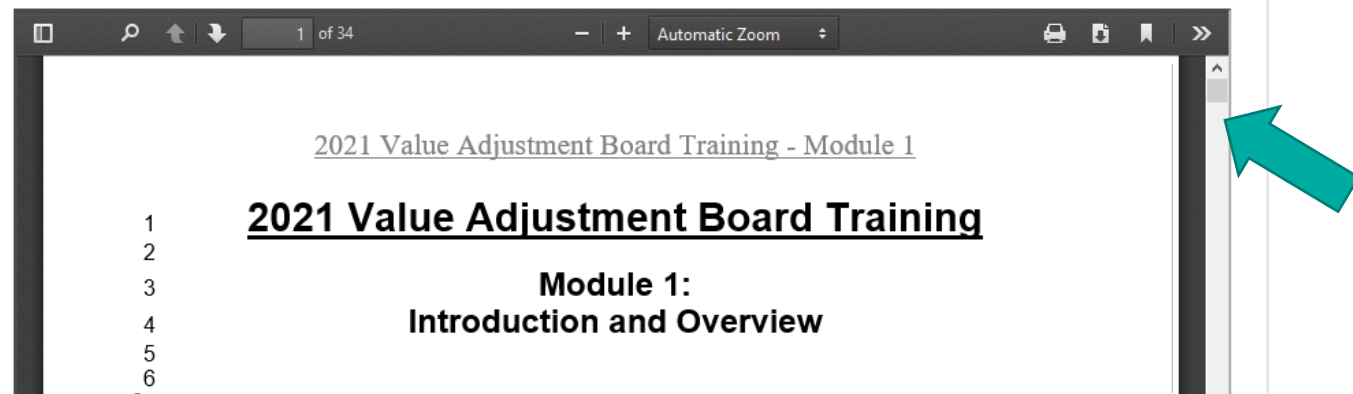
You are taking the following lesson:

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

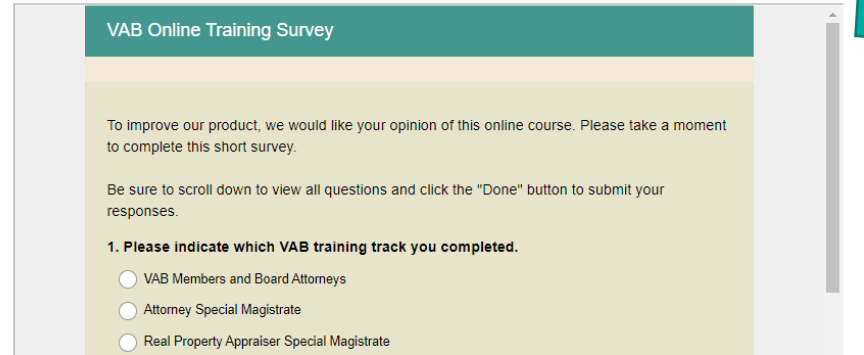
- ▶ You must click “Complete Lesson” on the survey page for your training certificate to be generated.

Complete Lesson

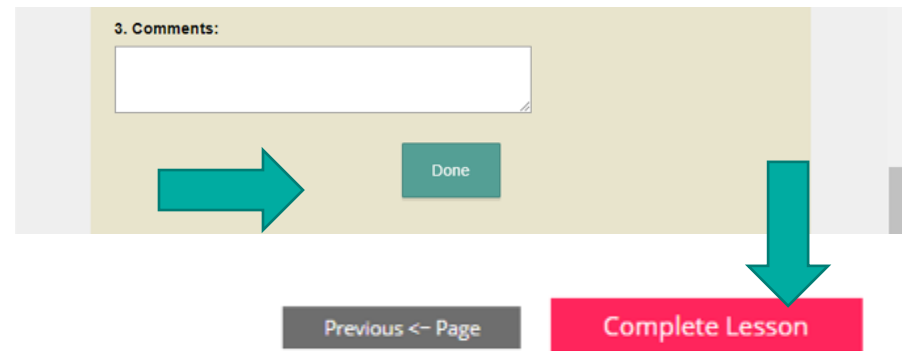
Take the Course, Step 6

- ▶ 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

Schedule 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](#)

Schedule 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



Schedule 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 2024 Value Adjustment Board Members and Board Attorneys Exam (for CFA/CFE credit)
Type Exam
Description The Value Adjustment Board Members and Board Attorney exam is a proctored exam. A **private room, webcam, microphone, and government issued ID are required.**

Prerequisite List

You successfully completed the following prerequisites to take this exam.

Completed	Prerequisite	Type	Note
✓	2024 Value Adjustment Board Members and Board Attorneys VAB Training (for CFA/CFE credit) - This course includes the 2024 Value Adjustment Board Members and Board Attorney training and exam. It is approved for 20 hours of elective credit towards the Certifie...	Course	Successfully completed on: July 31, 2024 10:16:55 AM 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
2024 Value Adjustment Board Members and Board Attorneys VAB Exam (for CFA/CFE credit) - Your exam must be scheduled a minimum of 72 hours in advance. This is a proctored exam. A private room, webcam, microphone, and government issued ID are required. The De...	Exam

Choose this Exam

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



Choose Exam

Cancel

Schedule the Exam, Step 4

- ▶ Click on the exam name.

Exam - Launch and Choose to Take Content

Exam


You have selected the following exam.

Name 2024 Value Adjustment Board Members and Board Attorneys Exam (for CFA/CFE credit)
Type Exam
Description The Value Adjustment Board Members and Board Attorney exam is a proctored exam. A **private room, webcam, microphone, and government issued ID are required.**

Started Date: 7/31/24

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"/>	2024 Value Adjustment Board Members and Board Attorneys VAB Exam (for CFA/CFE credit) - Your exam must be scheduled a minimum of 72 hours in advance. This is a proctored exam. A private room, webcam, microphone, and government issued ID are required. The De...		Not taken

Schedule the Exam, Step 5

- ▶ Click “Open Proctoring Portal to Manage Start Taking Authorization and Scheduling.”
- ▶ 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	2024 Value Adjustment Board Members and Board Attorneys VAB Exam (for CFA/CFE credit)
Description	<p>Your exam must be scheduled a minimum of 72 hours in advance. This is a proctored exam. A private room, webcam, microphone, and government issued ID are required.</p> <p>The Department has approved the 2024 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.</p> <p>Please email any questions to: VABTraining@floridarevenue.com.</p> <p>Thank you for your interest in the Department's 2024 VAB training.</p>
Questions	100 (number of questions)
Time Limit	240 (minutes)

This is a proctored exam. Click the **Open Proctor Portal to Manage Start Taking Authorization and Scheduling** button below now 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, a single sheet of blank scratch paper, and the **Exam Day Steps and Resources** document (found in the **ProctorU Resources** section on the **Content** page.)

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
✓	REQUIRED ProctorU - Test-Taker Experience Video - You are required to watch this at least one time before taking an exam. This informational video covers what to expect when taking an exam through ProctorU and the new Guardian browser.	Video	Successfully completed on: April 24, 2024 5:10:10 PM EDT

Virtual Proctoring Service Required

Prior proctor scheduling and authorization are required to take this exam. Use the button below to open your virtual proctoring service portal to manage scheduling and for authorization to start taking this exam.

In the portal you should **IMMEDIATELY** schedule your virtual proctoring session. Reservation availability is **LIMITED** to be within a 3 to 30 day window of time.

Open Proctoring Portal to Manage Start Taking Authorization and Scheduling



Schedule the Exam, Step 6

- ▶ Click “Schedule” on the ProctorU dashboard.

Scheduled Appointments				
Active Exams	Testing Center Information	Date & Time	Status	Actions
2024 Value Adjustment Board Members and Board Attorneys VAB Exam (for CFA/CFE credit) Florida Department of Revenue	Online		Pending	Check your exam rules Schedule

- ▶ Select the date and time you want to take the exam and click “Submit Search.”

Select a Date and Time to Search

August ▾ 2024 ▾

< >

SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

11 ▾

:

30 ▾

☒ AM ☐ PM

Submit Search

Schedule the Exam, Step 7

- ▶ The available times closest to the time you selected display. Click “Select” next to the exam time of your choice.

Select a Date and Time to Search

August 2024

SU

MO

TU

WE

TH

FR

SA

28

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1

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11

30

AM

PM

Submit Search

11:10AM EDT

Wednesday, August 7, 2024

7 days from now

2024 Value Adjustment Board Members and Board Attorneys VAB Exam (for CFA/CFE credit)

SELECT

11:40AM EDT

Wednesday, August 7, 2024

7 days from now

2024 Value Adjustment Board Members and Board Attorneys VAB Exam (for CFA/CFE credit)

SELECT

11:50AM EDT

Wednesday, August 7, 2024

7 days from now

2024 Value Adjustment Board Members and Board Attorneys VAB Exam (for CFA/CFE credit)

SELECT

- ▶ Click “Schedule” to confirm.

Please click "Schedule" to confirm your time:

11:50AM EDT

Wednesday, August 7, 2024

SCHEDULE

Cancel

Schedule the Exam, Step 8

- ▶ To verify the exam date, click the Gauge link at the top of the confirmation screen. Then click on the exam from the “Content” section. The scheduled exam date should display above the “Open Proctoring Portal to Manage Start Taking Authorization and Scheduling” button.

Reservation complete.

[Click here to return to your Gauge account.](#)



Your order was successful!

Session	Institution	Date & Time
2024 Value Adjustment Board Members and Board Attorneys VAB Exam (for CFA/CFE credit)	Florida Department of Revenue	08/07/2024 11:50AM EDT

Virtual Proctoring Service Required

Prior proctor scheduling and authorization are required to take this exam. Use the button below to open your virtual proctoring service portal to manage scheduling and for authorization to start taking this exam.

In the portal your virtual proctoring session scheduled reservation date is: August 07, 2024 11:50:00 AM EDT



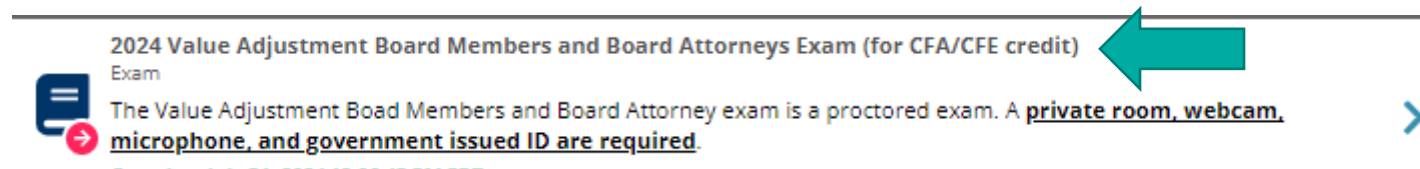
[Open Proctoring Portal to Manage Start Taking Authorization and Scheduling](#)

Take the Exam, Step 1

- ▶ Log in to your Gauge account and click the “Content” tab.




- ▶ Click on the exam.



- ▶ Click the icon in the “Open” column to begin the exam.

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"/>		2024 Value Adjustment Board Members and Board Attorneys VAB Exam (for CFA/CFE credit) - Your exam must be scheduled a minimum of 72 hours in advance. This is a proctored exam. A private room, webcam, microphone, and government issued ID are required. The De...	Exam	Not taken



Take the Exam, Step 2

- ▶ Click the Open Proctoring Portal to Manage Start Taking Authorization and Scheduling” button.

Virtual Proctoring Service Required

Prior proctor scheduling and authorization are required to take this exam. Use the button below to open your virtual proctoring service portal to manage scheduling and for authorization to start taking this exam.

In the portal your virtual proctoring session scheduled reservation date is: August 07, 2024 11:50:00 AM EDT

Open Proctoring Portal to Manage Start Taking Authorization and Scheduling



- ▶ Click “Start Session” button. Follow the on-screen instructions to begin the proctoring session.

Start Session



- ▶ The proctor will send you back to the exam page in Gauge after completing the authentication process.

Take the Exam, Step 3

- ▶ The proctor will send you back to the exam page in Gauge after completing the authentication process.
- ▶ Read the instructions.

This is a proctored exam. Click the **Open Proctor Portal to Manage Start Taking Authorization and Scheduling** button below now 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, a single sheet of blank scratch paper, and the **Exam Day Steps and Resources** document (found in the **ProctorU Resources** section on the **Content** page.)

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.



- ▶ Click "I Agree and Acknowledge" button to begin your exam.



I Agree and Acknowledge

Cancel

Take the Exam, Step 4

- ▶ 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

- ▶ Open the ProctorU chat and let the proctor know you are done. They will let you know when you can exit.

Take the Exam, Step 5

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

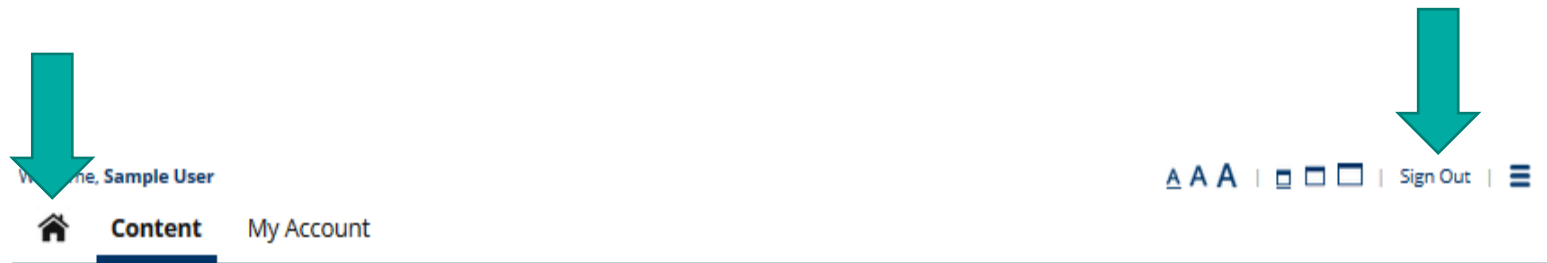
Score **PASS**
3 points scored (or 100.0%) out of 3 maximum points
(a score of 70.0% or greater is needed to pass this test)

Return to Exam



Take the Exam, Step 6

- ▶ After passing the exam, the Department will email your exam certificate to you. Please allow up to two business days.
- ▶ 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 ProctorU, please utilize ProctorU's live chat feature or contact [ProctorU Support](#).
- ▶ For questions about the VAB Training content, please contact VABTraining@floridarevenue.com.