

Kofax Kapow 10.3 Training and Certification

Module 19 – Testing and Certification

Taking the exam

**Kofax
Kapow™**



Training Module Overview

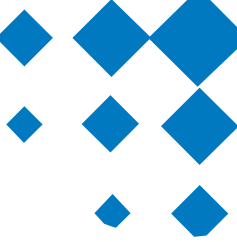
- ◆ Certification requirements
- ◆ The Certification Exam
- ◆ Exam Navigation and Time Limits
- ◆ Taking the Exam
- ◆ Receiving your Certificate



Certification Requirements

- ◆ Exam is taken on-line.
- ◆ To be certified, you must score 85% or higher
 - ◆ One re-take permitted at no charge
- ◆ Exams are scored immediately, on-line
 - ◆ Results are displayed when the exam is submitted
 - ◆ "Correct" or "Incorrect" status is displayed for each question

The Certification Exam



- ◆ Exams are taken on-line - use Internet Explorer (or equivalent)
- ◆ 50 Multiple choice questions, equal weight (= 2%) per question
- ◆ Your exam may be time limited. Time limits are shown on the welcome screen.
- ◆ Each test is unique: questions and answers are shuffled by the server
- ◆ Open Book: use Kapow applications themselves, Help File, manuals, presentation PDFs, ... (but not your neighbor)

Hint: to search for text in all (PDF) presentation files simultaneously, use the following procedure:

1. Open Adobe Reader
2. Press [Shift]+[Ctrl]+[F] to enable “Advanced Search Mode”
 - “Search Location” = (f.i.) the Presentations folder of your Flash Drive
 - “Search Text” = the keyword(s) that you are looking for
3. Click on [Search]
4. Select the document(s) in the Results panel to display the information

On-line Exam - Procedure



ONLINE/ON-DEMAND
TRAINING &
CERTIFICATION

- Go to <http://education.kofax.com> and select **Certification**
- ◆ **Login** with your email address and password
- ◆ Locate **“Certification Exam”**
- ◆ Click on first **Certification Exam** link, read Welcome and Instructions
- ◆ Click on next **Certification Exam** link
- ◆ Click on the **[Attempt Certification Exam Now]** button to display the exam
- ◆ Select **one answer for each question** (you can change answers before you save your exam)
- ◆ Select **[Submit all and finish]** when finished (at the bottom of the page) and Click **[OK]**
- ◆ Your score and your exam will be displayed for your review

Taking the exam at <http://education.kofax.com>

Kofax Education Services - Internet Explorer

http://education.kofax.com/

Kofax Education Services

This page can't be displayed

File Edit View Favorites Tools Help

RoboForm Search Logins Bookmarks Bugzilla (+23) Michael Stearns Save Generate Sync Home

KOFAX

KOFAX TRAINING HOME

ONLINE/ON-DEMAND TRAINING & CERTIFICATION

REGISTER FOR EXAM

CLASSROOM & COMPUTER-BASED TRAINING

PURCHASE TRAINING or EXAM

Welcome to Kofax Education Services

Online Training and Certification

From this page, you may enroll and attend online training courses. You may also register for and complete online product certification examinations. In addition, we've provided a link to allow you to get information on classroom, live on-line, on-demand and computer-based training (CBT).

If you have questions regarding training or certification, please contact us by phone at 949-727-1733, or by email at training@kofax.com.

Partners only: You may exchange vouchers for a Computer Based Training kit or Certification Exam packages. Click on the button below and complete the form.

[CLICK HERE to Exchange](#)

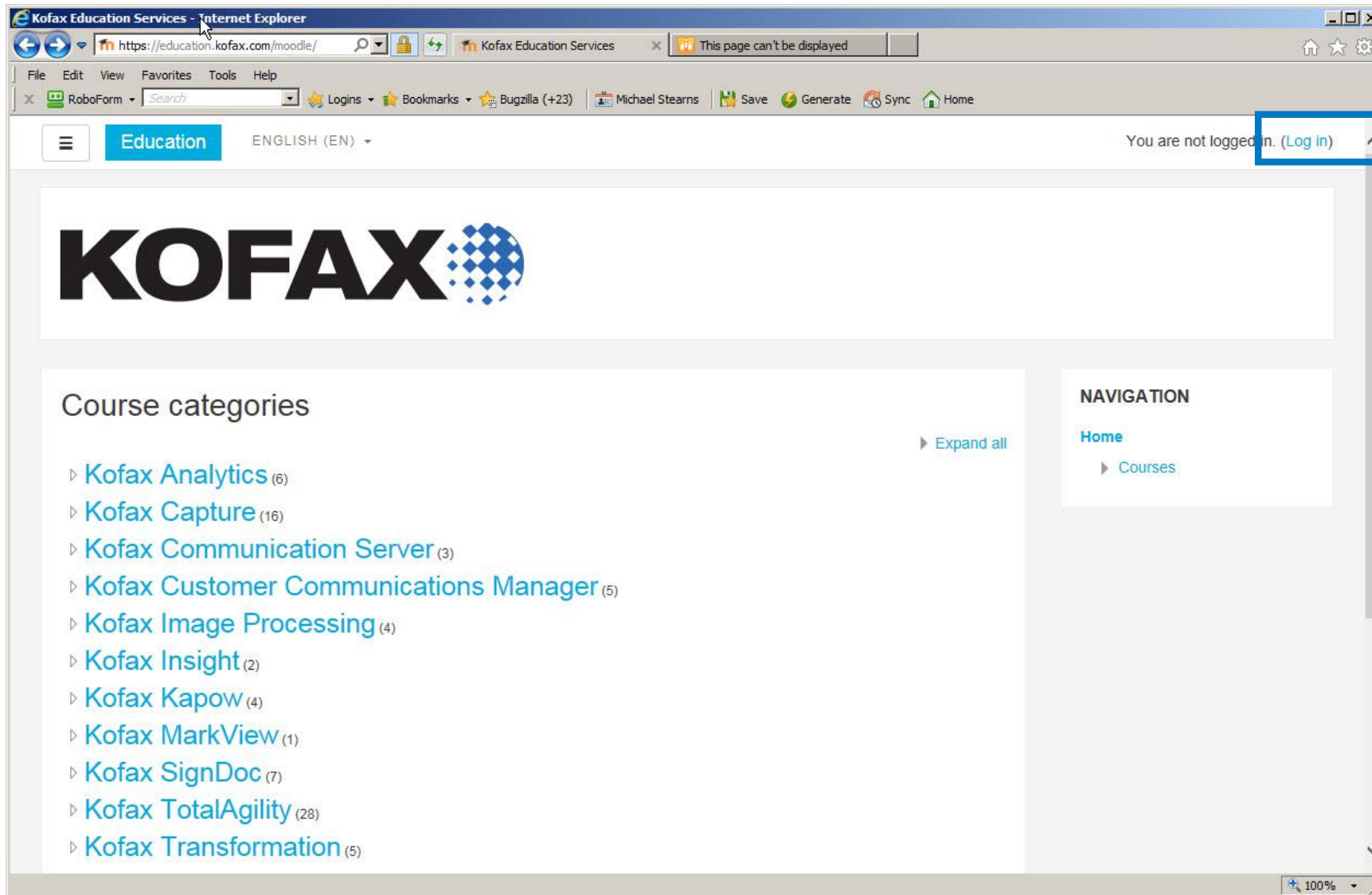
End users: Please purchase your CBT Kits and Certification Exam packages through your Kofax Partner organization or buy online on our [secure Web site](#).

KOFAX
Education Services

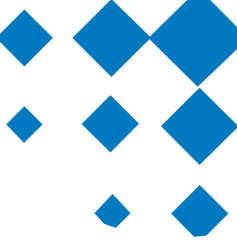
For questions and comments about Kofax training and product certification, contact training@kofax.com

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Kofax, 16245 Laguna Canyon Road, Irvine, CA 92618-3603, (949) 727-1733

Exam Server Login



Login Username and Password



KOFAX

☒ Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

Log in as a guest

Select Your Certification Exam

The screenshot shows the KOFAX Education dashboard. The user is logged in as 'Stu Dent'. The dashboard includes a sidebar with links to 'Site home', 'Calendar', 'Private files', and 'My courses'. The 'My courses' section lists 'Kofax Transformation Modules 6 Certification Exam'. The main content area shows a 'COURSE OVERVIEW' section with a list of exams. A blue callout box highlights the 'Kapow 10 Certification Exam' link. The 'NAVIGATION' section on the right shows a tree view of the site structure, including 'Site home', 'Site pages', and 'My courses'.

NOTE: If you are enrolled in multiple courses and exams, you will see a list here. Click on the correct exam for the course you have taken.

Welcome

The screenshot shows a web browser window displaying the Moodle course page for the 'Kofax Kapow 10 Certification Exam'. The browser's address bar shows the URL 'https://education.kofax.com/moodle/course'. The page header includes the 'KOFAX Education' logo, the language 'ENGLISH (EN)', and a user profile for 'Michael Stearns'. The left sidebar contains a list of course elements: 'Kofax Kapow 10 Certification Exam', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Exam', 'Dashboard', 'Site home', 'Calendar', 'Private files', 'My courses', 'Kofax Instructors Course', and 'Site administration'. The main content area is titled 'Kapow 10 Certification Exam' and includes a breadcrumb trail: 'Dashboard / Courses / Kofax Kapow / Exams / Kofax Kapow 10 Certification Exam'. The 'General' section contains the following text: 'Welcome to the certification exam for Kofax Kapow version 10.x.', 'This exam includes 50 multiple choice questions with a need to score 85% or higher on the exam to become certified.', 'There will be a 2 hour time limit.', 'To begin the exam, click on the link below and you will be taken to the exam page.', 'Read the instructions carefully.', 'To begin taking the exam click on the [Attempt Certification Exam] link.', and 'Good luck on the exam!'. Below this text is an 'Announcements' section. The 'Exam' section at the bottom features a link 'Kapow 10 Certification Exam' with a document icon. A right-hand 'NAVIGATION' menu lists various course elements, including 'Dashboard', 'Courses', 'Kofax Kapow', 'On-demand', 'Exams', 'Kofax Kapow 9.4 Certification Exam', 'Kofax Kapow 10 Certification Exam', 'Participants', 'Badges', 'Competencies', 'Grades', and 'General'. A blue box highlights the 'Kapow 10 Certification Exam' link in the 'Exam' section, and a larger blue box highlights the 'Read the instructions and click on the link to enter the exam instruction page' text.

Read the instructions and click on the link to enter the exam instruction page

Exam

Kapow 10 Certification Exam

Exam Instruction Page

Read the instructions and scroll down the page.

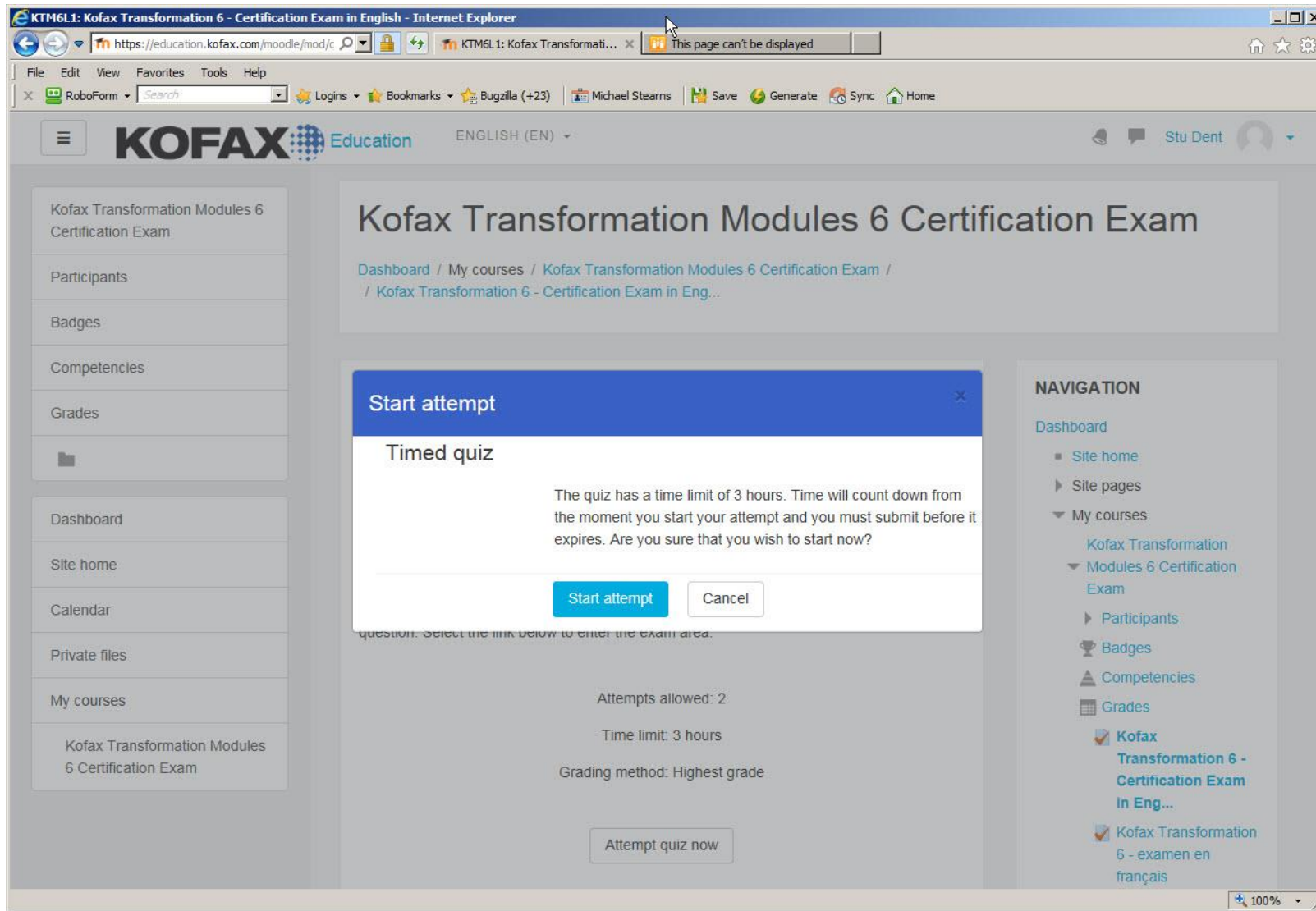
Click on the [Attempt Certification Exam Now] button to begin taking the exam.

The screenshot shows a web browser window displaying the Kofax Kapow 10 Certification Exam page. The browser's address bar shows the URL <https://education.kofax.com/moodle/mod/c>. The page features a navigation menu on the left with links to 'Private files', 'My courses', 'Kofax Instructors Course', and 'Site administration'. The main content area is titled 'Kofax Kapow 10 Certification Exam' and includes a welcome message, exam details (50 multiple choice questions), and instructions on how to save answers and finish the exam. A 'NAVIGATION' sidebar on the right lists various site features like 'Dashboard', 'Site home', 'My courses', 'Courses', 'Kofax Kapow', 'On-demand', 'Exams', 'Kofax Kapow 9.4 Certification Exam', 'Kofax Kapow 10 Certification Exam', 'Participants', 'Badges', 'Competencies', 'Grades', and 'General'. The page is designed with a clean, professional layout using a blue and white color scheme.

Some Kofax Exams are Timed

If your exam has a time limit, you will be notified.

This particular exam has a **2 hour time limit**. If you don't submit it within that amount of time, you will be logged out and lose one attempt.



Select an Answer

Kofax Transformation Modules 6 Certification Exam

Dashboard / My courses / Kofax Transformation Modules 6 Certification Exam / Kofax Transformation 6 - Certification Exam in English

Question 1
Not yet answered
Marked out of 1.00
Flag question

What type of Locator is usually the best choice to match a US address?

Select one:

- ☐ a. A Format Locator
- ☐ b. An Invoice Header Locator
- ☐ c. A Database Locator
- ☐ d. An Address Locator

Next page

QUIZ NAVIGATION

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	32	33	34	35
36	37	38	39	40

Finish attempt ...

Time left 2:59:22

Remaining time

One answer for each question – select a Radio Button

Question Navigation Features

Question 1
Not yet answered
Marked out of 1.00
Remove flag

What type of Locator is usually the best choice to match a US address?

Select one:

- ☐ a. A Format Locator
- ☐ b. An Invoice Header Locator
- ☐ c. A Database Locator
- ☐ d. An Address Locator

QUIZ NAVIGATION

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

You can flag a question for which you don't know the answer, look it up and come back later.

Answered questions are marked as shown. Make sure you've answered all questions before submitting your exam.

You can click on the small numbered boxes to go directly to that question.

Question 2
Not yet answered
Marked out of 1.00
Flag question

The KTM Correction Module...

Select one:

- ☐ a. allows operators to correct errors in document classification and separation.
- ☐ b. presents an entire document to the operator and allows correction on a field-by-field basis.
- ☐ c. is only available with the "Professional Add On" license.
- ☐ d. is character-based correction and may only be used for fields returned by Advanced Zone Locators.

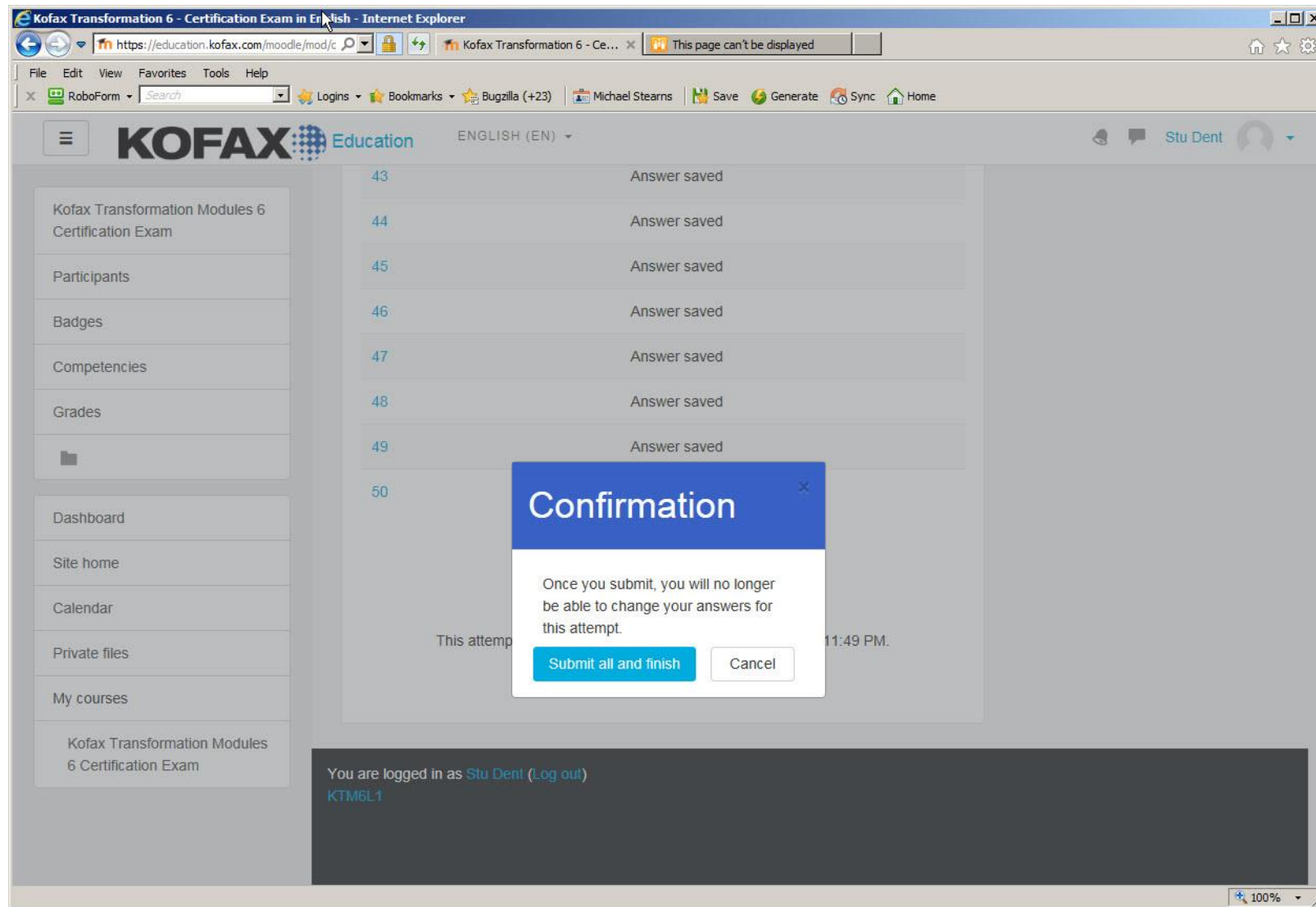
QUIZ NAVIGATION

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

Submit Exam for Scoring

When all questions are answered, go to the bottom of the page and click [**Submit all and Finish.**

Confirm and Your Exam will be Saved and Scored



Time and Score

Kofax Transformation 6 - Certification Exam in English - Internet Explorer

https://education.kofax.com/moodle/mod/c

Kofax Transformation 6 - Ce... x This page can't be displayed

File Edit View Favorites Tools Help

Logins Bookmarks Bugzilla (+23) Michael Stearns Save Generate Sync Home

KOFAX Education ENGLISH (EN)

Stu Dent

/ Kofax Transformation 6 - Certification Exam in English

Kofax Transformation Modules 6 Certification Exam

Participants

Badges

Competencies

Grades

Dashboard

Site home

Calendar

Private files

My courses

Kofax Transformation Modules 6 Certification Exam

Started on Tuesday, 23 May 2017, 8:49 PM

State Finished

Completed on Tuesday, 23 May 2017, 9:06 PM

Time taken 17 mins 4 secs

Marks 48.00/50.00

Grade 9.60 out of 10.00 (96%)

Question 1

Correct

Mark 1.00 out of 1.00

Flag question

What type of address?

Select one

☐ a. A

☐ b. A

☒ c. A

☐ d. A

Next page ►

QUIZ NAVIGATION

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	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50

Show all questions on one page

Finish review

Logging out is accomplished by clicking on your name at the top right corner of the page.

Questions answered correctly are shown in green. Questions answered incorrectly are shown in red.

Receiving your Certificate

- ◆ Electronic Certificates will be sent to your email address
- ◆ We encourage you to print it and display it proudly
- ◆ Automatic process, no need for you to request it
- ◆ You will know when you see your score if you qualified for certification
- ◆ If you did not qualify, you may return to the on-line exam using the same credentials and complete the exam one additional time

Let's Attempt the Exam now...



- ◆ Login to the server: <http://education.kofax.com>
- ◆ Click on “Online Training and Certification” and login:
 - ◆ User ID = your e-mail address
 - ◆ Password _____
- ◆ Select Your Exam
- ◆ Click on the link to the exam
- ◆ Click on [Attempt Certification Exam Now] to begin
- ◆ Remember, answer ALL questions
- ◆ Good luck on the exam!!!

Good Luck, and Thank You!

