



CCAP EXAM  
June 20, 2018

## CERTIFICATION EXAMINATION

- Candidates are eligible to take the CCAP examination when they have accumulated 700 points on the CDF and ESP combined. (CDF and ESP must score minimum of 300 points each)
- Administered in June each year (06/20/2018)
- Composed of questions written and tested by Community Action leaders in the field
  - Mostly objective (multiple choice, T/F etc.)
  - Some essays in which candidate is asked to apply management and leadership skills to make choices.
  - In sum, it is based more on application of knowledge than memorization of facts

## CERTIFICATION EXAMINATION

- Give in two sections – totals four hours
- Administered using Moodle® cloud program, but only at approved, proctored sites
  - (Candidates are required to “practice” the exam on a laptop computer that they will use on exam day)*
- Scored by CCAP Commission late June
- Based on the 5 sections of the Body of Knowledge Outline

## **CERTIFICATION EXAMINATION**

- Section One – Objective Questions
  - A: History of Community Action
  - B: Vision and Values of Community Action
  - C. Traditional Management Skills
  - D: Leadership Skills
  - E: Theories of Poverty
- Section Two – Essay Questions
  - New Hope Case Study Questions Included

## **CERTIFICATION EXAMINATION**

PASSING SCORE = 700 out of a possible 1000 points

## EXAM SITES and EXAM PROCESS

- Sites chosen to correlate to geographic location of candidates once all CDF-ESP scores are calculated.
- Sites have been certified appropriate for web access to the exam site.
- CCAP volunteers familiarize themselves with Moodle® before proctoring the exam.
- Exam regulations are sent to all qualified candidates.

## CERTIFICATION EXAMINATION

### PREPARATION FOR THE EXAMINATION:

- A study guide is developed early each year.
- The guide contains the sources used for all the questions on the examination and is set up to correlate to the Body of Knowledge Outline.
- The guide is posted on the Partnership website in late January each year.
- Certain documents referenced in the Study Guide are included as “attachments.”

## CERTIFICATION EXAMINATION

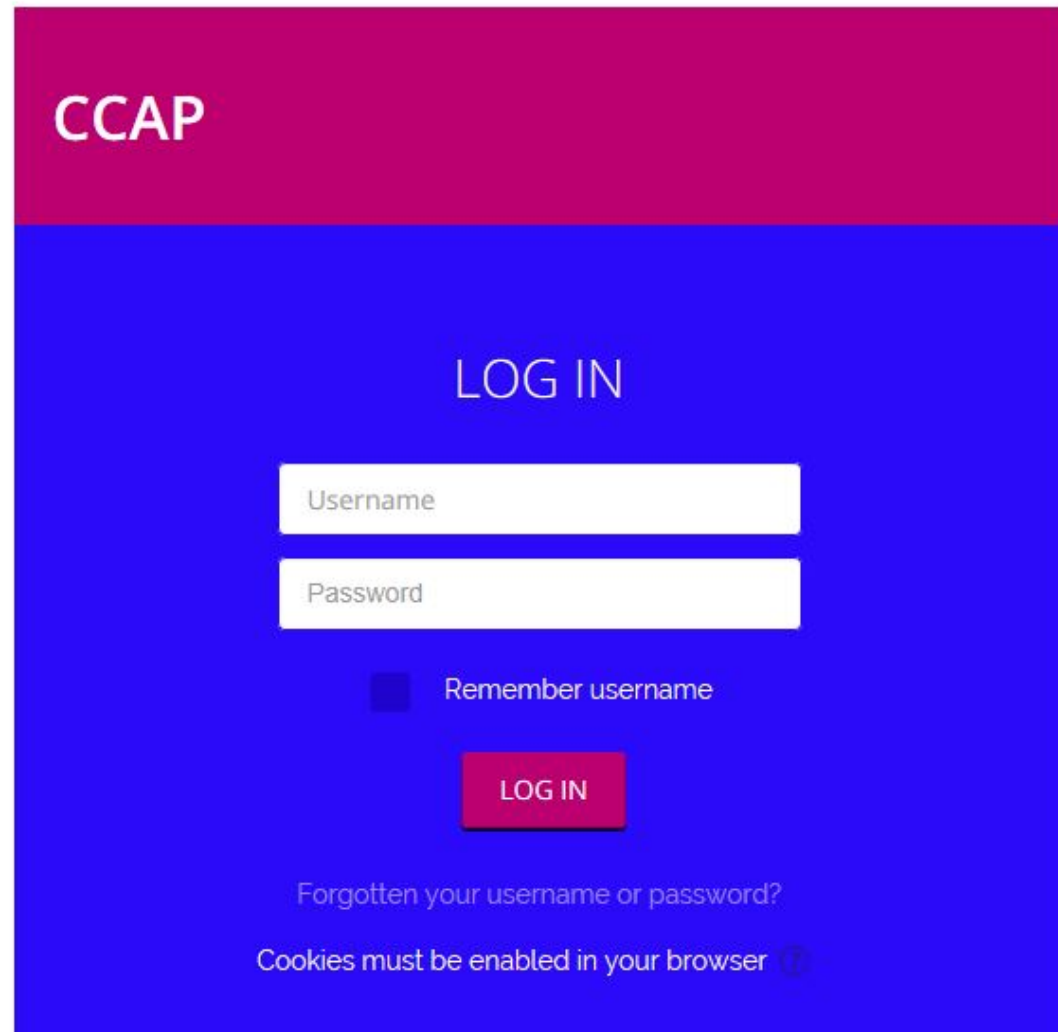
LEARNING THE ONLINE EXAM LOG IN  
AND NAVIGATION PROCESS

1. THE “PRACTICE EXAM”
2. THE CCAP EXAMINATION



Access web site. [WWW.capartnership.moodle.school](http://WWW.capartnership.moodle.school)

Enter ID and PW ( ID and PW is given with notice of qualifying to take the exam)



CCAP

LOG IN


Username

Password

Remember username

LOG IN

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

NOTE: Cookies must be enabled in your browser to use this program



## Getting ready for the online exam

- A 5 digit ID is assigned to you
- That 5 digit ID is also your password
- If you have correctly entered your information, you should see your name on the top right hand corner of your screen.
- If another name appears
  - LOG OUT IMMEDIATELY
  - Use Drop Down Menu – blue circle with arrow
  - RE-ENTER CORRECT INFO

Your Name  
Here



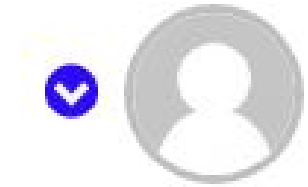
Customise this page







DROP DOWN MENU  
APPEARS WHEN YOU CLICK  
ON BLUE DOWNWARD  
ARROW. CLICK ON “LOG  
OUT”

(Do this any time you are  
finished with a session)

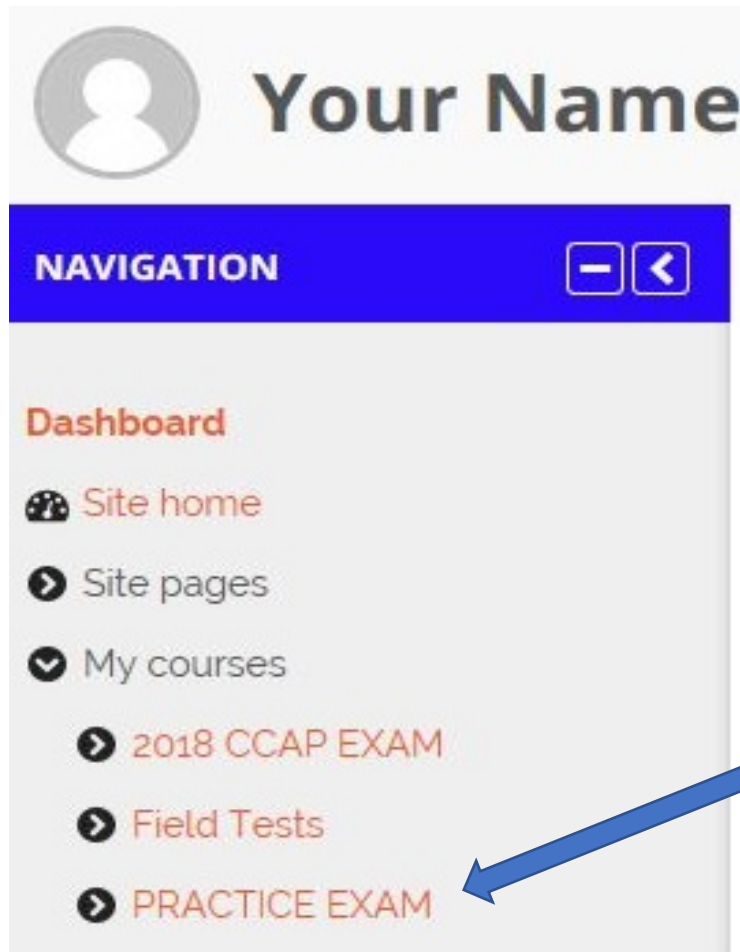


Your Name  
Here



-  Dashboard
-  Profile
-  Grades
-  Messages
-  Preferences
-  Log out

1. Landing page – open the **PRACTICE EXAM** as often as you wish between April 12 and June 15 (not available after that date)



YOU WILL SEE THIS ON  
THE UPPER LEFT HAND  
SIDE OF YOUR SCREEN

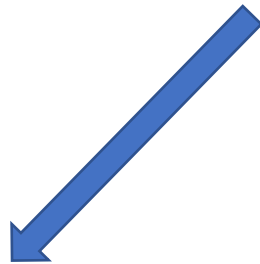
CLICK HERE TO OPEN  
THE PAGE WHERE THE  
PRACTICE EXAM IS  
LOCATED

NOW YOU WILL SEE THE LINK TO THE PRACTICE EXAM.  
CLICK THE RED TEXT AND THE PAGE WILL OPEN

April 12 - June 15



CCAP PRACTICE EXAM



This is sample of the kinds of question formatting you will find on the actual CCAP examination

When you open this page you will  
see this button to begin the test

Attempt quiz now

# 3 Practice Exam Navigation

**QUIZ NAVIGATION**

1 2 3 4 5 6  
7 8 9 10 11

Finish attempt ...

**Question 1**  
Not yet answered  
Marked out of 10.00  
Flag question

Which American President signed the Economic Opportunity Act?

Select one:

- a. John F. Kennedy
- b. Dwight Eisenhower
- c. Lyndon Johnson
- d. Richard Nixon
- e. Harry Truman

Next page

There are 2 ways to navigate pages. (Each question is a page)

1. Click on page number outlined in red above
2. Click on the “Next page” button on the bottom right

This box shows you the value of the question (points) and gives you the option to “flag” the question to come back to it

## ESSAY QUESTION SAMPLE

Your Board has a total membership of 33. And the membership includes 11 representatives of the low income community. One of your Board Members who represents the low income community informed you that she has just won over \$30 million dollars in a national lottery. She is meeting with a financial planner and a lawyer who will assist her in setting a up foundation which she will oversee. The majority of her proceeds will be placed in this foundation that will use investment income to award grants to community based housing and sober living services, including your CAA. She believes that because of her many years struggling with homelessness and substance abuse she should retain her seat on the Board and continue to be a voice on their behalf. And she is confident that her funds can help the agency add new programs to meet the proposed foundation's goals.

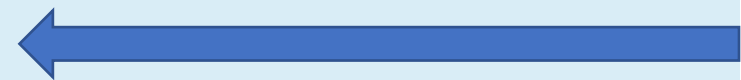
There are 2 questions you need to address in your essay:

Task 1: How would you respond to her request?

Task 2: Give a rationale for that response you have chosen.

You are allowed no more than 40 typed lines in your essay

NOTICE SPACE LIMIT



Rich text editor toolbar with icons for: Undo, Bold, Italic, Bulleted List, Numbered List, Link, Unlink, and Image. Below the toolbar is a large white text area for writing the essay response.

This white space functions like an MSWord document and includes editing options in bar on top

## When you are finished

1. On the last page of the exam click on this button on the bottom right hand of the page

A dark gray rectangular button with the text "Finish attempt" in white, sans-serif font.

2. Then you will see.....



..... a summary of your attempt, noting which questions you have answered (gray shading on the identified page(s) and “answer saved” on the right hand list)

**QUIZ NAVIGATION**

1 2 3 4 5 6

7 8 9 10 11

Finish attempt ...

## CCAP PRACTICE EXAM

### Summary of attempt

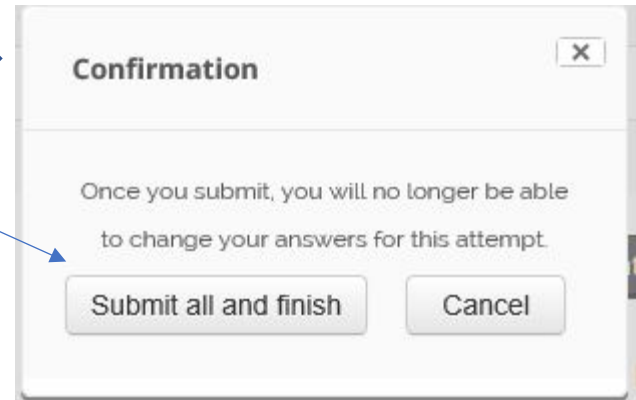
Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Not yet answered

3. Now you can return to questions you may have skipped or flagged, or a question that you want to edit. Click on the page # on the upper left for the question(s) you want to return to

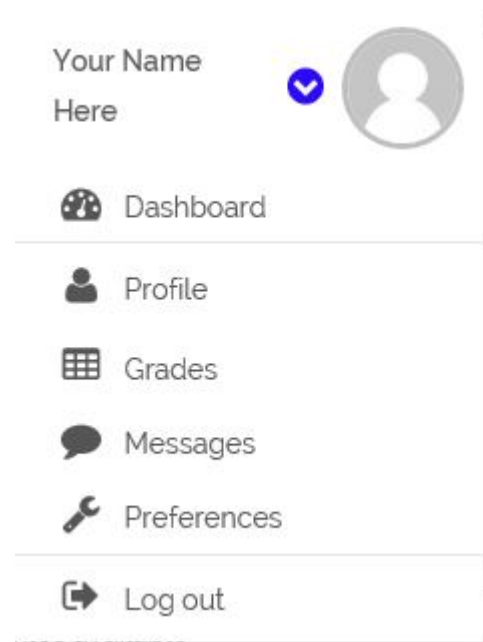
4. When you are satisfied with your answers, at the bottom of the LAST page click on

**Submit all and finish**

5. You will be asked to confirm that decision. After you click on “submit all and finish,” this second time, a review of your answers will appear, but you will not be able to change them.



6. Now log off using the drop down menu under your name on the top right had corner of the page

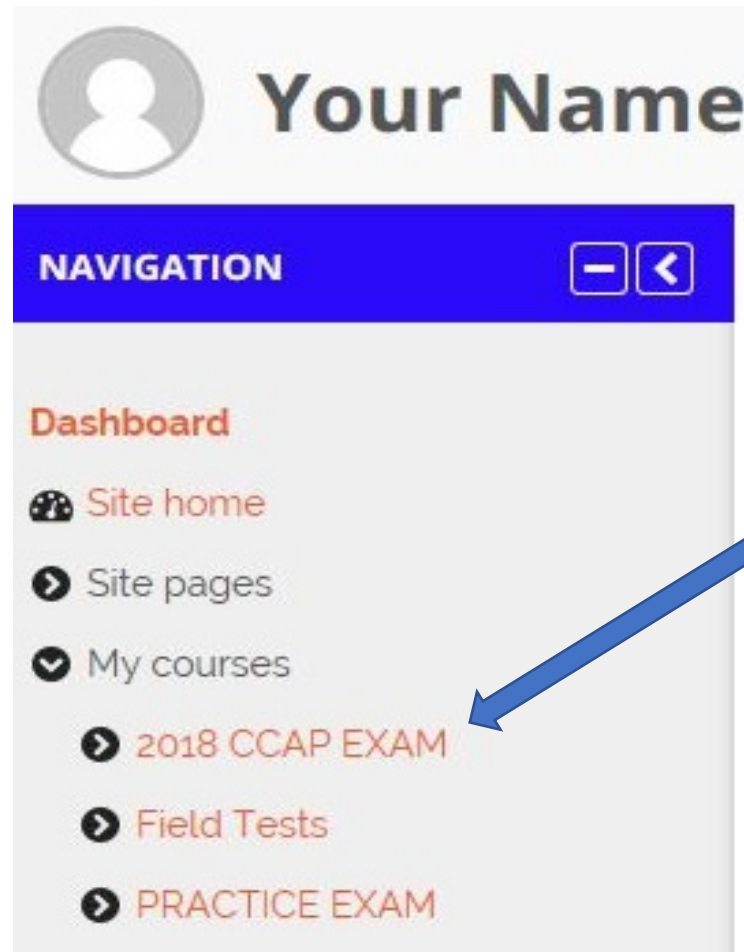


# CCAP

## DIFFERENCES BETWEEN THE PRACTICE EXAM and THE JUNE 20 CCAP EXAM

1. You can return to the Practice Exam and do it again any time you want until it closes on June 15. You can log on to the CCAP exam only once.
2. The CCAP Exam is actually two tests (*Moodle uses the term “quiz.”*)
  1. The first one is a set of objective questions covering all areas of the Body of Knowledge Outline
  2. The second is a set of Essay Questions, including the questions on New Hope
3. Each of the 2 tests that make up the whole CCAP Exam opens for sign in ONLY on the date of the exam (June 20). *It may take a little longer for the page to open than was the case with the “practice exam.”*
4. You must open up the objective question section first. There will be a short break, and then you will access the essay questions, i.e. the second session.
5. Each session of the CCAP exam is timed (2 hours per session). There is a small “timer” on the top left hand corner near the page navigation logo that lets you know the time remaining. If the time runs out, completed questions will be uploaded to the server. You will not be able to change or add anything

1. Landing page – click on **2018 CCAP EXAM** on the test date, June 20, 2018. (*link is not active until day and time when you are scheduled to take the exam*)



CLICK HERE TO  
ACCESS THE CCAP  
EXAM

Click on CCAP EXAM OBJECTIVE QUESTIONS for first session

# CCAP

Click on CCAP EXAM ESSAY QUESTIONS for second session

**JUNE 20, 2018**

 2018 CCAP EXAM OBJECTIVE QUESTIONS



Welcome to the 2018 CCAP Examination, section 1, The Objective Questions.

- There are 39 objective questions contained in this first part of the annual CCAP Examination.
- You will have a total of 2 hours to complete this section of the examination. You will have the option to review your responses before you complete the exam and submit for scoring. Once you submit, you will not be able to return to this section.
- ONLY after you have completed the objective question section, will you be able to proceed to section 2. The Essay Questions.
- **NOTICE: If you attempt to access any other app. on your computer, you will be locked out of the exam and unable to continue**

 2018 CCAP Examination ESSAY QUESTIONS



This is section 2 of the CCAP Examination. It contains 5 essay questions.

- There is a response box for each question. Type your answer in this box. It functions like a Microsoft Word document, including editing options in the banner at the top of the page.
- Note that you are allowed a maximum of 40 lines for each response. A longer answer does not necessarily mean a better one, however. It is important to be succinct and to the point in your responses to the questions
- You will have a total of 2 hours to answer these questions.
- **NOTICE: If you attempt to access any other app. on your computer, you will be locked out of the exam and unable to continue**



## SOME CLOSING NOTES:

1. We hope to have test sites determined by April 20. Currently there are options for about 12 sites, but they do not yet cover the whole country.
2. What is required of a test site:
  1. Reliable high speed internet connection
  2. Availability of an IT person to assist candidates with internet connection
  3. Appropriate, well lit, testing room
3. What is required of a proctor:
  1. Must be a CCAP
  2. Must have become familiar with the Moodle CCAP format
  3. Cannot proctor anyone from own agency
  4. Receives list of candidates testing at their site, a sign in sheet, exam regulations and a form to report on the exam experience at that site
4. If you have a suggestion for a proctor
  1. Speak with him/her (...may already be one), then...
  2. Send contact information to Jim Lopresti at [ccapcontact@aol.com](mailto:ccapcontact@aol.com)

# EXAM and EXAM PREP 'DOS and DON'TS'



## 1. BEFORE EXAM

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- Go to “practice exam” at least once between April 12 – June 15 (earlier is better)
- Remember that the Study Guide posted on the Partnership website contains all the references used for each question, section by section (A through E).
- Register for your site after receiving list of options from [ccapcontact@aol.com](mailto:ccapcontact@aol.com). Host and proctor contact info will be contained in same message
- Familiarize yourself with New Hope Case Study that will be sent to you in that e-mail. For purposes of the exam, you are the “CEO” of this agency.
- Carefully read the exam regulations that will also be included in that message
- Contact the host at your chosen site for information about location and lodging (if needed)
- If you have need for accommodations (per ADA), notify Jim Lopresti immediately at [ccapcontact@aol.com](mailto:ccapcontact@aol.com).

# EXAM and EXAM PREP 'DOS and DON'TS'

## 2. DAY OF EXAM

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- Sign in at your site 30 minutes before exam starts to make sure internet connection is OK. (*EXAM BEGINS AT 10 AM in Eastern Time Zone and at 9 AM in all other time zones*)
- You must bring your “certified” laptop. But you will not be allowed to bring a cell phone or tablet into the exam room.
- You are advised to bring a hand held calculator and pencils/pens.
- Proctor will give you a clean scratch pad to make any notes for yourself. Those note pages will be returned to the proctor when you are finished
- You will receive a fresh copy of New Hope Case Description. You may not bring a marked copy into the exam. (*Needed only for essay question session*).
- You are permitted to make whatever notes you wish on this fresh copy during the exam. Return this copy to the proctor when you are finished





GOOD LUCK ON  
YOUR EXAM

WE HOPE TO SEE  
YOU IN THE  
PICTURE IN  
DENVER



[CCAPContact@aol.com](mailto:CCAPContact@aol.com) (for questions)

[WWW.Capartnership.moodle.school](http://WWW.Capartnership.moodle.school) (log on)