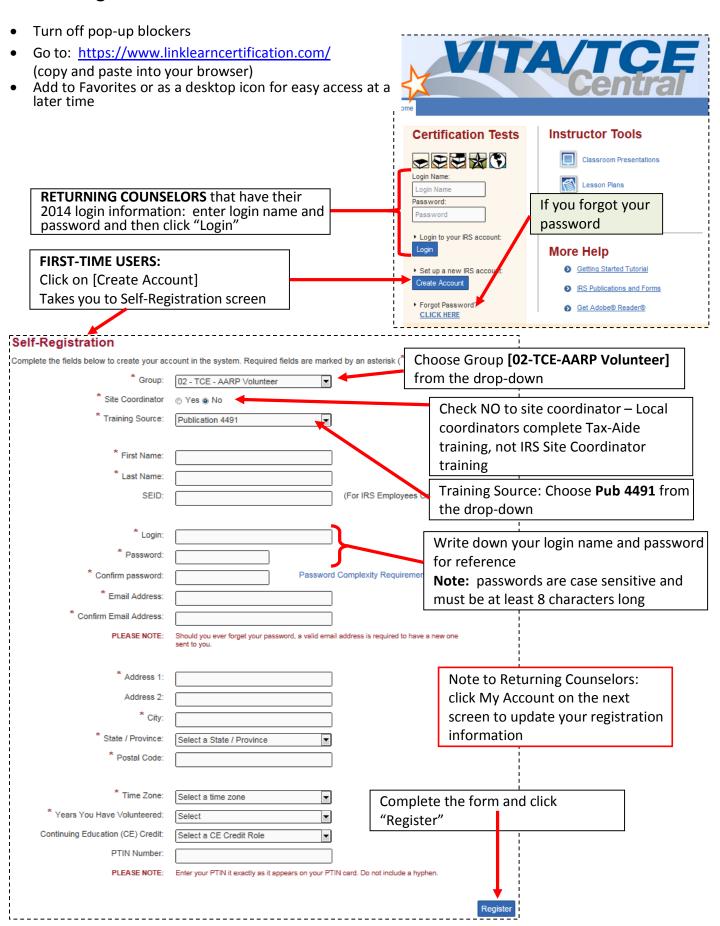
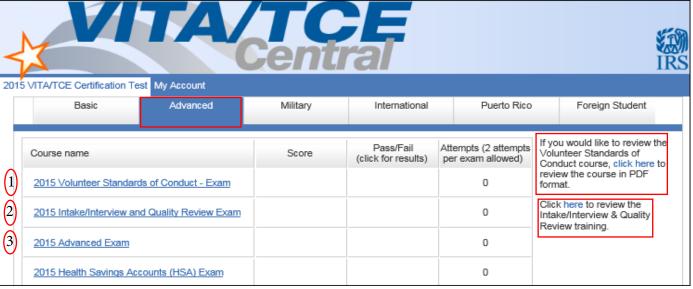
Connecting to Link & Learn Tests



Start the Testing

• Click on the **Advanced** tab and you'll see this year's tests



- You can stop at any time and come back to finish
- You can skip questions and come back to them
- Wait until you're all done to print your volunteer form with test results
- You <u>must</u> first complete the VSOC before you take any other test
- If COD is extended, the COD test will be added as an option
- HSA, COD (if extended), Military, and International are optional for Tax-Aide
- You get up to two attempts at each test

<u>Hint:</u> Each test question will come from the questions in Form 6744 – either from the test or the retest. Prepare for the on-line test by completing both the test and the retest questions ahead of time

- As each test is completed, you will have a chance to review the questions and your answers
- Click "Back" if you want to change an answer
- If you want a record of your answers, print the review pane

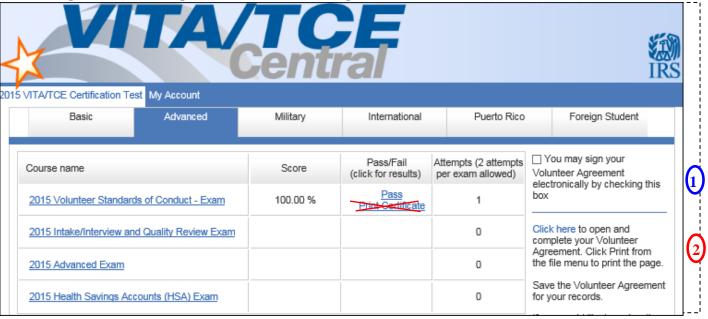


- The Review drop-down can take you to the desired question
- Once satisfied that all is good, click "Submit," a screen will come up with your exam results
- Do not print the certificate that is offered at the bottom it is not needed
- You can go back and look at the questions by selecting the [Pass] link that will show in the "Pass/Fail" column, but it will NOT show your answers

2015 Volunteer Standards of Conduct - Exam	100.00 %	Print Certificate	1

- Keep going from one test to the next until you're all done with the tests you're going to take
- Click the respective tab for Military, International, etc.

Getting and Printing Your Volunteer Agreement



When you are all done with all the tests you plan to complete:

- First, select the [You may sign your Volunteer Agreement electronically by checking this box]
- Second, select [Click Here] to open your agreement in pdf format
- You will then be asked whether to save or open the Volunteer Agreement
- Click "open" and it will open in a PDF window where you can review it, save it and print it
- Your test results will be printed on the form with a "P" for pass
- **DO NOT click on Print Certificate**, it is not necessary the Volunteer Agreement is the only form that you need to print
- Submit the form to your Instructor/Leader for approval

Note: The VITA/TCE Central site may not instantaneously reflect your progress. Try hitting F5 to refresh the screen.

Final note: For returning Counselors and while logged in, please take a couple of minutes to update your profile, including number of years that you have volunteered by clicking on My Account above the Advanced tab.