

CM REMOTE ACCESS EXAM TESTING ENVIRONMENT PREPARATION AND EXAM RULES

You will be taking an exam that utilizes the Remote Proctor Now (RPnow) system from Software Secure. This system allows you to take your CM exam at a convenient time and location of your choosing. It also will proctor your exam remotely by recording the visual, audio, and desktop aspects of your exam and testing environment.

There are several required preparations that you must take prior to logging into your exam. Please prepare your testing environment with the set-up of a testing center cubicle in mind as an example. Even though you may be at home or in your office taking the exam, you should conduct yourself and follow the same general rules that a testing center would apply.

If a proctor flags your exam for possible violation of any of the examination rules, ABOMP will review the recording to make its own determination. If a violation is verified, your exam will be nullified, your registration fee will not be refunded, and the CM Credentials Committee will determine if action is to be taken on your certification.

Please ensure that you adhere to these rules prior to logging into the CM exam.

1. The name on your photo ID must match the name that is on file. If not, please submit a Change of Name Request Form to ABOMP prior to the exam administration.
2. The lighting in the room must be bright enough so that your face and eyes can be clearly seen throughout the duration of the exam.
3. You do not need to clear the room, walls, or bookshelves of books or reference materials. However, they must be completely out of your reach and cannot be accessed during the exam. Any suspect items seen during the initial room scan by your proctor will be flagged.
4. The desktop or surface that your computer will rest on must be completely clear of all items. The only items allowed are a desk lamp, keyboard, mouse, and mousepad.
5. You cannot have paper or pens during the exam. If you feel that you must have scratch paper during the exam, you may use a small dry erase board and dry erase marker during the exam. You will need to provide these yourself. The dry erase board must be blank upon the onset of the exam and then must be erased completely at the end of the exam while being recorded (prior to selecting the End Exam option).
6. Mobile devices must be turned off and stowed out of reach during the exam. If a technical issue arises during the exam, you may use your mobile device (or land-line phone) in clear view of the camera to call tech support. You should utilize the Online Support option during the exam.

Please ensure that you adhere to these rules during your exam.

1. You may not have any food, drink, candy, or gum in the testing environment.
2. You must remain directly in front of your webcam for the duration of the exam. The only exception is when the program offers you a bathroom break.
3. You may not have anyone else in the room with you for the duration of the exam.
4. You may not use any electronic devices besides your testing computer while taking the exam.
5. You may not access other websites or applications on your computer while testing.
6. You may not intentionally disable internet connection while testing.