

Preparing Your Testing Environment

Remote Certification Exam

The 2020 Certification Examination will be conducted remotely using live tele-proctors.

To support successful administration of the remote exams, candidates must ensure the testing environment is quiet, comfortable, and free of distractions during their entire scheduled examination.

Although you may take the exam in your home or other private location, please prepare your testing environment with the set-up of a testing center cubicle in mind.

Prior to the Exam

To prepare your environment prior to the exam, the following are **required**:

- A desktop or laptop computer with one monitor and webcam that fulfills the technical requirements, including a strong internet connection; multiple monitors are not allowed or needed.
 - Use the same computer and internet connection for the exam that you use for the Practice Tutorial.
 - The Practice Tutorial includes a system check to ensure your equipment will be able to access the tele-proctor and the examination on your scheduled exam day.
- A Smart phone that fulfills the technical requirements
- A completely clear desk or tabletop
- A comfortable chair
- Adequate lighting and comfortable room temperature
- The areas beneath and around the desk and chair must be clear.
- The walls and the room must be absent of any open reference materials. The tele-proctor will ask you to use your smartphone camera to provide a 360-degree view of the room before beginning the exam.
- The computer and phone must be plugged in to a power source for the duration of the examination.
- The proctor will require you to place the phone at a 90-degree angle from the computer or behind you so the phone will have a different view of your testing environment than the webcam on your computer.
- A six-foot extension cord - If the proctor determines your computer and camera need to be moved this will allow for flexibility in their placement.

If taking the exam from home, inform household members of the examination date and time and confirm they will remain quiet during the examination and **not enter** the room you are taking the examination in.

Limit noise from outside of the examination room (e.g., TV, conversation, music) that would interfere with your ability to focus or the ability of the proctor to monitor the examination.

Landlines, non-essential electronics, and any security or recording devices in the room must be removed.

A sign should be placed on the door of the examination room to remind everyone that the examination is in progress and their entry is forbidden.

No other person or animals can enter the examination room during the examination.

Permitted Items below are allowed within reach:

- You must have a photo ID/name of exam/User ID#
- Whiteboard - no larger than 8 ½ by 11 inches
- Whiteboard marker and eraser
- At the beginning and end of the exam the tele-proctor will ask to see that the whiteboard is wiped clean of any notes. You should have your User ID# and name of exam written on the whiteboard at the beginning of the exam to verify with the proctor. It needs to be erased immediately after log in.
- A drink with cover or lid
- Wax or foam earplugs
- Smartphone that is silenced
- A smartphone stand is recommended to prop up and secure the phone in position during the exam.
- A six-foot extension cord - If the proctor determines your computer and camera need to be moved this will allow for flexibility in their placement.



Not Permitted:

- You may not wear a watch or tracker – a countdown clock will be a part of the exam.
- No headphones
- No Calculators - one is embedded in the exam platform.
- No recording or electronic devices are permitted other than the approved items required for the examination.
- No writing utensils except for the whiteboard marker
- No food or snacks

- Nothing in your pockets. You may need to show the proctor that your pockets are empty.
- You may not make notes on anything except the permitted whiteboard.