



Remote Proctoring Overview

Testing Remotely

MHACBO uses a combination of Exemplify and ExamMonitor software to allow remote testing from your laptop/desktop computer. **You can take your exam remotely at any time you wish**, simply log into the software, select the exam, and begin testing. The ExamMonitor software uses ExamID software to verify your identity, and ExamMonitor records you taking the exam. Once the exam is complete, the recording is sent to Exemplify, and monitored through artificial intelligence to flag any suspicious behavior. Suspicious behavior is then screened by a professionally trained team at Exemplify, and finally submitted to MHACBO for review.

Software Required

For MHACBO Online Remote Proctoring, you will be using your own personal computer/device. The Certification Exam uses a software called **Exemplify** with the addition of two products - **ExamID** and **ExamMonitor**.

- **ExamID** allows us to verify your identity to ensure you are taking the correct exam at the correct time.
- **ExamMonitor** allows for remote proctoring using Artificial Intelligence.

You should remember to always take your Certification Exam as if you were being proctored by a “live” proctor at a testing center location and follow the Exam Confidentiality Guidelines that you signed prior to registering for this exam!

Online Proctoring System Requirements

1.



System Check – Exemplify System Requirements

MHACBO Uses Exemplify testing software to proctor remote exams. Please be sure to check whether your computer meets the [Minimum System Requirements](#) to install and run the Exemplify software application for your exam

Computer/Laptop

You must be using only a laptop or desktop computer for your exam. **No dual-monitor configurations are permitted for testing. Phones, Tablets, iPads, Surface Pros/Surface Books are considered virtual devices and will not run the Exemplify software.**

Please make sure your device is plugged directly into a power source for the duration of your Certification exam. Your device must be unattached from a docking station.

Screen Resolution

Screen resolution should be at least 1024 x 768.

Operating System

For Windows: 32-bit and 64-bit versions of Windows 10 or higher

For Mac: MacOS 10.15 or higher

Web Browser

Google Chrome or Firefox

Internet Connection Speed

Internet: 2.5 Mbps upload speed

Wi-Fi Connection

Internet connection for download, registration, exam download, upload and some exam features.

Please position your device where you can receive the strongest signal. For the best experience, please use an Ethernet cable to connect directly to the router, and make sure there is no additional load on your wi-fi connection from other users such as streaming videos, music, or games. Lack of signal strength during your exam may cause you to lose connection to our system (your exam).

Examsoft Exemplify Software for Remote Online Proctoring

Exemplify version 2.5 or greater

Webcam

Integrated camera or external USB camera supported by your operating system. Virtual cameras are not supported. **Please note:** You may **NOT** use any virtual camera or audio software with ExamID or ExamMonitor.

Verify your device meets minimum system requirements [HERE](#).

Remote Proctoring Environment

Dos

Follow these steps to minimize the risk of being **flagged** during your Certification Exam.



DOs

Clear lighting for room or workspace

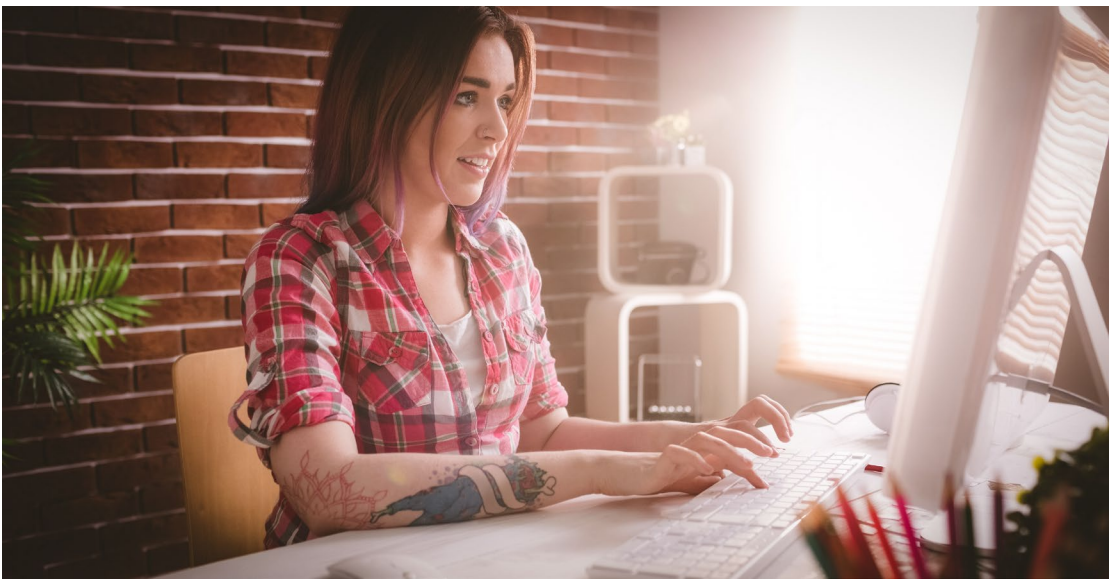


You must test alone for the entire exam.



DOs

Sit in an upright position for the entire test time.



DOs

Computer device must be on a table or desk in plain view.



DOs

Use the bathroom before your test!

Don'ts

Follow these steps to minimize the risk of being **flagged** during your Certification Exam.

Only one (1) monitor or computer device allowed during the exam.



No books, notes or other materials allowed in your workspace.



Don't sit in a dark or poorly lit room.



No cell phones. They must be turned off.



No headphones or earbuds during the exam.



Only one person allowed in the room during an exam.
No crowded spaces.

