

PRO PROCTOR REQUIREMENTS

REQUIREMENTS FOR VIRTUAL TESTING:

Prohibited Items and Examinee Conduct in the Virtual Test Center

- Please do not use your corporate or company laptop when taking the IC&RC examination. Corporate or company laptops often have additional software that prevents 3rd party programs from functioning as they should. Please find a personal device to take your IC&RC examination. Using your company's Wi-Fi may also create connectivity issues.
- Unauthorized personal items may not be accessible while testing. Such items include, but are not limited to outerwear, hats, food, drinks, purses, bags or briefcases, notebooks, watches, cell phones, electronic devices, or wearable technology.
- Eating, drinking, smoking, and chewing gum are prohibited during the exam.
- Part 1 of the exam is "closed book," meaning that no books, notes, or reference materials of any kind may be used. Part 2 is "open book," meaning that any and all printed materials, notes, handwritten materials, and books may be used. Handwritten notes within printed materials or books are also allowed. Electronic devices of any kind are NOT allowed.
- Light clothing items removed for comfort such as sweaters, suit jackets, scarves, etc., must be hung on the examinee's chair, not placed in laps or on the workstation desktop. Outerwear such as heavy coats, parkas, raincoats, etc., is not permitted in the immediate testing area.
- Changing location while testing, turning off lighting or audio, and speaking to or receiving aid from other individuals is strictly prohibited.

GLOBAL TEST SECURITY PROCEDURES

Prometric takes our role of providing a secure test environment seriously. During the check-in process, we inspect any and all eyeglasses, jewelry, and other accessories to look for camera devices that could be used to capture exam content.

- You will be required to remove your eyeglasses for close visual inspection. These inspections will take a few seconds and will be done at check-in and again upon return from breaks before you begin or resume testing to ensure you do not violate any security protocol.
- Jewelry outside of wedding and engagement rings is prohibited. Please do not wear other jewelry during testing. Hair accessories, ties, and bowties are subject to inspection. Please refrain from using ornate clips, combs, barrettes, headbands, tie clips, cuff links, and other accessories as you may be prohibited from wearing them during testing and asked to remove these items. Violation of security protocol may result in the termination of your exam and notification to the |Client Name|.

ENVIRONMENTAL REQUIREMENTS

Your office or home setting must meet the following requirements:

- Testing location must be indoors (walled), well-lit, with a closed door, and free from background noise and disruptions.
- No third party or pets may be present in the room or enter the room for the duration of the exam. If this occurs, your exam will be terminated and/or your results invalidated.
- Your workstation and surrounding area must be free of electronic devices, etc. No content that could potentially provide an unfair advantage during your exam, including materials posted on walls or within your immediate area, should not be present during your exam session.
- One blank piece of scratch paper, one pencil, and two tissues are permitted at the workstation but must be inspected by the Proctor prior to the start of the exam.