Live Remote Online Proctoring Rules for CPPS Exam

1. You can schedule and launch your exam right from your home computer. Requirements include a web camera, speakers, microphone, and stable internet connection.
    a. Prior to your examination appointment, go through the compatibility check on PSI's scheduling website at https://syscheck.bridge.psiexams.com/
        (i) Please be advised, using a work computer for the remote proctored is *highly discouraged* due to firewall and IT security systems that prevent exam launch.
2. Except for your testing machine, electronic devices and recording devices of any kind (including but not limited to cell phones, pagers, and cameras) are NOT permitted in secure PSI testing environments.
3. You MUST present ONE form of government issued identification. All identification presented must be current or unexpired and contain a photo and signature. Acceptable forms of identification include:
    a. Driver's license with photograph
    b. State identification card with photograph
    c. Passport
   Please note military ID cards are not allowed for remotely proctored exams.
4. All examination questions are the copyrighted property of CBPPS. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part, without written permission. Doing so may subject you to sever civil and criminal penalties.
5. You will be asked to scan the room from which you are testing in prior to launching your exam. If there are notes, books, a box of tissues or any such items on your desk, you will be asked to remove them prior to beginning the exam. Your walls should also be clear of any materials, though art and décor are permitted.
6. If you need assistance during your exam, you should initiate a chat with your online proctor using the in-exam chat tool.
7. You may not exit the camera view during the examination. Prepare to remain in front of the webcam for the duration of your examination (2.5 hours).
8. No conversing or any other form of communication is permitted once your exam has begun.
9. Your hands must always be visible to the camera.
10. Talking or mouthing words while testing is prohibited.
11. You may connect with remote proctors for testing up to 15 minutes prior to your scheduled start time provided your exam is ready to launch. Your launch button will be enabled when your exam is fully prepared for delivery.
12. PSI always requires employees and exam takers to conduct themselves in a professional and courteous manner.

Your examination will be immediately terminated for the following:

- Attempting to use another computer
- Attempting to use a telephone or mobile device
- Leaving the room for any length of time

- Obstructing the view of the camera
- Moving out of the camera's line of sight
- Someone else in the room during the exam
- Speaking to someone else during the exam
- Using reference materials (scratch paper is **not** allowed)
- Using other programs on your computer including but not limited to internet browsers, instant messenger, and recording software
- Changing spaces throughout the course of the exam
- Inability for proctor to see candidate's environment
- Issues with ID including not providing, not valid, not complying with proctor requests, and any inability of proctor to verify
- Writing down, copying, or recording exam content

For a brief video on PSI Web Delivery Experience, click on the link below:

https://psi.wistia.com/medias/5kidxdd0ry