

EXAM DAY 101 GUIDE

1 BEFORE TEST DAY PREP

Before test day, you will download and install the Prometric ProProctor® application that delivers your exam. Open the ProProctor application and conduct an Enhanced System Check to ensure your device can successfully launch ahead of test day. Follow the steps in the ProProctor User Guide to prepare your system for exam day.

2 CHECKING-IN ON EXAM DAY

On the day of your exam, make sure you allow 15 minutes to prepare your testing environment. When you are comfortably sitting at your workstation open the ProProctor application to launch your exam. Our self-serve check-in process will guide you through three security checks before you complete the readiness process and launch your exam.



CANDIDATE DETAIL CONFIRMATION

To start the readiness process, the ProProctor system will ask you to take an image capture of your face. To further verify your identity, you will then take an ID capture of your ID card. You will be asked to confirm your name, email address, and exam details with you. This step is automatically completed for exams using the Automated Check-In process.



360° ENVIRONMENT CHECK

You will be prompted to provide a 360 view of your environment using your webcam. You will also be asked to scan your work surface using your webcam. During this step, you will be asked to inspect things such as bookshelves, wall hangings, as well as electronic devices.

IMPORTANT: Do not have your laptop connected to a docking station anytime during the setup of your exam. Make sure to clear your workspace and put away all personal items.



CANDIDATE PERSON CHECK

Your Readiness Agent or Automated Check-In will ask you to stand up to do a scan of yourself. This scan will include - but is not limited to - conducting a sleeve, pocket, glasses, and behind ear checks. Additionally, you will be asked to turn your pockets inside out.

IMPORTANT: To expedite the check-in process, please remember to empty your pockets prior to the visual check.

3 TAKING THE TEST

Now you are ready to take your online proctored exam. If you are taking a live proctored exam, you will not see a Prometric Proctor, but he/she will monitor you throughout the testing process and will be available to provide assistance at any point during your exam. Using the chat feature in the upper right of your screen, you can speak with or send a message to your Proctor when you need help. Auto-Proctored exams do not include chat support.