

## Live Remote Online Proctoring Rules

1. You can schedule and launch your exam right from your personal computer. Requirements include a web camera, speakers, microphone, and stable broadband internet connection.
  - Prior to your examination appointment, go through the compatibility check on PSI's scheduling website By clicking this [link](#).
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 identification. All identification presented must be current or unexpired and contain a photo and signature. Acceptable forms of identification include:
  - driver's license with photograph
  - state identification card with photograph
  - passport
4. All examination questions are the copyrighted property of the NBRC. 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 severe civil and criminal penalties.
5. You must take the examination at a desk or table so a complete scan of the area beneath the testing surface can be conducted.
6. You will be asked to scan the room from which you are testing in prior to launching your exam. If there are notes, drinks, a box of tissues or any such items on your desk, you will be asked to remove them prior to releasing the exam.
7. If you need assistance during your exam, you should initiate a chat with the online test administrator using the in-exam chat tool.
8. You may not exit the camera view during the examination. ***Prepare to remain in front of the webcam for the duration of the examination.*** The amount of time allowed for each exam are as follows:
  - Therapist Multiple-Choice Examination (TMC) - 3 hours
  - Clinical Simulation Examination (CSE) - 4 hours
  - Pulmonary Function Technology Examination (PFT) - 2 hours
  - Adult Critical Care Specialty Examination (ACCS) - 4 hours
  - Neonatal/Pediatric Specialty Examination (NPS) - 3 hours
  - Sleep Disorders Specialty Examination (SDS) - 4 hours
  - Asthma Educator Specialty Examination (AE-C) - 3.5 hours
9. No conversing or any other form of communication is permitted once your exam has been released.
10. Your hands must always be visible to the camera.
11. Talking or mouthing words while testing is prohibited.

- 12.** You may connect for testing up to 10 minutes prior to your scheduled start time, however the proctor will not be available until the time your examination is scheduled to start.
- 13.** PSI always requires employees and exam takers to conduct themselves in a professional and courteous manner. Exhibiting abusive behavior towards a proctor via chat or other candidates will be reported to the NBRC and may result in disciplinary action.
- 14.** You may use scratch paper during the examination. The proctor will require you to shred the scratch paper before ending the testing session.

***Your examination will be immediately terminated for the following:***

Photo ID not provided or confirmed, candidate photo and ID photo don't match, name on ID does not match reservation
Using another computer
Using telephone/mobile device
Covering the camera
Out of view of camera throughout the exam
Someone else in the room/seeking exam help
Talking to someone else throughout the exam
Reference materials throughout the exam
Using instant messaging throughout the exam
Environment changes throughout the exam
Improper lighting throughout the exam
Browsing local computer and other websites
Copy/paste content and saves to computer
Takes picture or video of the screen
Failure to comply with proctor requests
Room scan contains items which are not allowed
Noisy environment, public location and dark room
Copy exam content in paper/written
Screen recording software copies exam content
Using headphones or earbuds

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

<https://psi.wistia.com/medias/5kidxddory>