

## **CC REMOTE ACCESS EXAM TESTING ENVIRONMENT PREPARATION AND EXAM RULES**

You will be taking an exam that utilizes the Proctor Exam system. This system allows you to take your CC exam at a convenient time and location of your choosing. It also will proctor your exam remotely by recording the visual, audio, and computer aspects of your exam and testing environment.

There are several required preparations that you must take prior to logging into your exam. Please prepare your testing environment with the set-up of a testing center cubicle in mind as an example. Even though you may be at home or in your office taking the exam, you should conduct yourself and follow the same general rules that a testing center would apply.

**If a proctor flags your exam for possible violation of any of the examination rules, ABPath will review the recording to make its own determination. If a violation is verified, your exam will be nullified, your registration fee will not be refunded, and the CC Credentials Committee will determine if action is to be taken on your certification(s).**

**Please ensure that you adhere to these rules prior to logging into the CC exam:**

1. The name on your photo ID must match the name that is in PATHway. If not, please notify ABPath or submit a Change of Name Request Form ([http://abpath.org/images/forms/change\\_name.pdf](http://abpath.org/images/forms/change_name.pdf)) prior to the exam administration.
2. The lighting in the room must be bright enough so that your face and eyes can be clearly seen throughout the duration of the exam.
3. You do not need to clear the room, walls, or bookshelves of books or reference materials.
4. The desktop or surface that your computer will rest on must not be obscured. The only items allowed are a desk lamp, keyboard, mouse, mousepad, physical reference material, dry erase board, and a small snack/drink.
5. You cannot write on paper during the exam. If you feel that you must have scratch paper during the exam, you may use a small dry erase board and dry erase marker during the exam. You will need to provide these yourself. The dry erase board must be blank upon the onset of the exam and then must be erased completely at the end of the exam while being recorded (prior to selecting the Finish Exam option). This is proven by showing the blank white board to your camera at the beginning of the exam, and showing it blank once more before the end of your exam after you have erased it.
6. No extra devices are allowed. You may not use second screens or phones/tablets.
7. No headphones of any kind are allowed.
8. Mobile devices must be turned off and stowed out of reach during the exam. If a technical issue arises during the exam, you may use your mobile device (or land-line phone) in clear view of the camera to call tech support.

**Please ensure that you adhere to these rules during your exam:**

1. Do not obscure the testing environment.
2. You may have some food and drink in the testing area.
3. You may have physical reference material such as books or notes.
4. You may not use any electronic reference material.
5. You must remain directly in front of your web camera for the duration of the exam. The only exception is when the program offers you a bathroom break or you are contacting tech support.
6. You may not have anyone else in the room with you once the exam begins.
7. You may not use any electronic devices besides your testing computer while taking the exam.
8. You may not access other websites or applications on your computer while testing.
9. You may not intentionally disable the internet connection while testing.