Appendix A: Virtual proctoring guide for candidates

NPPE virtual exam proctoring requirements for candidates

Introduction

This guide is designed for candidates taking the NPPE to provide information regarding the process and expectations regarding the candidate and the physical in-person proctor. All candidates must read this document and sign and return the form at the end of this document prior to taking the NPPE virtually.

Virtual proctoring is a method of overseeing a secure examination using the internet to have a person (proctor) in another physical location monitor a candidate/candidate while they take an examination. Virtual proctoring is available on a request basis for candidates taking the NPPE. Virtually proctored candidates are bound by the same security and confidentiality rules as candidates that take the NPPE in proctored test centres.

All virtually proctored exams for the NPPE will require a physical proctor who is a professional member registered with an engineering or geoscience association in Canada or the USA. This physical proctor will be in addition to the virtual proctor monitoring the exam. The physical professional member proctor will be responsible for the security of the examination and ensuring that the protocols are followed. The physical in person proctor is expected to be in the exam room during the entire duration of the exam. Deviations from exam security processes or breaches of security can result in a complaint being logged against the physical proctor with the association that they are registered. If the in-person proctor does not fulfill his/her obligations regarding the proctoring of the NPPE this may result in cancelation of the examination session and invalidating of the candidate exam results. No refunds will be issued for funds paid to take the virtually proctored NPP Exam should candidates or in person proctors not fulfill the virtual proctoring requirements.

This document outlines the requirements for taking virtual proctored examinations. If any of these requirements are not confirmed at least 1 (one) week prior to the exam registration deadline date the virtual proctoring exam administration request will be denied. If any requirements are not met during the exam administration the candidate's exam results may be invalidated and the physical professional member proctor will be responsible.

Instructions regarding the virtual proctoring will be provided by the testing vendor, Yardstick. Yardstick will communicate directly with candidates regarding the booking and virtual proctoring logistics once the virtual proctoring request has been approved and the candidate and physical professional member proctor have confirmed that all requirements will be met.

Any questions or concerns regarding this document should be directed to: nppe@apega.ca

Candidate's responsibilities

- Find a professional member (P.Eng., P.Geo., or P.Geoph. from **Canada** or P.E. from **USA** only) to physically oversee (proctor) the exam administration
  - o Once the physical professional member proctor has been confirmed the proctor cannot be changed within four weeks of the exam administration date
- Send to your association no less than 1 (one) week prior to the exam registration date the following information regarding the physical professional member proctor:
  - o Full name
  - o Business email address

- - Daytime telephone number and mobile number where the proctor can be reached on the day of the exam if required
  - Canadian or US association of registration and registration number
  - Company/organization name and full address where the exam will be held
- In collaboration with the physical professional member proctor, ensure that the exam administration procedures and below requirements are met in full. Please share this document with the physical in person proctor

Exam room requirements

- An established business office location (e.g., company meeting room, consulate office, etc.)
- Quiet and private room
- Good quality lighting in the room, no bright lights or windows behind candidates
- Desks clear of any notes, books, or electronics with access to power outlets and internet connection (Ethernet plugged or high quality password protected Wi-Fi)
- Secure room: Only the candidates registered to take the exam and the physical professional member proctor overseeing the exam are allowed in the room while the exam is in progress
  - **NOTE: If anyone enters the room during the exam other than the above the candidate's exam results may be invalidated**

Internet requirements

Stable, secure (must be password protected if Wi-Fi) high speed internet connection with download speeds of at least 3 Mbps and upload speeds of at least 1.5 Mbps (a free internet speed testing tool is available at www.speedtest.net to test the internet connection).

Computer requirements

Laptops or desktop computers are permitted so long as they have the following minimum requirements: https://support.proctoru.com/hc/en-us/articles/115011772748-Equipment-Requirements. Candidates must source their own computers with the minimum specifications for the exam. Please ensure that laptops are plugged in during the exam to prevent the exam terminating early due to battery failure.

It is the responsibility of the candidate and the in-person proctor to ensure that the internet and computer requirements are met prior to the exam administration date. **A compatibility check must be conducted using the computer that will be used for the exam administration in the room that will be used for testing prior to the virtually proctored exam. If you do not complete the compatibility check, there is no guarantee that your exam will happen. Please send a screenshot of the completed compatibility check to Yardstick at least one week before the exam administration dates.** Use the following link to perform a compatibility check: https://go.proctoru.com/students/system-metrics/new