

Appendix C: Remote Proctored Candidate Confirmation Email from Yardstick



(Candidate Name),

This is to confirm your exam booking. You are scheduled to take the National Professional Practice Examination (NPPE) on:

Date and Time: MM/DD/YYYY 00:00 ADT

PRIOR TO EXAMINATION DAY

- APEGA is pleased to offer online [practice tests](#) for engineering, geoscience and engineering technologist applicants preparing for the National Professional practice Examination. You will be able to purchase the practice test which will grant you 3 uses. To gain access, please go to the following website: <https://nppepractice.ysasecure.com/>
NOTE: You will have to Sign up your own account on the Practice Test Page if you have not done so already. The username and password combination provided in this email is for the Tutorial and Examination Day use only.
- In addition to the practice tests, you will also have access to an examination tutorial to gain familiarity to the examination platform. You can take this tutorial exam at any time and as many times as you choose. To take the tutorial examination, please go here: <https://nppe.ysasecure.com/> and use the username and password combination shown below ([Click here for a sample screen view](#))

Username: test@demo.com

Password: Your date of birth - YYYYMMDD (example: 20151019)

PREPARING YOUR COMPUTER STATION – IMPORTANT

- **YOU WILL BE REQUIRED TO INSTALL A PROGRAM WHICH ON EXAMINATION DAY MAY REQUIRE AN ADMINISTRATOR PASSWORD OR IT MEMBERS - ENSURE TO CONFIRM YOUR NETWORK DOES NOT REQUIRE THIS PRIOR TO EXAMINATION DAY.** This is not available for

download prior to examination day. If it does, you should choose a different network, or prepare to have someone on site on exam day to assist with this process.

- It is **MANDATORY** that all candidates test their exam day computer PRIOR to the examination date to ensure all requirements are met. **If a candidate is unable to access their examination due to a failure to complete the computer readiness check prior to the exam, they will forfeit their booking.**

To test your computer's capability, please log into your account and conduct a **Computer Readiness Check**. To ensure you minimize stress on examination date - this should be done PRIOR to exam day with no less than 24-hour's notice in doing so.

- To test your computer's capability, please conduct a check on the terminal you will be using on exam day
 - You can check the equipment requirements [here](#).
 - Before connecting to a live proctor, ensure that your browser's pop-up blocker is disabled by following this help link: [Disable pop-ups in your Browsers](#)
 - You can test your system once logged into your account.
- Technical issues encountered during the exam, which are a result of the candidate requiring a rebooking of the exam, may result in additional exam fees payable by the candidate.
 - A hardwired connection is preferred, a wireless connection can be used, but can sometimes be unstable with an increased risk of disconnection during the exam. If you choose to use wireless, we recommend a speed of at least 10 Mbps. You may want to test your internet speed before the module. You can do so by using one of the following tests:
 - A speed lower than 10 Mbps will not ensure optimal performance during the assessment. You are recommended to find a better internet connection prior to the beginning of your examination.

<http://speedtest.googlefiber.net/>

<http://beta.speedtest.net/>

<https://fast.com>

- Your physical workspace must be completely cleared except for any previously approved items.
- You will need a web camera available that you can use to pan the examination room/environment (you will have to move this around).
- You are only allowed to have 1 monitor running during the exam. If you have more than one monitor being used, please disconnect the other monitor and ensure it is turned around so that the screen is not facing you upon connection to the proctor.

PERMISSIBLE ITEMS FOR EXAM DAY

- Water / juice / coffee / drink in a spill-proof container with no labels.
- PLEASE NOTE THAT ELECTRONIC DEVICES (I.E. CELL PHONES, PAGERS, PERSONAL DIGITAL ASSISTANTS, CALCULATORS, ETC.) WILL NOT BE

ALLOWED ANYWHERE NEAR YOU IN THE EXAMINATION ROOM DURING WRITING.

It is strongly recommended you bring a sweater (**No hood or pockets**) to help you comfort regarding temperature in the examination rooms.

EXAM DAY INFORMATION

Username: zach-henry@hotmail.com

Password: Your date of birth - YYYYMMDD (example: 20151019)

- The NPPE exam lengths vary from 2.5 hours to 3.5 hours depending on the examination you should be writing.
- Ensure that you have met the requirements listed above (refer to the Prepare Your Computer Station section).
- To connect to the proctor on Examination day, you must go [here](#). (Ensure to use Google Chrome web browser).
- Once you have logged in using the login credentials provided above, you can then connect to the proctor by clicking "Book / Write Exam" next to the examination you are taking. This will not appear until your scheduled connection time.
- After connecting, the virtual proctor will begin the check in process.
- You **MUST** have Government issued photo ID with signature (e.g. Drivers license, passport or work visa) to present to the proctor on examination day. NOTE: Without proper identification - you will not be granted access to your exam.

LATE ADMITTANCE / CANCELLATION POLICY:

- You have been requested to sign onto the Examination site within 15-minutes of the scheduled connection time for registration and orientation.
- Any candidate who signs in after the scheduled connection time will be denied their sitting and will be contacted by APEGA with further directions. **NO EXCEPTIONS**
- You will not be allowed to write if you have falsified any documents. If the falsification is discovered after the exam has been taken, the exam results will be null and void and the incident will be reported to your association.

EXAM DAY SUPPORT

ProctorU Support

- **Phone:** 1-855-772-8678, Option 1
- **Text Support Prior to connection time:** [send a ticket for support](#)
- **Text Support during connection time:** Live chat support available to candidates in the platform
- **Hours of Operation:** 24 hours a day, 7 days a week

Yardstick Assessment Strategies Support

- **Phone:** 1-888-900-0005, Option 1
- **Text Support:** testingsupport@getyardstick.com
- **Hours of Operation:** Monday through Friday from 8:00am to 7:00pm Eastern

Best Regards,

Yardstick Examination Team