PCC Testing Polices for Remote or Off-Campus Testing

Testing in an Online Environment 101

Rules To Abide By When Taking An Online Exam

It is recommended that you review all technical requirements required prior to registering to take an online exam. You must make sure that the computer you will be taking your test on follows the correct operating software system requirements. Failure to do so could result in your test being delayed, rescheduled, and the potential to have your proctoring fees forfeited for failing to check and meet all technical requirements for your online proctored exam prior to test day administration.

Before Your Online Proctored Test

- Registered and pay for your online proctored exam provided by the Testing Center, your instructor, or the testing vendor (i.e., ATI, PROV-EXAMS, CLEP)
- Make sure you have received, if required your assessment ID# prior to your scheduled exam/test.
- Make sure you have your valid government-issued ID ready for verification.
- Make sure you review and comply with all test rules provided.
- Make sure you do a dry run to make sure your computer and internet meet requirements in advance of your test date. If your computer or internet does not be the requirements specified, you will need to contact the vendor's tech support number provided on your test registration confirmation. If you are unable to reach the vendor's tech support agent, contact the Placement Testing Coordinator immediately for further instructions.

On Test Day

- You will want to login using the link provided. It is recommended that you login at least 15-30 minutes prior to your scheduled test time to trouble shoot for any technical issues that may arise to ensure there are not issues present, and if so, the tech support agent can trouble shoot prior to test administration start time.
- You will be required to follow the screen prompts that will give you step-by-step instructions on the process as to how to access your online proctored exam/test.
- At some point during the screening process, you will be asked to **authenticate your identity**.
    - Take a picture of you Photo ID
    - You will be asked to scan the room with your webcam to ensure that you are the only one in the room.
    - Take a selfie to check that your name and image match your ID.
    - Next, you will wait while your online proctor validates your check-in information.
    - Lastly, once approved, your test should begin. If at anytime you run into a technical issue, you will need to contact the tech support number provided to you on your test registration form the PCC Testing Center immediately. Good Luck!

Prohibited Behavior During Test

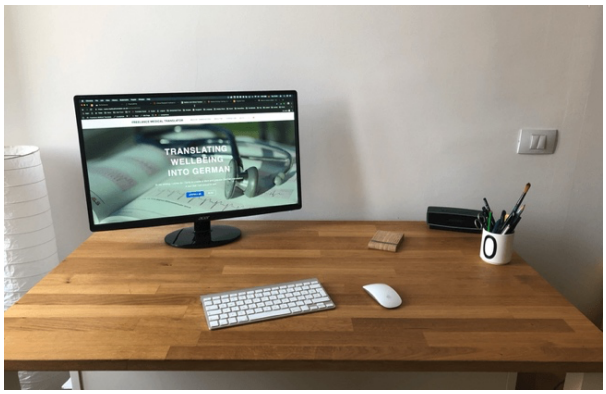
- Our PCC Placement Testing Center along with our testing vendors provide testing rules and guidance of what behaviors are not acceptable while you are taking your online exam.
  - Looking off or away for your computer screen.
  - Mumbling or speaking out loud.
  - Interacting with third parties intentionally or unintentionally.
  - Caught using unauthorized materials/resources.
  - Leaving the circle view of your webcam.

Online Surveillance

- Your online testing session is being recorded and if suspected cheating or misconduct is suspected by the online proctor, you test session will be flagged and reviewed for further investigation.
  - Your entire test session is being recorded and monitored from the time you check in until you complete your online exam/test.
- Please Note: After you have completed your exam/test, you are required to fully close the online proctoring application before leaving view of the webcam. If you decide to leave the view of your webcam for any reason or during your test administration, this could result in your test session being terminated or your test scores being invalidated, even if you have already completed your test. It is vital that you follow directions and all prompts given to your during your test administration.

Tips for Testing in an Online Environment

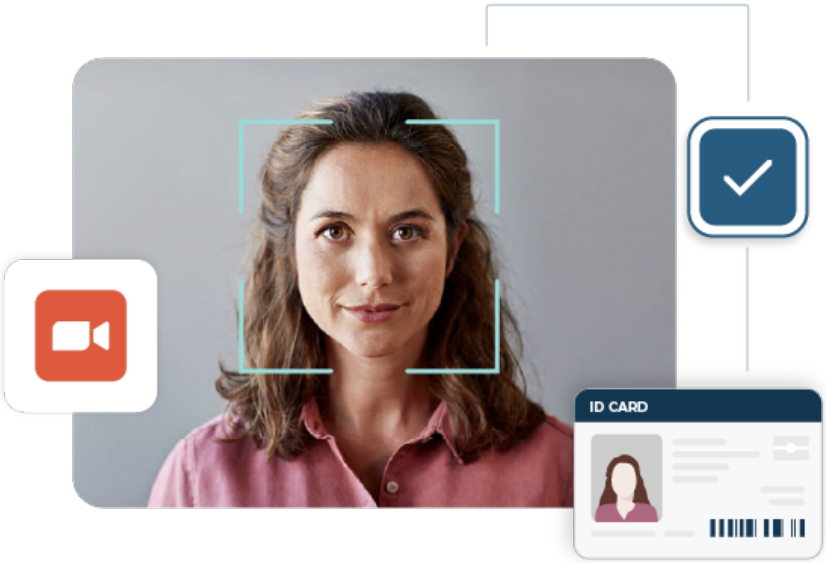
Make sure you have a clutter free and quiet space to test.



Your space should private where you can test without being interrupted.

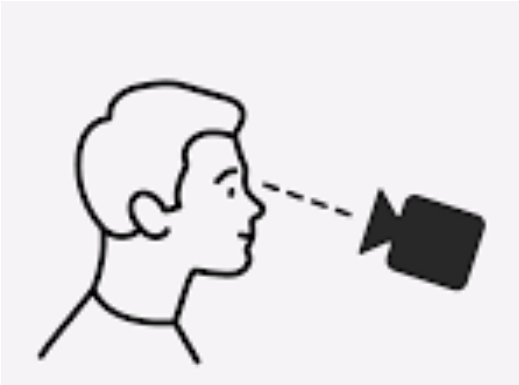
You will be required to conduct a room scan upon admission to your online proctored exam. In addition, you will be asked to take a picture of your valid government-issued and take a selfie. You must make sure your face stay centered for the camera. During your entire test administration, the proctoring software will attempt to detect your face throughout the session. Remember for the best lighting and camera angle, it is best to have direct lighting in front of you.

When you are in proper view of your webcam, a green circle will appear around your face. The means the system can detect your face. There maybe instances in which the system may not recognize your face even if you are sitting directly in front of the camera. There are many things to cause this to occur, so see the examples on the next page.



Large Reflective Glasses

Poor Lighting



Poor Camera Angle

Long Hair (Bangs/Fringe Covering Eyes)