

# ONLINE PROCTORED EXAMINATION DELIVERY REQUIREMENTS

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## ARTICLE 1. GENERAL

Selecting the online proctored internet delivery method to complete the ABII examination requires the candidate to abide by *ABII Rules and Regulations* in addition to the *ABII Online Proctored Examination Delivery Requirements*.

The candidate understands and agrees that an online Proctor will monitor the candidate and examination at all times and that the candidate is required to follow all instructions by the online Proctor. **Candidates are not allowed to leave the room in which the online examination is being taken, or to move out of sight of the camera, during the examination.** The Proctor must be able to see the candidate throughout the duration of the ABII examination. Failure to remain in view of the camera may result in the Proctor terminating the examination.

If the Proctor terminates the examination, the candidate's record will reflect that the examination was failed, the attempt will be documented as one of the three attempts in 12-months, and the candidate will be required to follow the re-examination procedure as outlined in **Section 3.07 Re-Examination** of the *ABII Rules and Regulations* to schedule another examination. The candidate will not be eligible to select online proctored examination delivery for any ABII examination in the future.

## ARTICLE 2. EXAMINATION ITEM SECURITY REQUIREMENTS

If the candidate receives any unauthorized information about the examination questions or content before taking the examination—or if the candidate receives unauthorized assistance before or during taking the examination—the candidate is undermining the ABII's examination validity and fairness. That's why ABII enforces the same security rules and regulations during online proctored examination delivery as would encounter if taking the examination onsite at a Pearson VUE testing center.

Candidates are required to read, understand and agree to the security requirements **before selecting the online proctored delivery method and scheduling the examination.**

Candidates are prohibited from:

- Making copies of examination questions
- Obtaining examination questions before taking the examination
- Asking someone else to take the examination for the candidate
- Using notes or other materials during the examination
- Otherwise stealing copyrighted material or cheating on the examination

## ARTICLE 3. MINIMUM COMPUTER REQUIREMENTS

**Section 3.01 General.** The computer used for examination must meet the minimum online examination's technical requirements. The candidate is responsible for ensuring the computer used for examination meets the minimum technical requirements **before the candidate selects the online proctored delivery method and schedules the examination.** ABII will not allow exceptions for computer systems that do not meet the minimum technical requirements. If the computer system is found to not meet minimum standards on the day of the examination, the Proctor will terminate the examination, the candidate's record will reflect that the examination was failed, the attempt will be documented as one of the three attempts in 12-months, and the candidate will be required to follow the re-examination procedure as outlined in **Section 3.07 Re-Examination** of the *ABII Rules and Regulations* to schedule another examination. The candidate will not be eligible to select online proctored examination delivery for any ABII examination in the future.

**Section 3.02 Assessing Computer Requirements Prior to Testing.** Before candidates sign up to take the examination through online proctored delivery method, they are required to complete this systems test. Candidates must complete the system test in the same location, and on the same computer and network as they plan to take the ABII examination. The systems test will require the candidate to download a software application that checks internet connection, computer microphone and camera, and other systems requirements to make sure they are suitable for an online proctored examination. The systems test can be completed at any time, day or night and candidates are encouraged to run the systems test again as their examination date nears.

Pearson VUE publishes [frequently asked questions](#) to assist with questions or candidates may call Pearson VUE at 952.905.7161 or 800.632.9055.

## ARTICLE 4. EXAMINATION ENVIRONMENT REQUIREMENTS

**Section 4.1 Examination Environment.** Before taking the examination online, the candidate needs to have an appropriate space to complete the examination. The examination environment should be a desk or table in a private room that's uncluttered and quiet. The area must be well-lit, both so that the candidate can see the examination and so that the online Proctor can see the candidate. The Proctor won't begin the examination unless the lighting is suitable.

Additional people (including children) and pets are not allowed in the examination area at any time during your examination. If someone enters the room, the Proctor will terminate the examination, the candidate's record will reflect that the examination was failed, the attempt will be documented as one of the three attempts in 12-months, and the candidate will be required to follow the re-examination procedure as outlined in **Section 3.07 Re-Examination** of the *ABII Rules and Regulations* to schedule another examination. The candidate will not be eligible to select online proctored examination delivery for any ABII examination in the future.

## ARTICLE 5. ZERO TOLERANCE FOR USING ELECTRONIC DEVICES

Once the candidate checks in for the online proctored examination, the candidate is required to comply with ABII's zero-tolerance policy regarding the use of electronic devices. Electronic devices include, but aren't limited to:

- Cellular phones
- Media players

- Compact disc players
- Other electronic communication, recording, listening devices
- Removable storage devices
- Personal digital assistants (PDAs)
- Calculators other than the Pearson VUE onscreen calculator
- Computing watches
- Scan pens
- Laptop computers (other than one you're using to take the examination online)
- Tablets
- Photographic devices
- Smart watches

The candidate may not use any electronic devices after they have checked in for the examination, and none of these devices may be within arm's reach in the examination area. The only exception is if the candidate has trouble with online technology and the Proctor needs to reach the candidate by phone. See the section below for instances in which the use of a phone is acceptable and only to speak with Pearson VUE staff.

In all other circumstances, if the candidate is found with an electronic device during the examination, or if the candidate is found to have accessed an electronic device during the examination the Proctor will terminate the examination, the candidate's record will reflect that the examination was failed, the attempt will be documented as one of the three attempts in 12-months, and the candidate will be required to follow the re-examination procedure as outlined in **Section 3.07 Re-Examination** of the *ABII Rules and Regulations* to schedule another examination. The candidate will not be eligible to select online proctored examination delivery for any ABII examination in the future.

## **ARTICLE 6. ZERO TOLERANCE FOR SECURITY INFRACTIONS**

**Candidates are not allowed to leave the room, at any time, in which the online examination is being completed or to move out of sight of the camera, during the examination.** The Proctor must be able to see the candidate throughout the duration of the ABII examination. Hand movements that may appear suspicious will be brought to the candidate's attention and the Proctor will communicate with the candidate during the examination. Failure to remain in view of the camera may result in the Proctor terminating the examination.

If the Proctor terminates the examination, the candidate's record will reflect that the examination was failed, the attempt will be documented as one of the three attempts in 12-months, and the candidate will be required to follow the re-examination procedure as outlined in **Section 3.07 Re-Examination** of the *ABII Rules and Regulations* to schedule another examination. The candidate will not be eligible to select online proctored examination delivery for any ABII examination in the future.

## **ARTICLE 7. OTHER EXAMINATION REQUIREMENTS**

Candidates are required to follow the instructions of the Pearson VUE Proctor, and if a candidate is not compliant with Proctor instructions, the Proctor may terminate the examination.

The Proctor will ask the candidate to sweep their computer webcam through the examination area, so the Proctor can check for security concerns. If concerns are not addressed, the Proctor won't start, or may suspend or terminate, the examination.

Candidates must abide by the following requirements:

- No study materials, paper, books, notepads, writing instruments, or calculators may be within arm's reach during the examination.
- The candidate will need access to a phone, but it can't be within arm's reach. If it's a cellular phone, the phone must be silenced and placed face down. Candidates may use the phone only if they experience difficulties with the online delivery of the examination and only to call Pearson VUE.
- No food, beverages, candy, smoking materials, or chewing gum are allowed in the examination area.
- **Breaks are not allowed during online proctored examinations.**
- Candidates shall not remove or attempt to remove examination questions and answers from the room where the examination is being taken.
- Candidates shall not write notes on paper, on clothing, or on their person.
- Candidates shall not share examination questions or answers with anyone. Reproducing examination questions and answers, in whole or in part, constitutes a breach of the ABII Examination Agreement.

Candidates shall not print, copy, paste, switch tasks, or use any other applications on their computer during their examination. If a candidate attempts to do so, the Proctor will terminate the examination.

If the Proctor terminates the examination, the candidate's record will reflect that the examination was failed, the attempt will be documented as one of the three attempts in 12-months, and the candidate will be required to follow the re-examination procedure as outlined in **Section 3.07 Re-Examination** of the *ABII Rules and Regulations* to schedule another examination. The candidate will not be eligible to select online proctored examination delivery for any ABII examination in the future.

## **ARTICLE 8. MISCONDUCT**

If a candidate demonstrates misconduct or irregular behavior during the online proctored examination the candidate may be subject to sanctions—up to and including suspension or revocation of certification. Examples of misconduct or irregular behavior include, but aren't limited to:

- Having someone else take the examination for the candidate, or attempting to take the examination for someone else
- Tampering with the operation of the computer
- Attempting to use the computer for any function other than completing the examination
- Talking with anyone, or reading examination questions or answers aloud, at any time during your examination
- Giving or receiving unauthorized help
- Failing to follow instructions from Pearson VUE staff
- Creating a disturbance of any kind

## **ARTICLE 9. ACCEPTANCE OF RULES OF CONDUCT**

If a candidate is found to have violated any requirement listed above, ABII may take appropriate action authorized by the *ABII Rules and Regulations*. Sanctions include revoking certification, deeming the candidate ineligible to obtain ABII certification in the future, and/or pursuing legal action against the candidate.