

PAA-NCGR

Online Testing

Technical Overview & Procedures

As PAA is moving to online testing, Level-I, Level-II, and Level-III proctored part are now available online.

The test date & time is chosen by you and agreed on by you and PAA. You can take this exam from anywhere, at any time. You will specify this date & time in the application form.

The Online test includes remote live supervision which is done through an online proctoring service such as <https://monitoredu.com> NOTE: You are responsible for the fees for the proctoring service. Alternately, you can also take the online exam in a live setting with a proctor in the room if you are able to arrange this. You will receive information on this.

After you have sent in your application and registered (paid) for the exam, and received confirmation from PAA, the online test will be set up for your chosen date & time, by coordination with the online proctoring service. You will be notified and get the link.

At the appointed date & time you will sign-in, follow the instructions, and proceed to take the exam.

For technical and other issues contact the Director of Testing (ccoleman829@gmail.com) and Bruce Scofield (bcscofield1@gmail.com), PAA's President.

How It Works & What You Need to Know

The Online Process Consists of Two Components

- a. The proctoring system - acts like a shell around the test: monitoring the person and the environment
- b. The actual test.

The Online Proctoring Process

- a. The Remote Proctoring begins with an initial setup and authorizing the test environment. This is done by interacting with a 'live person' on the other end.
- b. Authentication of the test-taker by matching the photo ID with the one provided to PAA earlier.
- c. Verifying payment for the online proctoring (usually done online (credit card) as part of setup).
- d. Once the test is begun, it is monitored by the proctoring system, using the webcam and other system features. Possibly also with your mobile phone camera.

Circumstances that could disqualify the exam

1. Entering the exam without online proctor supervision.
2. Disconnection due to depleted phone or computer batteries.

Hardware Requirement - Must have

Laptop (or desktop) with a webcam and a microphone.

(Make sure both are in working condition before you start)

(Most, or all services, work with both Mac & PC)

Mobile phone with camera (some systems require it for additional environment monitoring)

In all cases – mobile phone (and all other electronic devices) is placed out of reach, and if not needed for monitoring, it is locked away

If mobile phone is used for the monitoring – it must be fully charged,

and connected to its charger throughout the process, and not disabled.

NOTE: If your phone dies before you have completed your exam, your exam will be disqualified.

Software

The proctoring system uses and controls the computer browser.

For that purpose, it requires installing an extension, which is done as part of the initial setup.

** Be advised that it may require a specific browser, like Chrome

Internet

Verify that you have a **reliable uninterrupted broadband internet service** at your test location.

Physical Environment

Whether you are taking the test at home, or anywhere else, make sure you have an uncluttered free space, and sufficient table space to work/write on.

You must be alone in the room.

You must be able to close the door and keep it closed.

Do not use a headset.

Do not disable the webcam nor the speaker/microphone during the test.

Prevent all outside interferences and do not admit other people in before the test is entirely completed.

**Be advised that the initial proctoring setup, with the help of the mobile phone, surveys (360) your test environment.

Sample Video Demo

MonitoEdu: <https://monitoredu.com/> ...HOW IT WORKS
<https://monitoredu.com/faq>

Questions?

Contact Cathy Coleman, PAA Director of Testing and Certification

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