

# PAA

## 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](mailto:ccoleman829@gmail.com)) and Bruce Scofield ([bcscofield1@gmail.com](mailto: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

[ccoleman829@gmail.com](mailto:ccoleman829@gmail.com)

707-334-3284