

Professional Astrologers Alliance (PAA)

Online Testing

Procedures & Technical Information

Please read **ALL** the following information to familiarize yourself with the process, make sure you have all the material you need, and take the steps as described below.

A. APPLICATION & REGISTRATION

NOTE: Follow the instructions step by step.

Steps 2,3,4,5 must be completed **no later than 10 business days before your chosen exam date.**

1- **Decide on the date and the time** you want to take the exam. It is up to you, so plan wisely.

2- **Submit the [Online Application Form](#)**

This must be done **no later than 10 business days before your chosen exam date.**

3- **Pay the PAA Exam fee: [Here](#)**

NOTE: NCGR Members Discount is applied at the time of payment. To get the discount you will need to provide proof of membership, which you find in your NCGR profile when you sign as a member into <http://geocosmic.org>. Take a screenshot of the Membership Card and upload it when you make the PAA exam payment.

4- **Pay for the proctoring service on <https://MonitorEDU.com>**

Click on 'Take My Test'

Click on 'Pay For My Test'

Select 'US Other Organizations'

Select *Professional Astrologers' Alliance*

Select the amount of exam time that you will need

Make the payment.

NOTE: If you are taking a Full Exam pick a payment for 6 hours. If you are taking exam in parts (Part-A or Part-B) pick the payment for 3 hours.

Most students complete the exam in less time that is specified, but "better safe than sorry..."

5- **Send an email** to Bruce Scofield at: bcscofield1@gmail.com,
and copy Cathy Coleman at ccoleman829@gmail.com with the following:

- The name (level) of the exam you want to take
- Name, email address
- Phone number
- Confirmation that *MonitorEDU* proctoring is paid for
- Date and exact time, **in Eastern Time**, that you want to take the exam.

6- **The online exam will be set up with MonitorEDU** for your chosen date & time.

And you will be notified with confirmation that the exam has been set up.

B. TAKING THE EXAM

You can take the online exam from any location – home or any other place, provided that you have a private space, close the door, and have no one else in the room.

Material you need to have with you: Blank scratch paper, writing tools, Calculator, Ephemeris (20th and 21st century) and Table of Houses. It is recommended that you use the same material which you used in your studies and practice.

What not to have: Any printed instructions or other printed tables.

Note per the Online Exam

Be mindful of the time.

Most of the questions are 'multiple choice'

The system allows you to go back to a previous question

At the set-up appointed date & time you will sign-in with Monitoredu.com, and select 'TAKE MY TEST' Follow the instructions, and proceed to take the exam. **See more below...**

C. NECESSARY TECHNICAL INFORMATION

How It Works & What You Need to Know

General: MonitorEDU is a monitoring-supervising service, which manages the online exam for you, with live supervision of you and your environment while you are taking the exam.

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**, which you must have with you.
- c. Verifying payment for the online proctoring (code received after payment).
- d. Once the test is begun, it is monitored by the proctoring system, using the webcam and other system features, as well as your mobile phone camera.

Circumstances that could disqualify the exam:

Disconnection due to depleted phone or computer batteries.

Hardware Requirement

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 (required for additional environment monitoring)

All other electronic devices are placed out of reach, and if not needed for monitoring, 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.

Please Note: MonitoEDU Updates (Jan. 2025)

Room Requirements

- Testing must take place in a private room with no one else present.
- No cameras are allowed in the room other than those used for proctoring.
- The room should be clutter-free, well-lit (without glare), and quiet (no ambient noise like music or TVs).

Desk/Test Area

- Testing should occur on a hard, flat surface (e.g., desk, table, or counter).
- The student/candidate should sit on a chair, bench, or hard, flat surface.
- Beds, sofas, recliners, or areas where items can be easily hidden are not allowed.
- The test area should be free from clutter, with only authorized aids or materials visible at all times.
- Any food must be unwrapped or in a clear wrapper, and beverages should be in a clear or plain container.

Candidate/Student Requirements

- Hats and hoodies are not allowed unless for religious purposes.
- Smart glasses, sunglasses, jewelry (except relationship rings), watches, and wristbands are prohibited.
- Headphones or listening aids are not allowed in the ears.

Candidate/Student Behavior During Assessment

- Talking or reading questions out loud is prohibited.
- Must focus on the exam at all times.
- Smoking, vaping, or using tobacco products during the exam is not allowed.
- May not leave the testing area until the exam is submitted. (Unless approved by the organization/Institution that restroom breaks are allowed)

Other Rules

- Must follow the proctor's instructions at all times and exhibit professional conduct.
- Unless approved, dual monitors are not allowed.

Sample Video Demo

MonitoEdu: <https://monitoredu.com/> <https://monitoredu.com/faq>

For issues not covered in this document - contact Cathy Coleman, PAA Director of Testing and Certification, ccoleman829@gmail.com 707-334-3284, or Bruce Scofield (bcscotland1@gmail.com), PAA's President.