Remotely Proctored Knowledge Exam Instructions

You are not allowed to leave the remotely proctored knowledge test event until you have finished your exam. Please remember to use the restroom before signing in to your remotely proctored knowledge exam.

With the exception of the cell phone and tablet/laptop/desktop you are using for your remotely proctored knowledge exam, all other electronic and Blue-tooth connected devices (cell phones, smart watches, fitness monitors, tablets/laptops/desktops, etc.) usage is not allowed and these items are not allowed in the testing area or allowed to be near or on your person (in pocket, on wrist, etc.) during testing. Anyone using any other electronic or Blue-tooth connected device of any kind during testing (texting, Google searching, email, etc.) or navigating away from the remotely proctored knowledge exam during testing will have their exam stopped, will have their exam scored as a failed attempt, will forfeit all testing fees and will be reported to their training program, D&SDT-Headmaster and the Arizona NCIA Board of Examiners.

All Testing Policies and Security measures are adhered to during the remotely proctored knowledge exam. Please refer to those sections in the Candidate Handbook for information.

- The 'video conferencing app' (for example, Zoom, etc.) link must be maintained during the entire knowledge exam.
  - If the 'video conferencing app' (for example, Zoom, etc.) connection is lost, you must immediately reconnect or be subject to being exited from the test event by the remote Proctor, and your exam will be scored as a failed attempt.
- Your device **must not be muted** during testing so that the remote Proctor can hear if there are any distractions or other interruptions during your exam. **REMEMBER:** *You need to test in a distraction and interruption-free area just like you would if you were sitting in the knowledge test room at a test site.*
- If the remote Proctor has any inclination that you are cheating or not following instructions, you will be disconnected from the test, your exam will be scored as a failed attempt, and you will forfeit any testing fees paid.

The questions will be presented to you, one at a time, on the computer screen. You will have **60 minutes** to select answers A, B, C, or D for each question. You can navigate through the exam questions using the previous and next buttons.

Please refer to the time at the top of the screen for the remaining time. The remote Proctor will announce when 15 minutes are remaining.

- Scratch paper or calculators ***are not allowed***.

- Foreign language translation dictionaries, translators, or language translators (example: Google translate) ***are not allowed***.

If you have any issues with the computer, please let the remote Proctor know.

When you believe you are finished with your exam, double-check all your answers. Then, quietly alert the remote Proctor that you are finished.

You will click the **End Exam** button when directed by the remote Proctor to do so. If you have any remaining questions, you will be notified via a pop-up and can go back to answer any remaining questions, provided time remains.

Do you have any questions?