This *Guide to On-line Exams* will assist individuals through the process of taking an online IFBA professional certification examination using Software Secure's Remote Proctor and FastTest software. This system allows candidates to take the exam at a convenient time of their choosing and from their own office or home using a laptop or desktop computer (mobile devices and tablets are currently not supported). The process identifies a candidate and records video, audio and computer screen capture which is simultaneously communicated to a restricted-access secure server and reviewed for examination integrity.

1. Register for the On-Line Examination

- Open your internet browser and log onto Certifior at https://ifba.certifior.com
- Follow the instructions in the Guide to Using Certifior to create your account and register for the on-line examination "Test from Home – Software Secure"
- You will need to pay the certification fee in order to complete your registration process and complete the Code of Conduct and Confidentiality Statement
- Once these steps have been verified, you will receive an email confirming that your on-line exam has been scheduled; the email will also include your unique Exam Code to access the online exam through Remote Proctor

2. Setup the Online Examination Environment

The exam room environment must be set up properly in order for your online examination to be scored; any violations will result in the exam results not being released:
- Only laptop or desktop computers with a webcam and microphone are supported; mobile devices and tablets with rear facing cameras are not suitable
- Using your computer's camera, you will be required to show a 360 degree view of your exam environment which must include the area behind the computer, on the desk in front of the computer screen, above the desk, and on the floor in front of you
- Your exam environment (i.e. room, desk/table) must be cleared of all materials (e.g. books, papers, notebooks, cell-phones, i-pads) other than the testing computer
- All other applications and programs on your testing computer must be closed prior to accessing the online examination in Remote Proctor
- Ensure there is no visible writing on the desk, walls, floors and ceiling
- Turn off any distractions such as the television or any music playing in the background
- No-one other than yourself is permitted to be in the room while you are taking the exam
- There must be no communication with others by any means during the examination
- You are not permitted to leave the room at any time during the examination and you must not take the computer into another room to complete the exam
- Wearing headsets, earphones (or a similar audio device) is not permitted
- A phone may not be used for any reason other than to contact Software Secure support in the event of technical issue
- You will also be prompted to provide a clear image of your photo ID to verify your identity; **failure to provide an image of photo ID will result in the exam results not being released**
- Suspicious activity which may compromise the examination integrity (i.e. cheating) will be reviewed by the IFBA's Certification Body

3. Conducting Systems Check of Your Computer

- You may watch this PC Video or MAC Video to familiarize yourself with the use of the system
- You will need a computer with a microphone, camera and internet access; for system requirements, click here
- To conduct a systems check of your computer before starting your online examination log onto http://syscheck.remoteproctor.com/; click on the button to conduct a systems check and follow the on-screen prompts to confirm that your computer meets the requirements to use the system; we suggest that you test the functionality of your computer well in advance so that any trouble-shooting that is required can be accomplished

5. Download the Remote Proctor Software

- No other applications can be running and only 1 monitor is allowed while using the Remote Proctor software; please disconnect and unplug any additional monitors
- Close all other applications on your computer, open your internet browser and log onto Remote Proctor at 4roi.remoteproctor.com; supported browsers include Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge (Internet Explorer is not compatible)
- Click on "Download the Software" button; select "Run" and wait for the application to finish downloading

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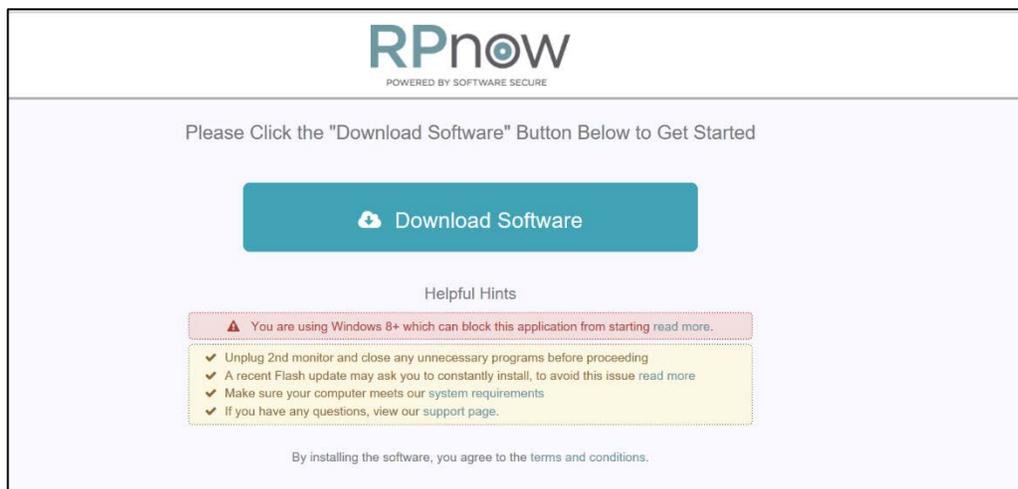
- Remote Proctor will launch automatically and you will prompted to enter the Exam Code that was sent to you by email with your online exam registration confirmation); enter your code and click "validate" to access your exam


7. Scan your Exam Environment & Confirm your Identity

- Follow the instructions to scan a 360 degree view of your exam environment which must include the area behind the computer, on the desk in front of the computer screen, above the desk, and on the floor in front of you (see further details in Section 2 above)
- Follow the instructions to take and confirm a photograph of yourself
- You will also be prompted to provide a clear image of your photo ID to verify your identity; **failure to provide an image of photo ID will result in the exam results not being released**
- Once you have completed these steps you will be taken directly to your examination

8. Completing the Examination in Fast Test

- Carefully read all instructional notes before beginning the examination
- The time left for the exam appears in the upper right hand corner of your screen
- Click on the exam questions button (i.e. 1-100) at the top your screen to begin the exam
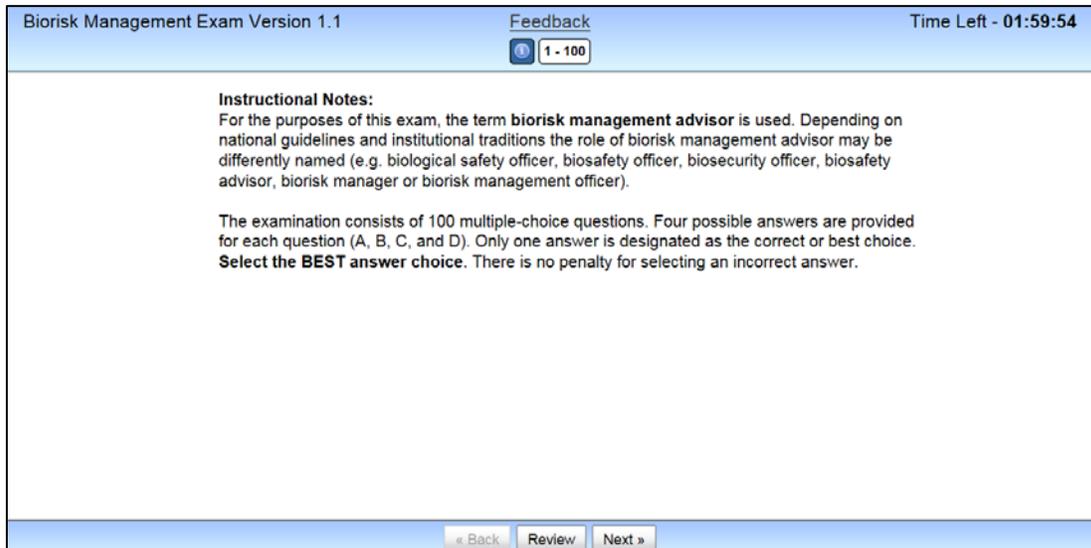
- The exam questions will appear with four possible answers (A, B, C, and D); click only one answer; once the question has been answered, it will appear at the top of your screen with a "strikethrough"
- To move to the next question, click on the "Next" button at the bottom of your screen
- Each question can also be accessed individually by clicking on the question button at the top of your screen
- You may go back and edit your answer for each question at any time during the examination
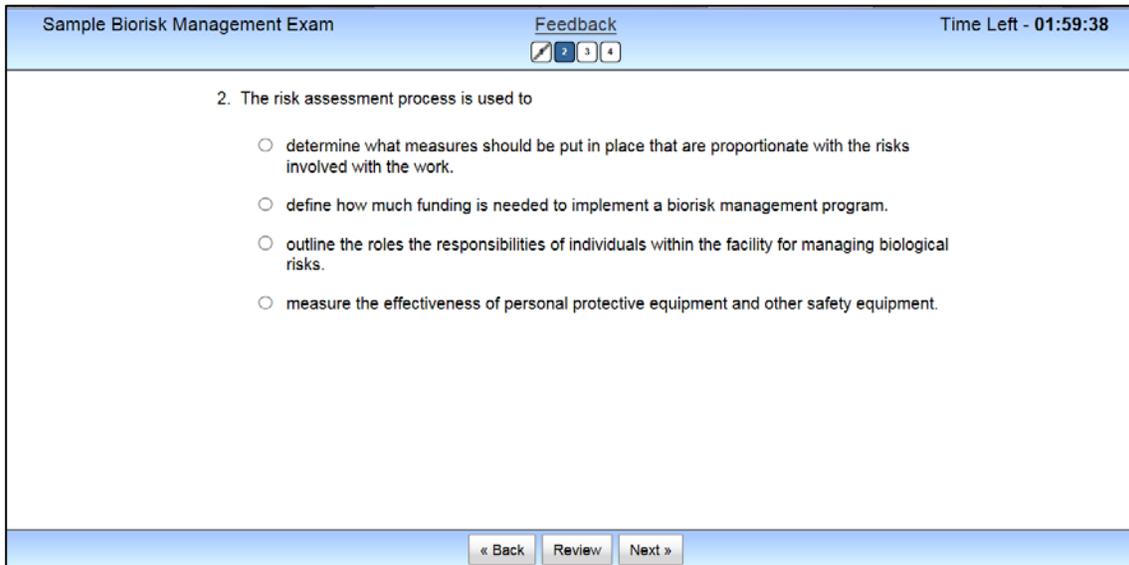
- To keep track of questions that you wish to review before finishing the examination, click on the "Review" button at the bottom of your screen and the question will appear highlighted in yellow; both answered and unanswered questions can be highlighted in yellow
- You may also leave comments for the IFBA Certification Body on any question by clicking on the "Feedback" button at the top of your screen
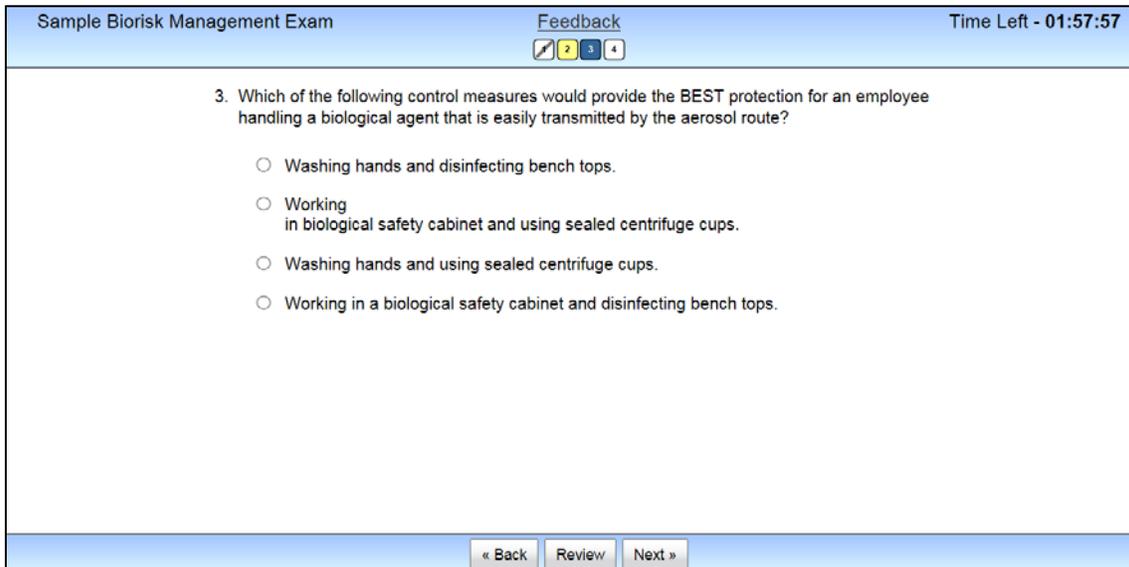
-Use the following illustration to help you navigate and track your progress through the examination questions
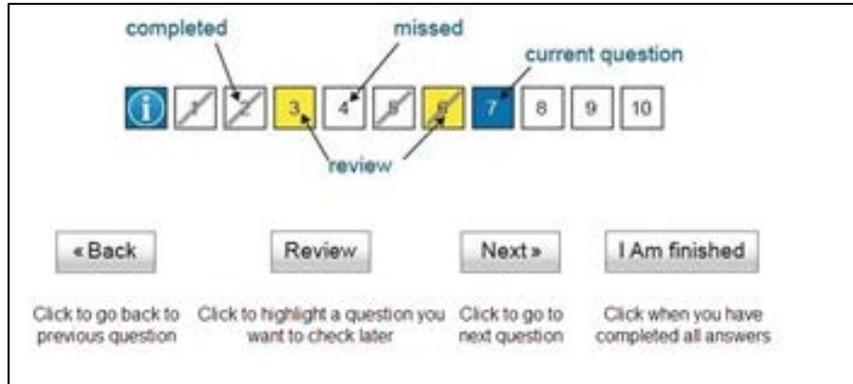
- When you have reached the end of examination (i.e. completed answering all 100 questions) click on the "I Am Finished" button at the bottom right corner of your screen
- Your examination results will be sent to you by email once your remote proctoring video has been reviewed and all requirements have been verified

9. Technical Support
- If you encounter any difficulties or require technical support, contact the HelpDesk at support@assess.com