



Remote Proctoring Fact Sheet

1. What is remote proctoring?

Remote proctoring is an exam delivery method administered by Prometric, CIDQ's test delivery vendor, which provides candidates with the option of taking the IDFX or IDPX exams in a convenient location (i.e. at home) versus at a Prometric test center. Participating in a remotely proctored exam can only occur if your testing environment and computer systems meet Prometric requirements.

2. What are the system requirements to test remotely?

- PC or Mac laptop or desktop computer
- Computer must be undocked
- Dual-monitor configurations are prohibited
- Internal or external webcam (if external, it must be connected to the computer) resolution: 640 x 480p
- Microphone enabled at all times
- Laptop or desktop power source
- Minimum screen resolution of 1024 x 768
- Windows 8.1 or higher or MacOS 10.13 or higher operating system
- Current version of Google Chrome web browser
- Reliable and stable internet connectivity with a speed of 0.5 Mbps or greater

3. Can I use a tablet or smartphone to take my remotely proctored exam?

No, the ProProctor exam app is not compatible with a tablet or smartphone.

4. How does the area in which I am going to take my remotely proctored exam need to be set up?

To comply with security procedures, there are various requirements for your testing environment:

- Your testing location must be indoors in a walled environment, well-lit, with a closed door. If your testing room does not have a door, the entrance can be blocked with a bed sheet.
- Your means of access to the room in which you are testing must be within full view of the camera.
- Do not test in a room with see-through/glass walls.

- Your room must be free of background noise.
- No people or animals may be present in the room or enter the room while you are testing.
- Your workspace and surrounding area must be uncluttered and free of:
 - Electronic devices
 - Calculators
 - Paper or notepads
 - Books or study resources
 - Purses
 - Food or drinks

5. Can I take my remotely proctored exam at my office?

CIDQ **does not** recommend this. Many organizations have firewalls in place that could prevent successful test delivery. If you choose to test from your office, it is strongly recommended that you involve your IT team to resolve any issues, such as firewalls, long before test day. You can find the instructions on Prometric's [ehelp website](#): Steps for [PC computer](#) | Steps for [Mac computer](#).

6. Can I use a Mac to take the IDFX or IDPX exams remotely?

Yes, you can. You may need to take additional steps to successfully download and run the ProProctor application. You can find the instructions on Prometric's [ehelp website](#): Steps for [Mac computer](#).

7. If using my personal computer and it has anti-virus software installed, can I still take the IDFX or IDPX exams remotely?

Yes, you can. You may need to take additional steps to successfully download and run the ProProctor application. You can find the instructions on Prometric's [ehelp website](#): Steps for [PC computer](#) | Steps for [Mac computer](#).

8. Can I use my work computer to take the IDFX or IDPX exams remotely?

It is recommended you use your own personal laptop to take your exam to avoid any firewall (VPN) issues.

If you do not have a personal computer and must use a computer issued by your workplace, you may need to take additional steps to successfully download and run the ProProctor application. **Keep in mind, you may require assistance from your company's IT tech and/or system administrators to complete this process.** You can find the instructions on Prometric's [ehelp website](#): Steps for [PC computer](#) | Steps for [Mac computer](#).

9. How do I make sure my internet connection doesn't get disrupted during the exam?

To help ensure you have a stable internet connection for a remotely proctored exam consider the following:

- Testing platform **works best when used on a wired** versus a wireless network. (If possible, connect directly to your router.)
- Identify the place in your house where wifi is strongest and test there.
- If testing from home, ask others within the household to avoid internet use during your exam.

10. Do I need to turn off pop-up blockers before testing?

Yes, prior to launching the exam, you must turn off web browser pop-up blockers to ensure a successful launch and smooth administration of your exam.

11. How do I know if my computer system meets Prometric’s remote proctoring requirements?

You can confirm your system’s compatibility by completing the [system readiness check](#).

12. Can I take a break during the exam?

Yes, you are allowed **one 10-minute optional break** during the exam. The exam will be broken up into 2 sections as noted below:

IDFX exam

Section 1	65 questions	180 minutes
Break	Optional	
Section 2	60 questions	

IDPX exam

Section 1	90 questions	240 minutes
Break	Optional	
Section 2	85 questions	

While you are allowed an optional 10-minute break after you have answered the questions in Section 1 of the exam, the **exam clock will continue to run** during the break time. Make sure you have answered and reviewed all the questions in Section 1 prior to taking your break or moving on to Section 2, as you **will not** be able to go back and access the questions in Section 1 once you have moved on. If you wish to take a break, you must notify the proctor before leaving the view of the camera. **Failure to inform the proctor prior to taking a break, or failure to return on time from the break, will result in the termination of your exam.** Upon your return from break, a full security scan will be conducted before the exam can be resumed.

13. Am I required to take a break?

No, taking a break is optional. If you do not wish to take a break, you should just continue testing.

14. Is there a time window in which I must test?

Remote proctored exams can be taken around the clock. PLEASE confirm your test date/time (A.M. vs P.M.) to ensure you have scheduled your exam appropriately.

15. Can I download the Prometric ProProctor application ahead of time?

Yes, the ProProctor app may be downloaded at any time to your computer. If using a laptop, make sure it is not connected to a docking station.

16. Can I have access to water when taking the exam remotely?

Yes. Effective May 1, 2023 Prometric will allow candidates to have water in the room with them during the exam. Water must be in a clear or transparent container with a lid or cap. All labels must be removed, and the container will be inspected for notes or other test aids. The candidate will need to remove the lid/cap for visual inspection by the Readiness Agent.

17. Can I use scratch paper when taking a remotely proctored exam?

No. ProProctor, the exam app, utilizes an online Scratchpad utility. Candidates can open the Scratchpad the same way they use a chat feature. The application opens as a floating window for you to capture digital notes during your exam. You have the ability to resize the window, and open and close it as often as needed throughout the exam.

18. I am having trouble logging into ProProctor to launch my exam. What should I do?

If nothing happens after clicking “launch,” the application may not have been installed or not installed properly. Try uninstalling the application and reinstalling. If you log in to the system and then become immediately disconnected or are disconnected unexpectedly in the middle of your check-in, it can be a result of an internet interruption, a firewall or a security setting on your computer. To troubleshoot this, see the [ehelp page](#).

19. What do I do if there is an unexpected power or internet disruption while taking my remotely proctored exam?

If you experience a power or internet disruption during your remotely proctored exam session, the exam will pause after the connection is lost. You should try to reconnect to the exam by exiting out of the window; a blank screen with an “X” will appear. Close the window and reopen the browser and reconnect to the test driver. If successful, for exam security purposes, you will need to go through a room scan again, prior to continuing; however, your exam will re-start from the point where it was disconnected.

20. What happens if I experience power or internet disruption and I am unable to reconnect?

You should contact Prometric’s Help Support via chat once your internet is back up or use your smartphone and go to <https://rpcandidate.prometric.com> and click on “Contact Support”. You have up to 30 minutes before Prometric’s exam-disruption time allowance runs out. In the event you are unable to reconnect in time, your exam will be terminated and you will need to contact CIDQ for next steps.

Important: Repeat disconnections are an indication of an unstable internet. If this occurs, CIDQ will allow candidates up to three relaunches of the exam with up to 30 minutes of overall interruption time. Incidents that extend beyond either of these circumstances will result in your exam being terminated. Please contact Prometric via chat or Help Support, as well as CIDQ for next step instructions.

21. What is the best way to resolve technical issues if they arise?

For self-guided troubleshooting, consider using the ehelppage (<https://ehelp.prometric.com/proproctor>) to search for common technical issues. If issues persist, use the “Contact Support” link at the top of the webpage <https://rpcandidate.prometric.com>.

22. After checking in with the readiness agent, how long does it take for a proctor to launch my exam?

A proctor should launch your exam within a few minutes. There are rare occasions when that does not occur. If a candidate experiences a wait time of 15 minutes or longer, they should click the exit button, wait 90 seconds, then try launching again. If the wait time persists, contact Prometric Help Support using the “Contact Support” link at the top of the [webpage](#).

ADDITIONAL RESOURCES

Prometric ProProctor User Guide

https://www.prometric.com/sites/default/files/2020-04/PrometricProUserGuide_3.1_1.pdf

NCIDQ Candidate Handbook

All candidates should carefully review the [Candidate Handbook](#) as they begin their certification journey.

Confirm that your computer and network will allow testing through ProProctor

<https://rpcandidate.prometric.com/Home/SystemCheck>

“What to Expect” ProProctor Candidate Infographic Video

<https://youtu.be/9Kn9TVEcUdY>