NBCRNA Checklist for the Online Proctored CPCA

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Preparing Your Testing Environment.

You will need a private space, preferably a room with a door which can be closed. You must stay in this space for the entire test administration, except for one allowed break.

If your webcam is built into your computer, you will have to lift your computer and rotate it 360 degrees to do the room scan. Make sure any corded connections will allow for this.

Your desk must be cleared, with only the computer equipment needed to test. There should be only one active screen/monitor; any other monitors must be removed.

The room should be well lit, and free from any distracting background noise.

The testing area is subject to the same level of security as you would encounter at a test center. No scratch papers, books, food or drink on the desk. ID only may be on the desk.

No books or potential reference materials may be within an arm's reach.

No handheld calculators or any other electronic devices are allowed; there is an electronic calculator embedded in the testing software.

Please remember, you are being recorded by your webcam from authentication through exam submission.

Verify your computer equipment and internet connection

In advance, check your equipment and internet connectivity to assure it meets requirements; take the PSI online proctoring compatibility check at https://syscheck.bridge.psiexams.com/ using the equipment on which you will test. Try to use this check at the same time of day you plan to test as internet speeds can vary.

Specific system requirements can be found here. https://helpdesk.psionline.com/hc/en-gb/articles/360054325252-PSI-Bridge-Platform-System-Requirements

A wired connection is preferred over wireless (WIFI)

Your browser should be the current version of Google Chrome, Safari or Firefox;
- ***Edge and Internet Explorer are NOT supported***.

Many offices and hospitals have firewalls that will block the download of the secure testing software.

Preparing yourself and your household for testing

You may not wear any jewelry (necklaces, watches, pins etc.). All headwear is prohibited. Contact NBCRNA in advance of your testing date if you have any questions about this requirement.

If you need medical equipment on your person or at your desk (such as insulin pumps or oxygen), you must contact NBCRNA to arrange for approval in advance of your testing date.

Make sure all household members know you are testing and that you should not be disturbed. Pets are not allowed in the room.

Ask all household members to refrain from using the internet during your testing session, to assure maximum connectivity for your test.

No scratch papers, books, food, or drink may on the desk. Only the computer equipment you need for testing may be on your desk.

Log into the system, using the link provided in your confirmation and reminder emails, at least 15 minutes in advance of your scheduled testing time. You can start your check-in up to 30 minutes in advance.

Have your ID ready to present and to be photographed, using your webcam, during check-in.

Your behavior during the test

You may not converse or communicate with anyone other than the proctor during the test. Reading questions aloud is strictly prohibited. There is a text chat function in the testing software that you can use to communicate with the online proctor during the test. You should not expect voice communication unless the proctor has a concern about a testing rule violation.

Use of a phone for any reason is strictly prohibited. You can keep a phone in the room – out of arms reach - in the unlikely event you need to talk to PSI Technical Support at some point.

Keep your gaze directed at the computer screen at all times.

There is an option to take one break during the exam, by clicking on the break button. The screen will clear. When you return, click on the end break button. Your break should not exceed 10 minutes. Testing time will continue to run through your break.

Communicate with the online proctor or any customer service staff courteously and professionally.

Violations of testing rules, or suspicious behavior, will result in a warning from the proctor. If the behavior persists the test administration will end, and all fees will be forfeited. NBCRNA will be able to review any incidents via webcam and computer screen recordings, chat logs and audio from time of authentication through submission of the examination.

You are prohibited from reproducing, communicating or transmitting any test content in any form for any purpose. Doing so will result in the disqualification of results and may lead to legal action.