



Online Proctored Testing

What to expect on testing day

Testing Day

- Confirmation or reminder email
- Contains link needed to access CPCA
- Enter your NBCRNA ID or email and password.
- Agree to *Exam Policy and Rules* to proceed.

Review the Exam Policy and Rules

Exam Policy & Rules

Welcome to the exam. Please read the rules and notices below regarding your remote online proctored exam.

- You may not speak with anyone during the exam.
- You may not have any paper or study materials in the testing area.
- You may not discuss, reproduce or attempt to reproduce exam questions or items after the exam with other candidates or on social media.
- You may not use a cell phone during the exam.
- You may not take photos during the exam.
- You may not wear headphones, earbuds or smart enabled devices.
- You are not allowed to have food or drink at any time during your exam.

Violation of any of the rules may result in termination of your exam. Your fees will not be refunded if your exam is terminated.

Disconnection from Secure Browser – if you are disconnected from the secure browser, you should relaunch secure browser from the desktop icon or the executable file in your download folder. You will be asked to re-identify yourself.

Once you have read and agree to these terms, to continue please click "agree".

Decline

Agree

Proctor will join after your self check-in

3-Step Check-In Process

1. Photographing your ID
2. Taking a photo of yourself (headshot)
3. Doing a 360° room scan.



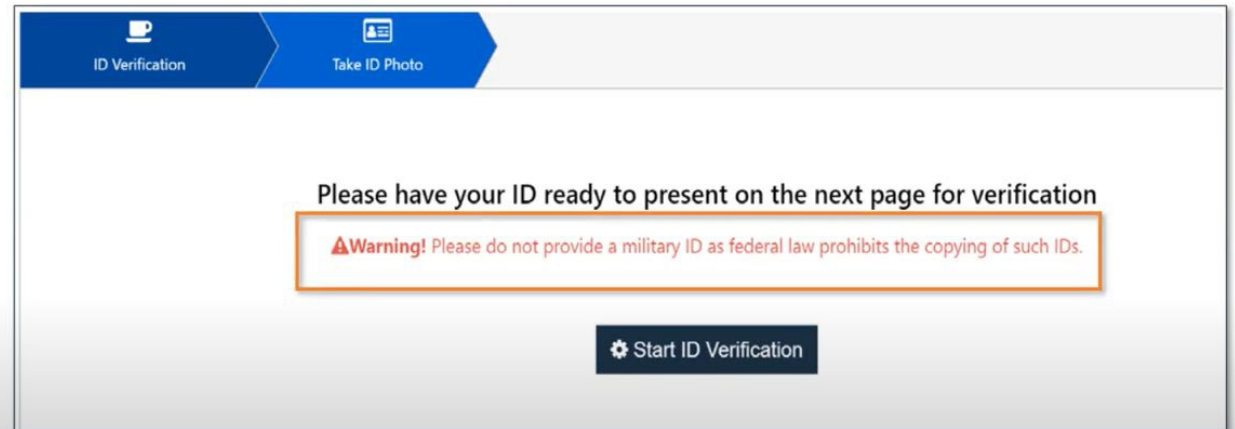
ID Capture

Get ready to present your ID.

The following IDs are allowed.

- International Travel Passport
- Driver's License
- U.S. Visa (with photo)
- State/Province ID card (with photo)

Tester Identity Verification



The screenshot shows a web interface for ID verification. At the top, there are two blue navigation arrows: the first is labeled 'ID Verification' and the second is labeled 'Take ID Photo'. The main content area has a light gray background. In the center, there is a text prompt: 'Please have your ID ready to present on the next page for verification'. Below this prompt is a warning box with a red triangle icon and the text: 'Warning! Please do not provide a military ID as federal law prohibits the copying of such IDs.' At the bottom center of the interface is a dark blue button with a white gear icon and the text 'Start ID Verification'.

Your Photo

- Take your photo to confirm your identity.
- Clear and centered
- Photo retakes allowed

Take a Selfie

Please center your face in the frame of the window below and click the blue camera button.

 Photo Tips

1. Make sure that your whole face is clearly visible and that the light is bright enough to see it
2. Position yourself in the center and in front of a plain background
3. Do NOT tilt the camera
4. When you are ready, press the camera button



Room Scan

- Webcam
- 360° scan of your testing room
- Take your time: 120 seconds to complete this
- Include top of and under desk scan

Consideration:

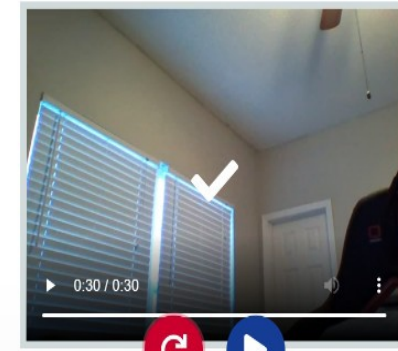
- If built-in webcam, rotate entire computer
- Consider this in managing your cable setup.

Scan Your Room and Workspace

Click the blue camera button and take a video of all four walls around your desk and your immediate workspace showing that you have no prohibited items within your reach. Click the red STOP button when you are done. Then, click CONTINUE.

💡 Scanning Requirements

1. Room Scan should be slow and thorough. **(Approximately 30-60 seconds)**
2. **Conduct a 360-degree scan all the way around the room.**
3. Slowly scan from the ceiling to the floor.
4. **Scan the entire desk/work-space area.**
5. Scan the area directly underneath where you will be placing laptop and/or keyboard.
6. After your laptop or keyboard is in place, show your cell phone to the camera and place it directly behind your seat and out of reach.
7. Roll up any sleeves and show both sides of arms up to the camera.
8. Show your ears to ensure there are no earbuds in use.
9. If wearing glasses, hold them up to the camera for visual inspection.



RETAKE the video, or press CONTINUE

[CONTINUE >](#)

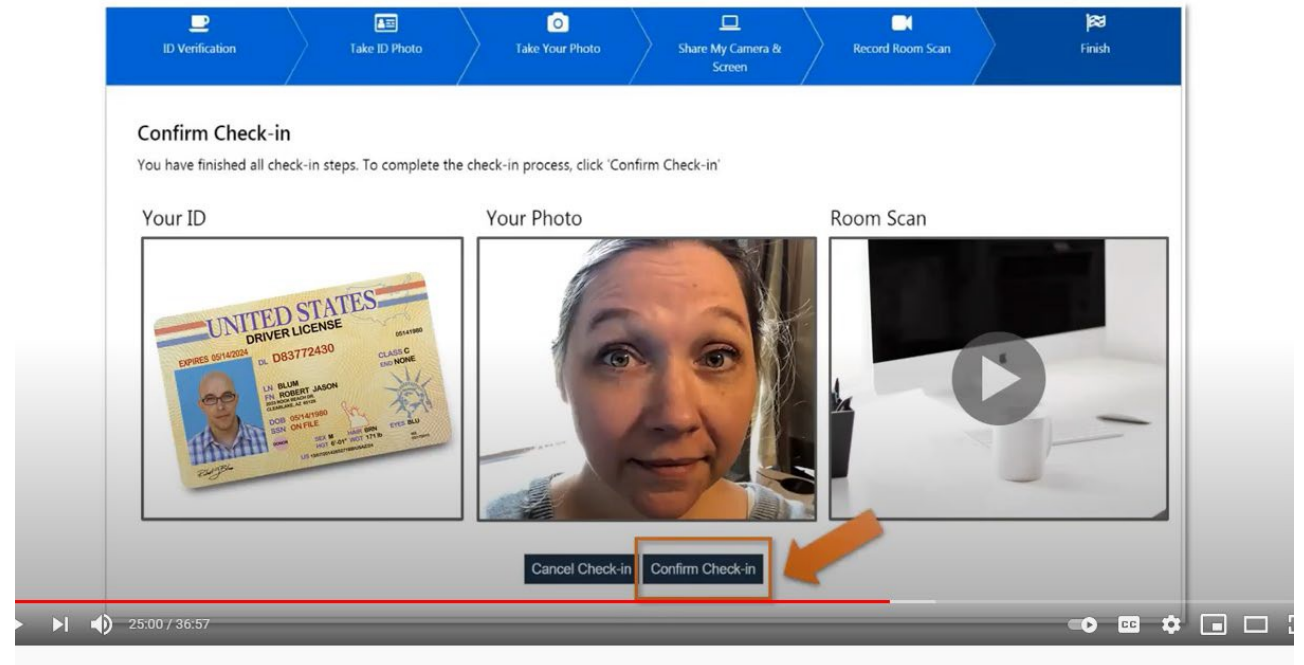
Check-In Complete

Confirm completion of all three check-in elements

Once confirmed this, wait for the PSI proctor to communicate with you.

- Communication via text chat feature
- Up to 15 minutes for proctor to respond.
- Proctor will have reviewed your check-in elements;

Confirming Check In



- Summary page with “Start Exam” button
- Confidentiality and nondisclosure agreement
- Brief tutorial with the exam functionality
- Another "Start Exam" button to initiate the CPCA
 - Test timing will not start until you click on this button

Key CPCA Features

- 150-item test of multiple choice and multiple select questions
- Like a self-assessment--provide feedback where additional learning may be required
- It is not pass-fail!
- 180 minutes—3 hours
- Online proctor communication via chat feature; no voice communication
- One optional 10-minute break; clock continues
- Cannot go back and review or change answers
- Comment option on individual questions
- Embedded calculator
- Post-assessment survey
- No immediate scores; August 2021 CPCA results in October 2021

Remember Online Proctored Testing Rules!

- No conversing with others; reading questions aloud is prohibited
- No use of a phone or other electronic equipment for any reason
- No materials on your desk except the computer equipment
- Your gaze must be directed to the computer screen at all times
- You may not leave the view of the webcam except for the one optional break
- No one else can be in the room with you



- Violations will result in a warning from the proctor.
- If behavior persists, test administration will end and all fees forfeited.
- NBCRNA can review 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.



Good luck with your CPCA!

Questions? Email CPC@nbcrna.com or call 855-285-4658
www.nbcrna.com/CPCA

