

## **Candidate Rules**

1. You must be testing in a private area.
2. Your desk must be clear of notes.
3. You are not permitted to have any recording devices on the desk or within reach.
4. You are not permitted to have any examination related materials posted in the room.
5. You are not permitted to have any unauthorized programs running on your desktop computer/laptop/tablet during the examination.
6. You are not permitted to be connected to a virtual network.
7. You are not permitted to be connected to an email program or search engine other than what is being used for MonitorEDU.
8. You are not permitted to have any programs that are recording in the background running.
9. You are not permitted to have any open documents available.
10. You are not permitted to use any unauthorized headphones during the examination.
11. You are not permitted to talk during the examination, except to the proctor.
12. You are not permitted to make or receive phone calls or text messages while the examination is in session.
13. Your webcam, speakers and microphone on your cellular smartphone and your computer must remain active throughout the examination.
14. You may only be connected with a single monitor.
15. You must remain in view of the proctor during the entire session.
16. If you need to use the restroom, please do so prior to beginning the examination or notify your proctor.
17. If you get disconnected from the proctor during your session, please stop where you are in your examination and wait for the proctor to call you to provide further instructions. If you are disconnected from the proctor for more than 5 minutes, the proctor is authorized to end your examination session. In the event this takes place, you will not be permitted to complete your examination, your results may be invalid, and you may have to pay additional fees based on the circumstances.
18. You are not permitted to exit the session until the proctor has confirmed the section or examination has been completed or submitted.
19. If you are caught by the proctor violating any of the rules listed above, the proctor is authorized to end your examination session. In the event this takes place, you will not be permitted to complete your examination, your results will be voided, and you will forfeit all fees paid.