

Online Proctoring Guide

for NCARB

PSI Bridge allows you to take your proctored exam anytime, anywhere.

With 24/7 support and a seamless test delivery integration, PSI Bridge was built by a team with decades of proctoring experience to ensure an optimal experience.

Where people meet potential

Before Your Exam

- Schedule your exam using the link inside your NCARB Record
- Have your Photo ID ready (note: Military IDs and Credit Cards are not allowed)
 - o It must be a government issued ID with a photo and signature
 - The first and last name on your ID must match the first and last name in your NCARB Record
- Make sure you comply with the exam rules provided by NCARB
- Review video walk-through of the testing experience
- Online Proctoring Technical Requirements
 - Operating System
 - Windows 8.1, 10 (Not 10s or 10 in s mode)
 - MacOS X10.13.6 or higher (New OS supported within 30 days of release)
 - o Screen Resolution
 - 1368 x 769 or higher (PSI's minimum recommended)
 - 1920 x 1080 (NCARB's recommended)
 - o **Bandwidth**
 - Minimum 300kbps (PSI minimum recommended)
 - Minimum 3mbps (NCARB's requirement)
 - **Camera & Mic -** Must be functional and available for testing. Camera must be external and include auto focus capability.

Make sure your testing space is quiet and free from clutter





Make sure your testing space is private, so no one interrupts you during your test.







You will conduct a room scan during online check-in.

This will consist of a 360° pan around the room. Then you will take a video of the spaceunder your desk or table, and under your laptop or keyboard and mouse.



The online proctoring software will detect your face throughout your exam session.

When the system can successfully detect you, a green circle will appear around your face, onscreen.

Sometimes, the system will not recognize your face even if you are sitting in front of your webcam. Many things can cause this to occur:

- Poor Lighting (*e.g.*, too dark, too bright, angled)
- Angle of Camera (*e.g.*, webcam is not head on)
- Large or Reflective Glasses
- Long Hair (*e.g.*, bangs covering your eyes)

For best results, position your camera and lighting directly in front of you:





Access Your Exam

1. Launch your exam via the link inside your NCARB record

Your launch link will be activated 30 minutes before your assigned appointment time. If you do not have this link, please contact NCARB.

Online Exam AZ-104: Microsoft Azure	e Administrator - Scheduled for Test			
EXAM DATE: Jan 15, 2021	START TIME: 04:00 PM TIME ZONE: Central Time	EXAM DURATION: 180 minutes EXAM LANGUAGE: English	 Before taking your remote online proctored exam, please check system compatibility - click HERE You can only launch the exam within 30 minutes of your appointment time. 	In Launch Exam View Details

2. Confirm Exam Launch



3. Install/Download Secure Browser

First time users will be prompted to Install Secure Browser while returning test-takers will Launch Exam.

PSI Secure Browser is Required to Take	This Exam
The PSI Secure Browser is a web browser created to guar Secure Browser.	antee a securely proctored exam over a virtual connection. This online exam is taken using PSI
Next Steps	
Download the Secure Browser by clicking the button Run the Secure Browser Installer File. Launch your Exam.	below.
Install Secure Browser/Launch Exam	0 0
Troubleshooting	
If the application becomes unresponsive at any point duri	ing the check-in process or during the exam:



4. Save and run your download

From: software.rpexams.com	What do you want to do with PSI-SecureBrowsexe (79.1 MB)? From: software.rpexams.com	Run	Save	^	Cancel	×
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5. You may need to accept the License Agreement, if this is your first download



6. Select the appropriate camera and microphone

This prompt may not appear if you have only one camera and one microphone.

psi) BRIDGE lease Select Camera and Microphone		
Cameras		
Camera Description	Select One	
Integrated Camera (04f2:b581)	۰ 4	
Integrated IR Camera (04f2:b681)		
Microphones		
Microphone Description		Select One
Microphone Array (Realtek(R) Audio)		۲
QUIT CONTINUE		

7. A bandwidth check will run in the background

If you do not have sufficient bandwidth, you will receive the below message. You can try using a different computer, taking the exam in a different location, restarting your router or making sure others are not using excessive bandwidth on your connection.

psi BRidg	£
Network Bandwi	dth Too Low
	Insufficient Bandwidth: You do not have the required bandwidth to continue. We measured 234Kbps, which is under the minimum requirement of 300Kbps. Please find an internet connection with sufficient bandwidth in order to complete your exam and try again.



8. Test your microphone by speaking out loud



9. A security check will prompt you to close any prohibited processes you currently have running according to your exam rules

You can close the programs immediately with the "Terminate this application" or close them manually before rechecking.

psi) BRIDGE		(PSI) BRIDGE		
Security	Check	Security Check		
To take the exam complete the new	i, your system must meet certain security requirements. Please cesary actions below and press NEXT to continue.	To take the exam, your system mus complete the necessary actions be	t meet certain low and press	s security requirements. Please NEXT to continue.
System Requirements		System Requirements		
Requirement	Status Action Required	Requirement	Status	Action Required
Number of allowed monitors during session: 3	Number of Monitors Detected: 1. No action required	Number of allowed monitors during session: 3	pass	Number of Monitors Detected: 1. No action required
No prohibited applications or processes during session	Rese close the following prohibited applications: Notepad TEAMINATE THIS APPLICATION	No prohibited applications or processes during session	Pass	None
QUIT RECHECK		QUIT NEXT		

10. Accept Terms & Conditions

Terms and Conditions 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 phase during the exam.



Authenticate Your Identity

11. Take a picture of your Photo ID

Make sure your picture is visible and the name on the ID is readable. If the picture is unclear, you are able to retake the photo.



12. Scan your room and workspace

Record a video with your webcam to show your desk area, floor, and the walls around you.

Scan Your Room and Wo	rkspace
Click the blue camera button and take a video of all four walls around your desk and your immediate workspa reach. Click the red STOP button when you are done. Then, click CONTINUE.	ce showing that you have no prohibited items within your
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.	A ·
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.	
After your laptop or keyboard is in place, show your cell phone to the camera and place it directly behind your soat 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.	
	C RETAKE the video, or press CONTINUE
	CONTINUE >

13. Take a Selfie





Take Your Exam

14. Wait while you are connected to a proctor



15. Enter your exam within the Secure Browser

	National Council of Architectural Registration Boards Architect Registration Examination
	ARE 5.0 with Online Proctoring Demonstration Exam
Welcome to the ARE 5.0 w	th Online Proctoring Demonstration Exam. This exam includes 75 sample items from across all six divisions of ARE 5.0. The demonstration
provides you with the opp	struinty to familiarze yourself with exam content, item types, and case studies and to practice using test-taking tools and navigating an ARE 5
divisional exam. The demo	instration items are not scored and no history is keyt.
As with all ARE 5.0 exam	livisions, the Demonstration Exam is designed for monitors of 19 inches or larger displaying at a resolution of 1920 x 1080. Yey are taking i
demonstration exam on a	mailer monitor or a la lower resolution, then your user interface experience may differ from those using the settings for which the exam was
designed. Additionally, if y	ou plan to take ARE 5.0 using the online proctoring option, be aware that there are additional requirements. Please review the ARE 5.0 Guideli
for those requirements pri	or to taking your visional exams.
Before the Demonstration	Exam begins, you will find the following ARE Candidate Agreement screen and the Final Testing Reminders screen, both of which will appear h
just as they would before	caking a scored ARE 5.0 exam division. You are advised to read those screens carefully.
NCARB has modified an	d added features in the delivery of the ARE, including break-taking functionality and a whiteboard tool that allows you to take
notes and sketch. Pleas	e familiarize yourself with these new features.
	Click the "Next" button to continue.

16. Complete your exam and submit your answers in the Test Driver





17. End proctoring session by clicking the "End Proctoring Session" button and confirm you want to permanently end your exam.

Click the "End Exam" button inside your test and confirm you want to submit your results for scoring. You will then have the opportunity to review provisional feedback.



Click the "End Proctoring Session" button inside PSI Bridge and confirm you want to permanently end your exam session.



Built for Convenience

