Student Affairs Educator Certification
Exam Preparation - What to Expect

We recognize that for many candidates for Student Affairs Educator Certification, taking an online and remote-proctored exam may be a brand new experience. We also understand that for many, this unfamiliar scenario can bring anxiety and stress. We have developed this document with the desire to alleviate that anxiety and provide a resource to guide you as you prepare to take the certification exams. Please also fully review the Candidate Handbook sections on "Taking the Certification Exams."

Remote Proctoring - What to Expect
There are extensive rules related to remote proctoring. These are necessary to satisfy accreditation standards and to ensure the security and confidentiality of exam content and validity of exam results. Here is what you can expect, and what you can do to help best prepare for the remote proctoring experience. Please note: *we highly recommend that you block an additional 20-30 minutes of time on your calendar* to ensure you have time to conduct the check-in process with your proctor and are able to troubleshoot any potential technical issues that may exist prior to launching the exam content.
- The exam may only be taken in a **secure, private room**. No other individuals may be in the exam space and taking the exam in a mobile area like a vehicle is not permitted. Please plan in advance to secure a room in which you will be comfortable and that will meet all requirements for the exam.
- After verifying your identity for the exam with your approved form of identification, your remote proctor will ask you to provide a visual scan of various aspects of your physical setting to ensure compliance with the exam rules and security requirements. You can do this either by lifting your laptop or using a portable webcam. They will ask to see:
  - A 360-degree scan/view of your exam space.
  - The physical space beneath your table or desk.
  - View of your wrists and arms (to ensure exam takers are not wearing smart watches or devices that can transmit electronic communications)
  - View of your ears (to ensure exam takers are not wearing ear-buds or audio headphones). Please note that hearing aids or assistive listening devices are permitted through the request for accommodations form.
- Your exam time *does not begin* until you have completed the full check-in and security scan process and open the first item on the exam.
- You are permitted one optional 15-minute break. Please note that upon returning from a break, you will not be able to access any exam questions which you previously viewed.

What is Allowed? What Isn't?
- The materials you may have within your reach during the check-in process are:
  - Your identification, a mirror (if needed to assist in the scan of the room), and a cell phone (to show a reflection of your monitor/screen). These items must all be placed out of reach before the exam begins.

- During the exam, you may have a beverage in a clear container. Please ensure you have a clear container for any beverages you may wish to consume during the exam.
- You may not have books, notes, papers (even blank ones), or resources of any kind within your reach or sight while taking the exam.
  - Many of us regularly have notes, cards, whiteboards, books, and notepads in our usual office/working spaces. In advance of the exam, we recommend that you either reserve a separate space without those items, clear your office of all these items and store them away during the exam, and/or cover any notecards or written signs on the walls around your working space. Your proctor will point out any remaining items that may need to be removed or covered before starting the exam.
- You may not wear a watch, or have access to a cell phone, tablet, or other electronic device during the exam session. You may not wear earbuds or headphones during the exam. Please see the above section if you utilize a hearing aid or assistive listening device.
- You will not be permitted to read aloud or talk audibly during the exam.This is required to ensure exam security and confidentiality.
- You must remain in view of your proctor at all times during the exam, except for during your optional break.

Preparing Your Technology

Detailed technical requirements for taking an exam can be found in the [Candidate Handbook](#) and will be shared with you by email prior to scheduling your exam. If you have technical issues or difficulties, your remote proctor and support team will attempt to troubleshoot with you to remedy the issues. It is every candidate's responsibility to ensure they are prepared with the necessary technical requirements prior to the exam. With this in mind, we offer the following suggestions:

- Fully review the technical requirements you received by email and complete the exam pre-check process well in advance of exam day.
- If you are utilizing an employer or college/university-owned computer to take your exam, have a conversation with your IT support person to ensure you'll be able to download the necessary software plug-ins and make necessary settings adjustments to access the exam and remote proctoring service. When possible, ask an IT support person to be available or "on-call" during your exam appointment.
- If you are borrowing a computer from another source, ensure in advance that you have necessary permissions to change computer settings and download the required software and plug-ins to access your exam.
- You will need to disconnect any additional monitors before starting the exam. The proctor will ensure you are only using one monitor. If you are on a laptop, you will need to use the laptop screen and keyboard. If you are using a desktop, please ensure that you are able to disconnect any additional monitors in advance of logging into the exam.

Accommodations

The Consortium seeks to support and advocate for individuals who may need testing accommodations due to a disability or qualifying medical condition. We highly encourage you to [review our website](#) for information on our policies and how you can request accommodations to various aspects of the certification process, including the testing requirements and processes.