

PREPARING FOR ONLINE REMOTE PROCTORED EXAMS WITH PSI

Prepare in advance to launch your exam successfully on exam day.

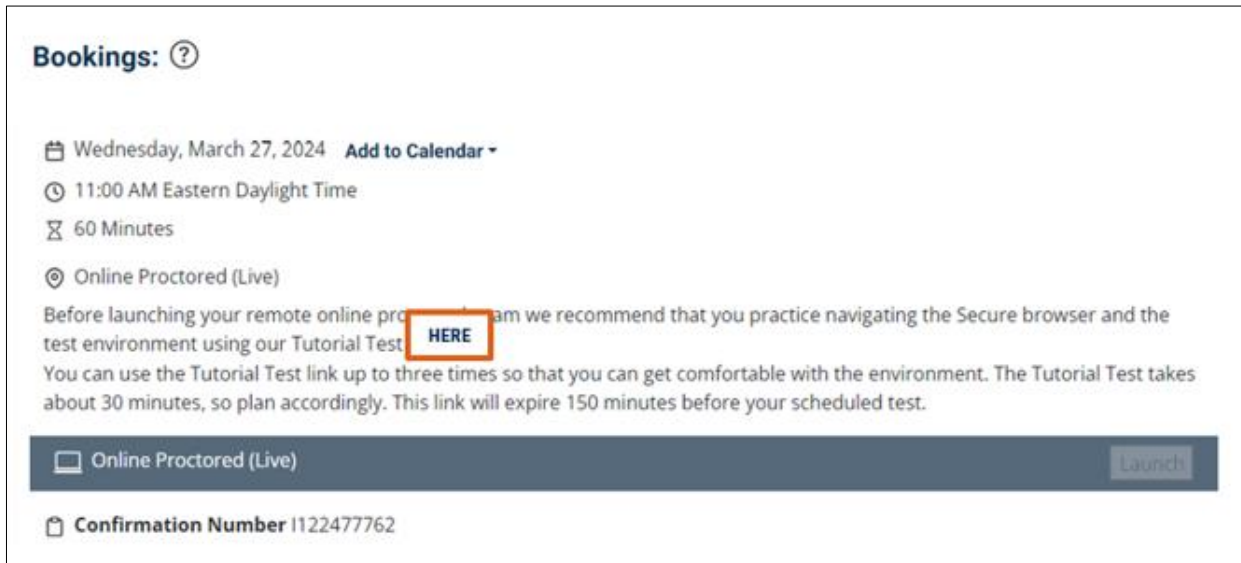
Access both PSI resources to prepare your laptop/computer:

	System Compatibility Check	Tutorial Test
Purpose	Assesses your laptop/computer for minimum requirements to run the exam (internet connection, webcam, system requirements)	Demonstrates what you will experience on exam day; checks your system’s security and provides guidance for exam launch
Where to Access	In the room where you plan to test	In the room where you plan to test
When to Access	Prior to scheduling your exam	After you have scheduled your exam; try to match the clock hour of your exam (for similar conditions)
Duration	A few minutes	30 minutes (15 for check-in practice, 15 for Tutorial Test)
How to Access	Use general link posted by IIBA (in Handbook and on website)	Use individual link provided by PSI in your booking confirmation (a step-by-step guide begins on the next page of this document)
What to Expect	You’ll be asked to allow access to your camera and microphone.	A secure browser will download. You will: <ul style="list-style-type: none"> <input type="checkbox"/> Launch the secure browser <input type="checkbox"/> Select preferred language <input type="checkbox"/> Select camera, microphone <input type="checkbox"/> Receive alerts about required actions (e.g. reducing # of monitors to 1, closing prohibited applications on all user profiles) <input type="checkbox"/> Learn ID requirements <input type="checkbox"/> Practice the room scan <input type="checkbox"/> Experience the exam format
Does the Link Expire?	No, it is always available.	Yes, after you use it 3 times for your scheduled exam. Recommendations: <ul style="list-style-type: none"> <input type="checkbox"/> 1st Time: Soon after scheduling exams to identify any issues <input type="checkbox"/> 2nd Time: After you’ve worked with your Admin/IT Team to address any issues <input type="checkbox"/> 3rd Time: A few days before your scheduled exam (and up to 2.5 hours before the exam)
For Support on Using this Resource	Click Help at the top of the System Compatibility Check webpage	Call 844-267-1017

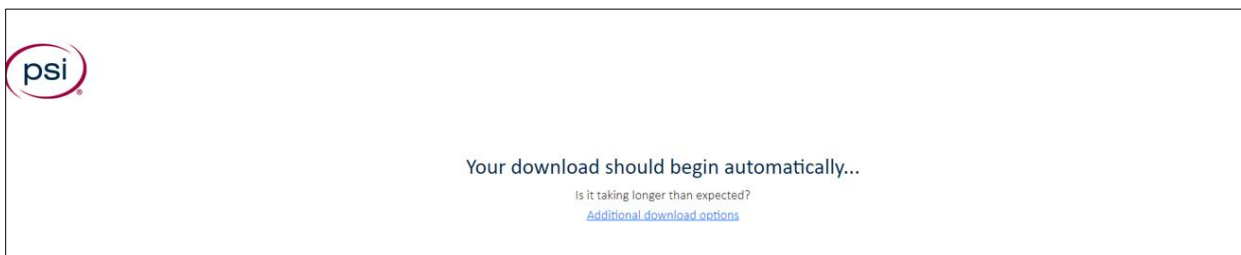
PSI Tutorial Test

NOTE: Take this tutorial test in the **same environment** that you plan to test in (device, physical location, internet connection, and approximate clock hour).

1. Link to the Tutorial Test from your **booking confirmation**:

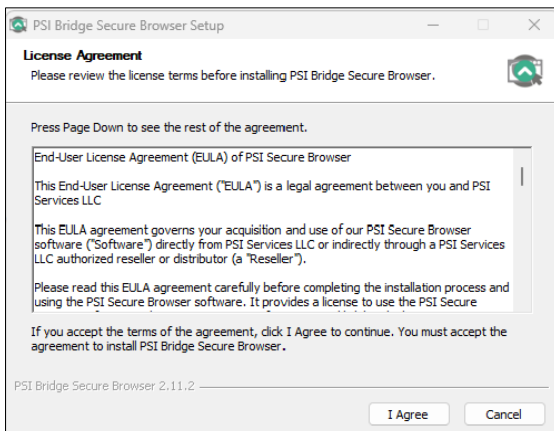


2. When you click the link, an automatic download of the **PSI Bridge Secure Browser** will begin.

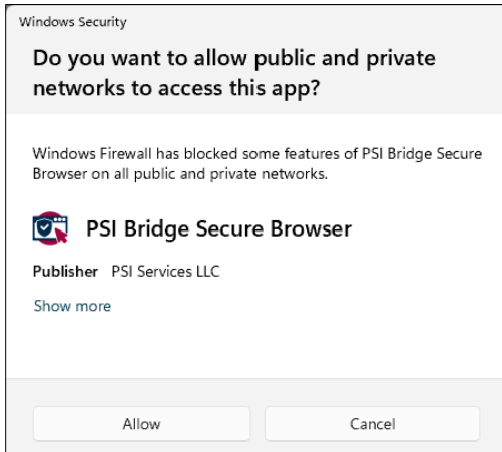


3. Check your **Downloads folder** for the setup file and click on that file to run it.

4. Review and agree to the **License Agreement**.



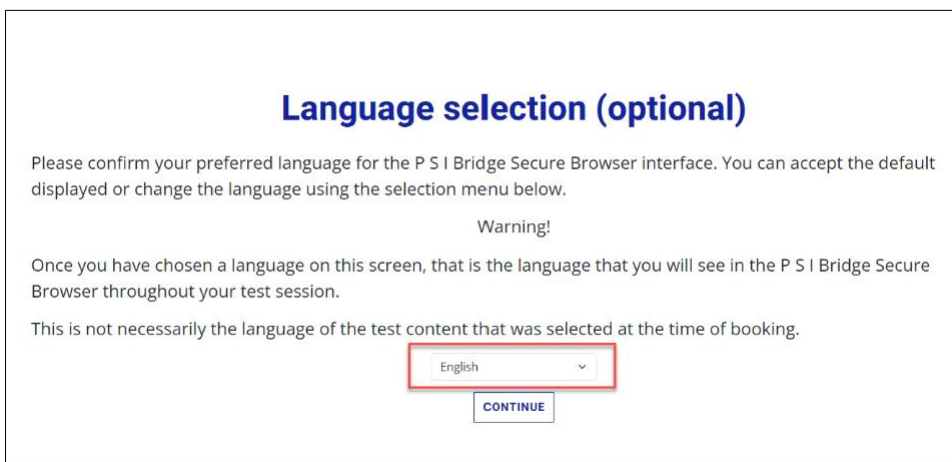
5. The secure browser will then be installed.



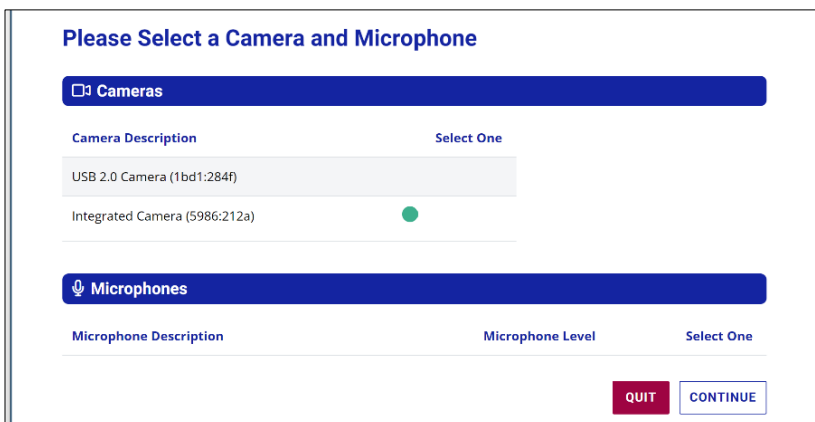
For the Windows Security question that appears, it is recommended to click **Allow** to ensure that the secure browser can identify all programs running (including those in the background) that may need to be closed for exam security.

6. After the system loads, you will select your preferred language for the Tutorial Test.

This selection does **not** impact the language for your scheduled exam.



7. You will then select and test your camera and microphone.





If you have more than one camera or microphone, select the one **built into** your device.

8. Next, the system will run a security check and let you know if you have passed or failed certain requirements. For example:

- If you have additional monitors connected to your computer/laptop, you will need to disconnect those to pass the security check.
- The system will alert you to close other applications.

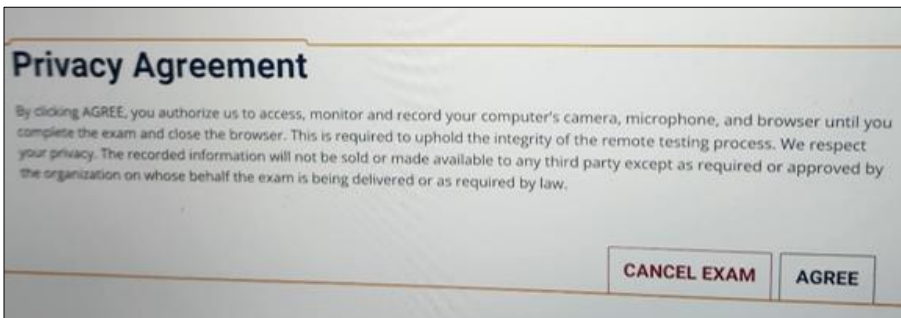
Once you have taken the required actions, click **RECHECK**.

Requirement	Status	Action Required
Number of allowed monitors during session: 1	 Fail	Number of Monitors Detected: 3. Action required
No prohibited applications or processes during session	 Fail	Please close the following prohibited applications: Chrome, Cisco, Cisco WebEx Service, MS Word, Microsoft Teams, Microsoft teams, OneNote, Outlook, Powerpoint, Send to OneNote Tool, msedge Terminate All These Applications

QUIT
RECHECK

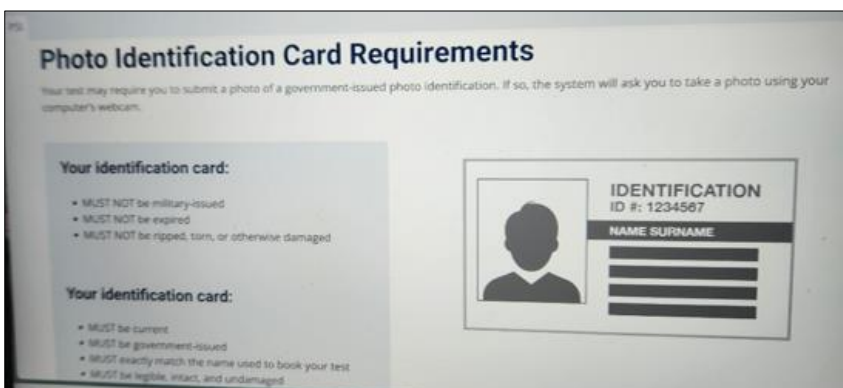
These requirements will be the same on exam day and adhering to them prior to checking in will contribute to a smooth test experience.

9. Next, you will review and agree to a **Privacy Agreement** and **IIBA Admission Rules**.



The rules include general instructions and information about what is and is not allowed during the exam.

10. The system will display **Photo ID Card Requirements**.



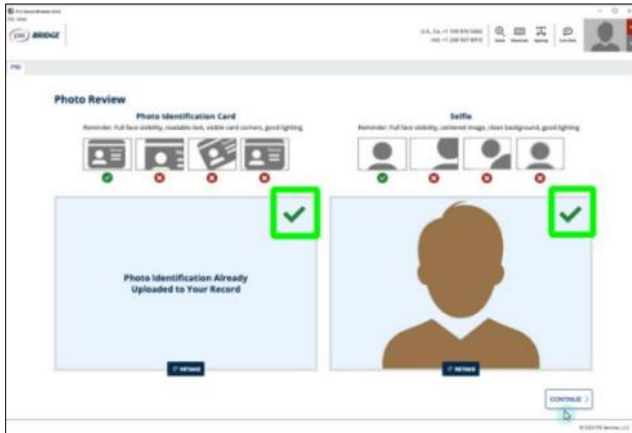
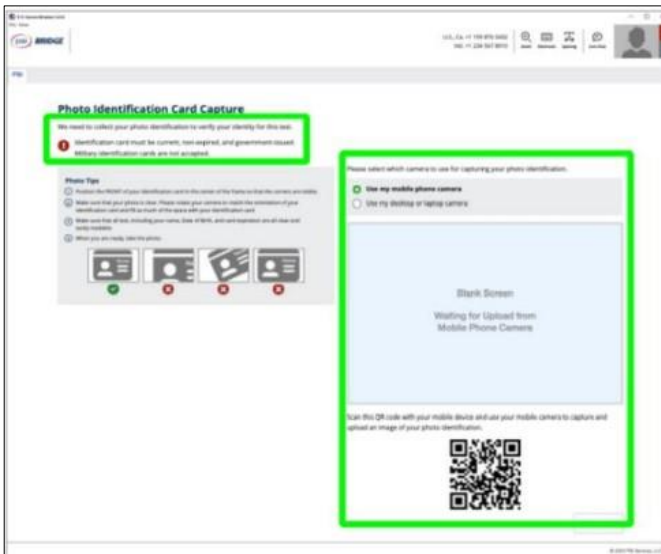
Be aware of these ahead of your scheduled exam and plan which form of identification you will use.

If your first and last name do not match in 3 places (IIBA, PSI, and your ID) contact certification@iiba.org at **least 1 week** prior to your scheduled exam, to correct your name in the system. **Only IIBA can make the required update for you.**

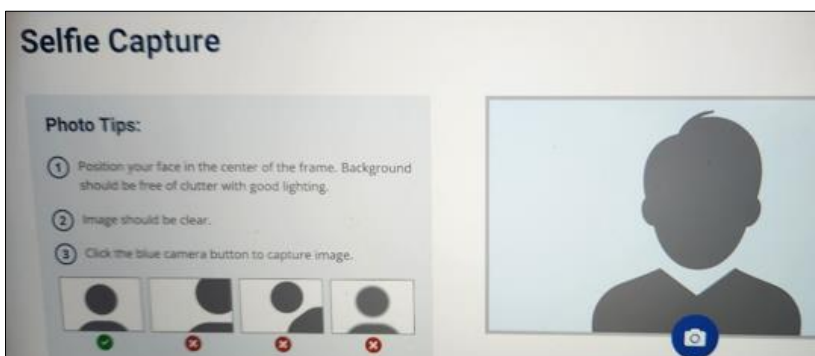
11. Instructions will be provided for:

▪ **How to take a photo of your ID**

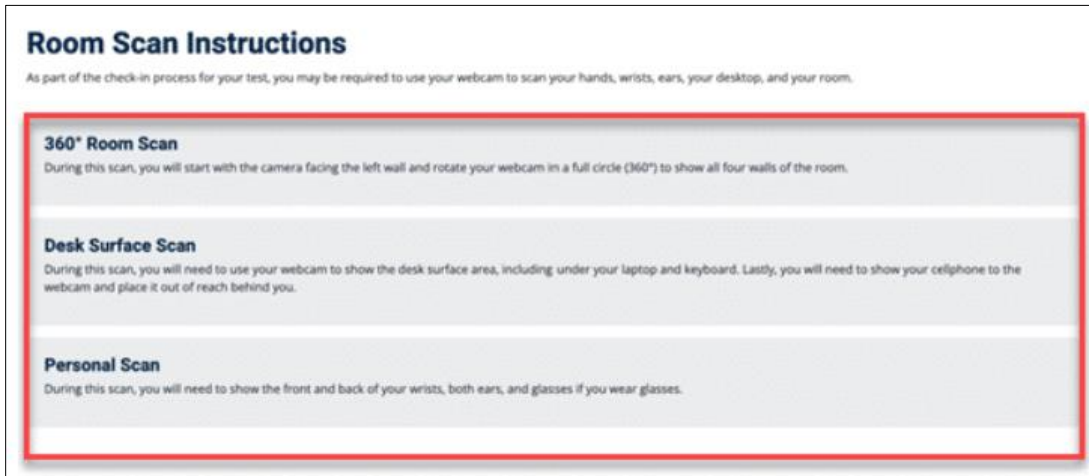
- You can now take a picture of their Photo ID using webcam OR mobile device.
- Mobile device is the default option.
- How it works: Link your mobile device to the test session using a QR code provided on the screen.
- Then use your mobile device camera to take a picture of your Photo ID.



▪ **How to do a selfie capture**



- **How to do the 360° room scan, desk surface scan, and personal scan** (wrists, both ears, and glasses if applicable)



12. Next, **sample questions about the tutorial** will appear on the screen.

These are intended to help you become familiar with the:

- Exam format
- Important policies and procedures for exam day



In the Tutorial Test, you can view the correct answer to each question in **View Answer** on the right side of your screen.

When you are finished, click **End Test** in the upper right of your screen.

If you have left any questions unanswered, the Confirmation box will alert you and ask you to confirm ending the test.