

Preparing for Online Remote Proctored Exams with PSI

Preparing in advance is important to launch your exam successfully on exam day.

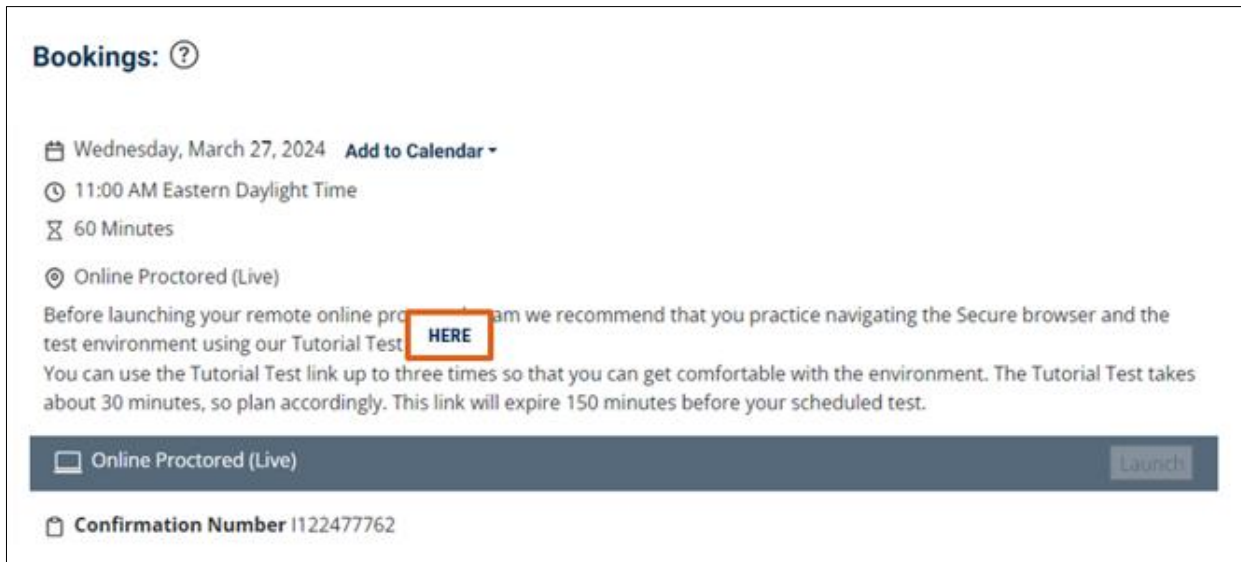
Both PSI resources are strongly encouraged to prepare your laptop/computer:

	System Compatibility Check	Tutorial Test – NEW!
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	Recommended 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 – NEW!

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**:



Bookings: ?

📅 Wednesday, March 27, 2024 **Add to Calendar** ▾

🕒 11:00 AM Eastern Daylight Time

🕒 60 Minutes

📍 Online Proctored (Live)

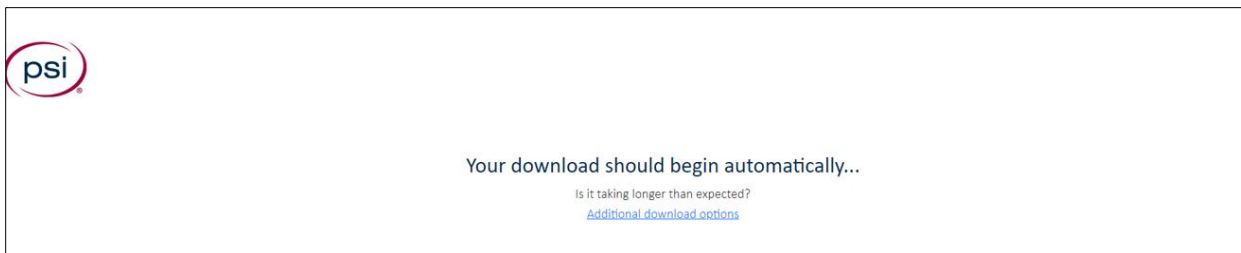
Before launching your remote online proctored exam we recommend that you practice navigating the Secure browser and the test environment using our Tutorial Test **HERE**


You can use the Tutorial Test link up to three times so that you can get comfortable with the environment. The Tutorial Test takes about 30 minutes, so plan accordingly. This link will expire 150 minutes before your scheduled test.

📄 Online Proctored (Live) Launch

📄 **Confirmation Number** I122477762

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



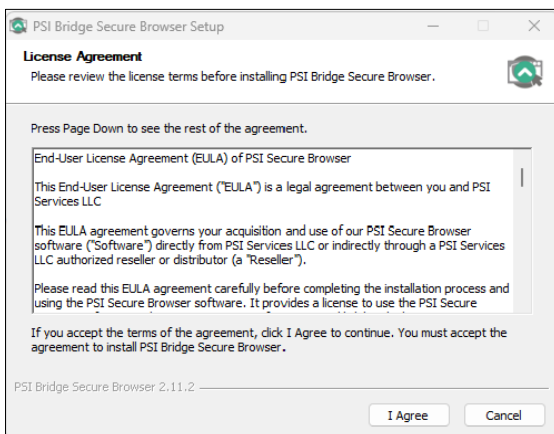


Your download should begin automatically...

Is it taking longer than expected?
[Additional download options](#)

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**.



PSI Bridge Secure Browser Setup

License Agreement

Please review the license terms before installing PSI Bridge Secure Browser.

Press Page Down to see the rest of the agreement.

End-User License Agreement (EULA) of PSI Secure Browser

This End-User License Agreement ("EULA") is a legal agreement between you and PSI Services LLC

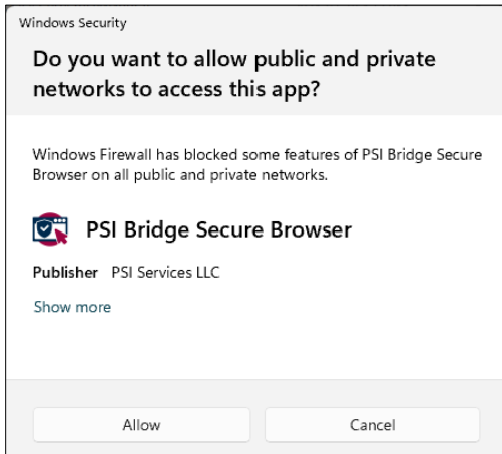
This EULA agreement governs your acquisition and use of our PSI Secure Browser software ("Software") directly from PSI Services LLC or indirectly through a PSI Services LLC authorized reseller or distributor (a "Reseller").

Please read this EULA agreement carefully before completing the installation process and using the PSI Secure Browser software. It provides a license to use the PSI Secure

If you accept the terms of the agreement, click I Agree to continue. You must accept the agreement to install PSI Bridge Secure Browser.

PSI Bridge Secure Browser 2.11.2

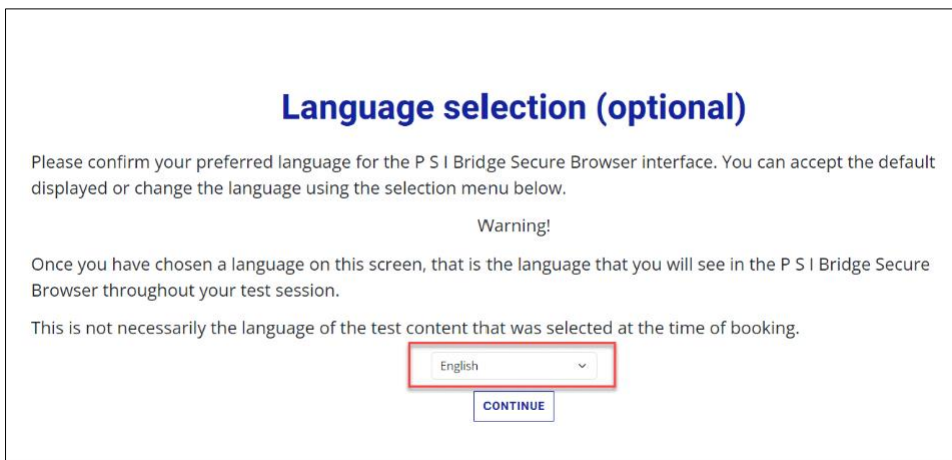
5. The secure browser will then be installed.



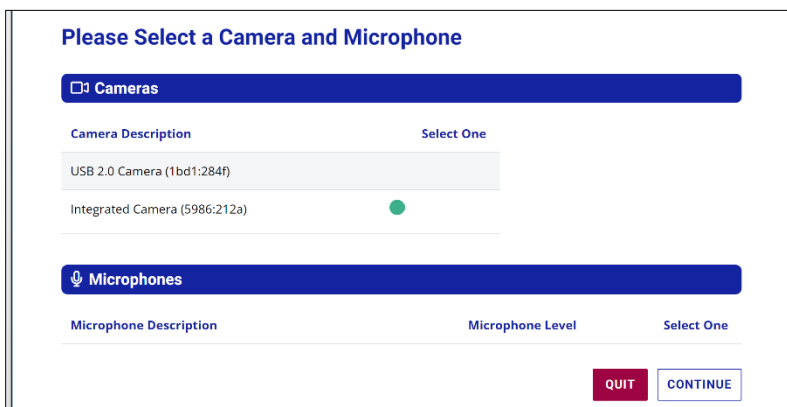
For the Windows Security question that appears, it is recommended to click **Allow** to ensure that the secure browser can identify all programs running (including those in the background) that may need to be closed for exam security.

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.

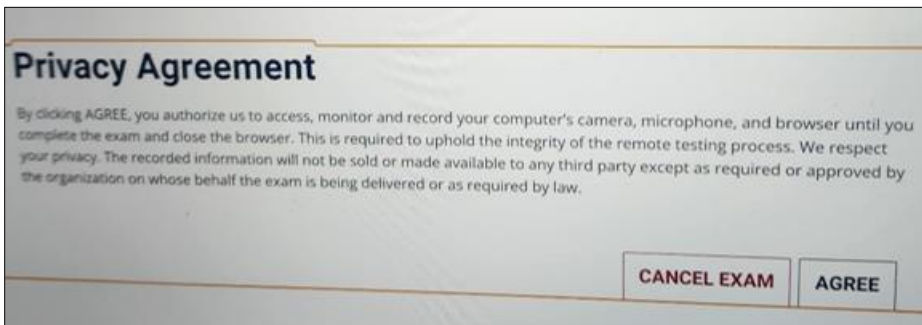
Once you have taken the required actions, click **RECHECK**.

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

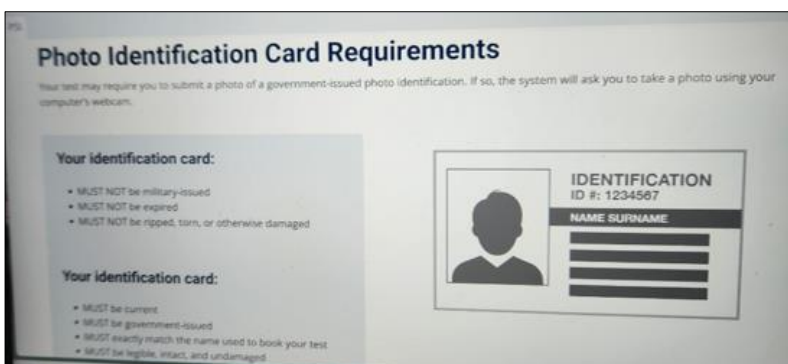
These requirements will be the same on exam day and adhering to them prior to checking in will contribute to a smooth test experience.

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



You will review and agree to the IIBA Admission Rules, including general instructions and information about what is and is not allowed during the exam.

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



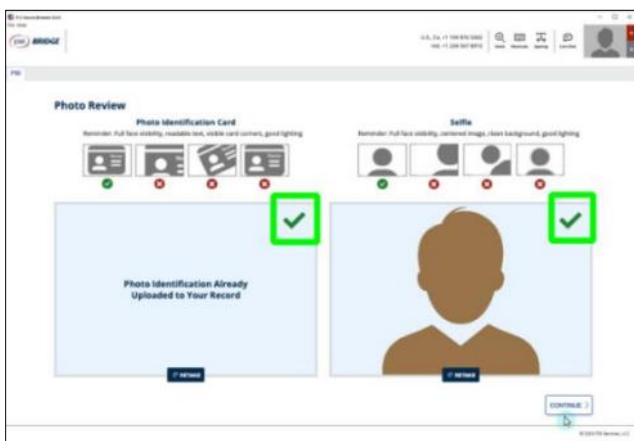
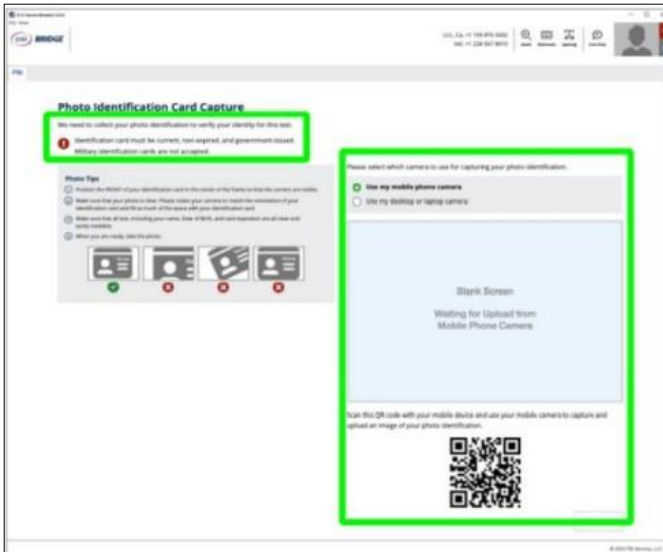
Become familiar with these ahead of your scheduled exam and plan which form of identification you will use.

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.**

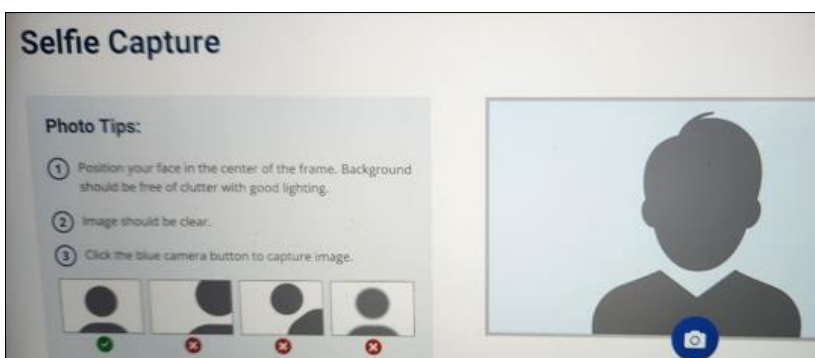
11. Instructions will be provided for:

▪ **How to take a photo of your ID**

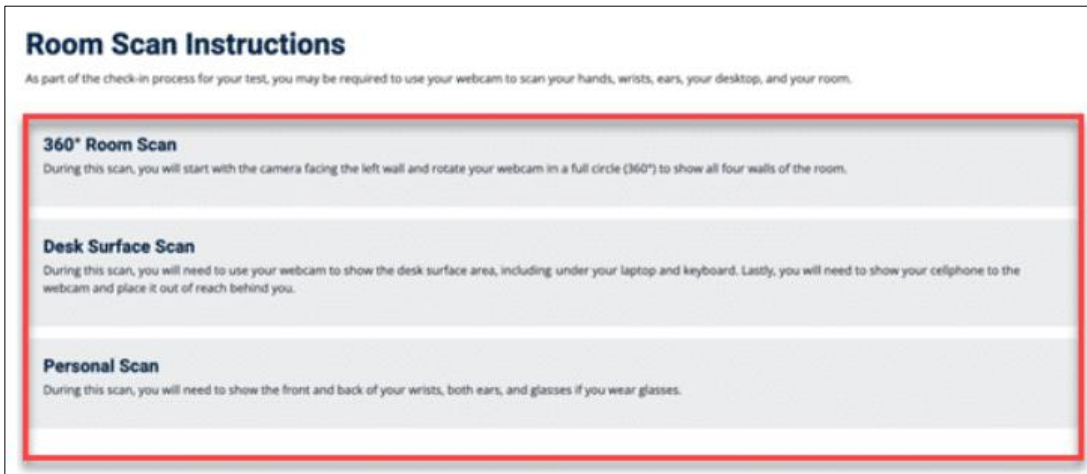
- Test takers can now take a picture of their Photo ID using webcam OR mobile device. Mobile device is the default option.
- How it works: Link your mobile device to the test session using a QR code provided by PSI. Then use your mobile device camera to take a picture of your Photo ID.



▪ **How to do a selfie capture**

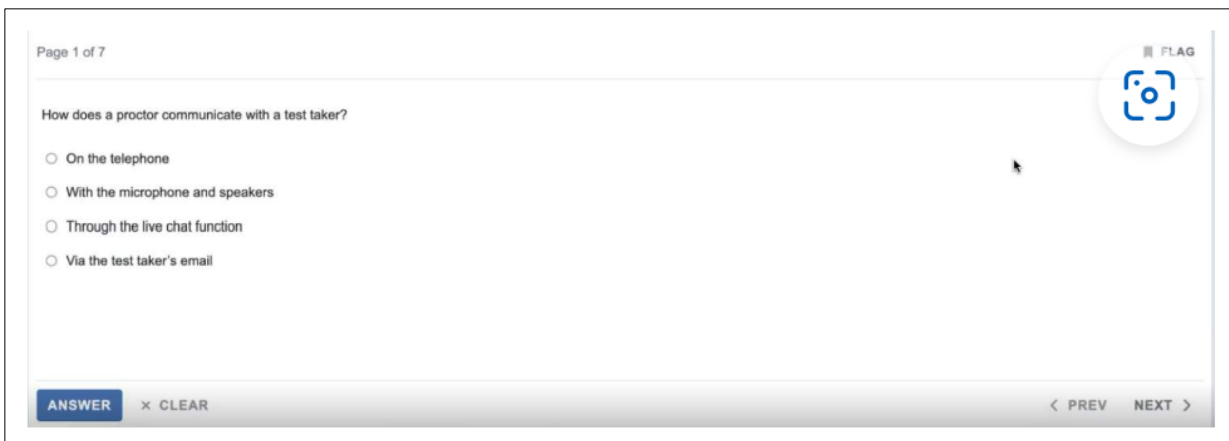


- **How to do the 360° room scan, desk surface scan, and personal scan** (wrists, both ears, and glasses if applicable)



12. Next, **sample questions** will appear on the screen, which are intended to:

- Help candidates become familiar with the exam format
- Remind candidates of 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.