

## Proctoring Rules for Online Examinations

**These are the proctoring rules; by proceeding to your exam, you are agreeing to these rules.**

Your exam session will be recorded, monitored, and reviewed. Any cheating or assistance from others will **NOT** be tolerated. If it's determined that you received any type of assistance or cheated in any way, your exam results for all exams taken during that session may be invalid, and exam fees forfeited.

The exams are **CLOSED BOOK - no outside reference materials are allowed**. Any use of calculators, notes, dictionaries, or other reference materials not provided to you within the exam session is strictly prohibited.

- Non-essential electronic devices that could aide in cheating, such as mobile devices, laptops, tablets, smartphones, and any other recording or monitoring devices may not be used while taking the examination.
- Behavior that could be misconstrued as cheating should be refrained from. Please do not read the test questions and answers aloud as this type of behavior is prohibited and could aide in cheating.
- Have a government-issued ID (driver's license, etc.) ready. You will be prompted to display the **FRONT** of your ID in the webcam before taking the exam.
- An online calculator will be available during the exam.
- Mobile devices, such as cell phones, **CANNOT** be in the room.
- Smartwatches **CANNOT** be in the room.
- **DON'T** use headphones or earbuds.
- **DON'T** shut off or block your camera or microphone during your entire exam. Failure to maintain a working webcam and mic or blocking such devices will terminate your exam session and/or disqualify you from the exam.
- Remain facing towards the webcam for the duration of your exam session so your entire face, eyes, and mouth are visible.
- It is strongly encouraged to remove headwear that may block the view of the tester's face and/or eyes and prevent proctoring.
- Choose a quiet area for your exam that is free of distractions or other people.

**If you run into issues while trying to take an online examination, please email:  
ar.pesticide@support.goeverblue.com**