Online Proctored Exam Rules

☑ **Identification:** I understand and agree to have my identification as well as my workstation ready for the start time of my exam. I will have one (1) piece of non-expired government issued photo ID (Ex. Driver's License or Ontario Photo Card, Passport - **Health card is <u>NOT</u> acceptable**) <u>AND</u> one (1) piece of non-expired, signed ID (Ex. credit card, library card, transit card) (YOU NEED TO HAVE THE ID PRESENT - NOT A PICTURE OF YOUR ID).

☑ **Clear Desk:** I will have a clear desk area for the duration of my exam (no other people/books/devices)

☑ **Internet:** I have reliable high-speed internet (Sustained 2 Mbps or higher Upload AND Download is required). Public internet such as at a library is not allowed. Wi-Fi hotspots typically do not have enough bandwidth to support an exam session. I also understand that internet speeds can fluctuate during the day, and that I must have a connection that does not drop below the 2 Mbps threshold before or at any point during my exam. I understand that a poor internet connection can cause my webcam or session to disconnect and it is my responsibility to ensure that my connection is sufficient to take the exam or I will have to reschedule AT MY COST.

☑ **Computer:** I have access to a desktop or laptop computer, and it meets the required minimum specifications for taking an exam with Examity. I understand that Chromebooks are not supported. I also understand that tablets and/or phones can NOT be used to take the exam.

☑ **Operating System:** I have a Windows PC with Windows 7 or higher, or a Mac computer with Mac OS X 10.5 or newer. I understand that Linux and Chrome OS are NOT SUPPORTED. I have Administrator privileges or credentials which will allow Examity to take control of my keyboard and mouse during my exam session.

☑ **Browser:** I have a newer browser which may be Google Chrome v39 or newer, Mozilla Firefox v34 or later, Microsoft Edge, or Apple Safari v6 or later. I understand that I must not have any pop-up blockers installed or activated, and my browser MUST be configured to allow pop-ups. I may be required to install a browser extension and I will require Administrator privileges for that purpose.

☑ **Software:** I will be required to install Zoom and/or GoToMeeting to complete my exam session with Examity, and I must have Administrator privileges to be able to install this software. If possible, I will install and test both items before my session. It is my responsibility to ensure that Zoom and GoToMeeting will function properly during my exam session.

☑ **Webcam/Microphone:** I have a working built-in or external webcam and microphone. I have checked that my webcam and microphone are working using the Computer Requirements check in my Examity Profile. It is my responsibility to make sure that my webcam and microphone are not in use by another program when I start my Examity session, that my webcam and microphone are not disabled by a setting in my Operating System, and that my webcam and microphone are not blocked by security settings in any application.

☑ **Recording:** I understand and agree that I will be recorded (audio and video) throughout the duration of writing the final exam online.

☑ **Devices:** I understand and agree that I will not use my phone, headphones or any other devices for the duration of my exam (keep your phone ringer on and within earshot in case the Proctor needs to call)

☑ **Monitors**: I understand and agree that for the duration of my exam I will only use one monitor (no dual monitors allowed).

☑ **Notes:** I understand that I may NOT have any post-it notes, whiteboards with writing, calendars, or any other written material anywhere within my field of view during the exam.

☑ **Additional:** I understand that I am only allowed one (1) non-programmable handheld calculator as well as one (1) blank sheet of paper. The paper must be held up to camera before the exam (to prove it is blank) and at end of exam to view any notes on paper. I may <u>not</u> copy exam questions onto paper.

☑ **Exam Disconnected:** I understand that if my session becomes disconnected during my exam, it is my responsibility to contact Examity, or respond to the Examity proctor (Examity will email/call). Checking email/phone in this RARE circumstance will not be considered "cheating".

☑ **Security / Compliance Review:** I understand this exam is subject to a security/compliance review by Examity & REMIC. If this session disconnects for any reason and is unable to be reconnected this exam will not pass the security/compliance review and I will have to retake this exam.

☑ **Second attempt:** I understand that the first online exam attempt with Examity is paid for by REMIC. I agree that if a second attempt is required, I have the choice to write for free when in-class exams resume or pay a fee to Examity to take the re-write again online. I understand that if Examity charges REMIC for an exam attempt on my behalf for any reason (no-show, technical issue, etc.) that I will need to pay Examity directly for another attempt.

☑ **No-fault Rule:** I understand that Examity has a strict no-fault policy. If there is a technical issue and it cannot be proven to be Examity's fault, then I may be forced to reschedule my exam **AT MY COST**.

☑ **Examity Test Taker Video**: I have watched the Examity Test Taker video and understand the process of taking an exam with Examity. (https://vimeo.com/418602967/9d349c90c1)

Academic Policy Agreement

I understand and agree that all the following are considered violations to REMIC's Academic Policy:

☑ Allowing any other person to take the examination on my behalf.

☑ Utilizing an unauthorized copy of the exam from any source.

☑ Copying, sharing, and/or distributing the exam questions in any form (including discussion).

☑ Reproducing exam materials by any means, including reconstruction through memorization.

☑ Requesting access to exam questions or other protected exam materials in forums, chat rooms or discussion groups, blogs, file sharing sites, or social networking sites.

☑ Hiding pertinent information regarding a violation of these rules, either intentionally or carelessly.

☑ Using the exam or exam materials in any way that would violate applicable law.

Failure to comply with any of these requirements may lead to civil liability, expulsion from the program and your inability to obtain a license.