

EXAM POLICY

Standards

Examinations are important mechanisms for evaluation of Candidate learning. The Fincert.org programs adhere to standards of academic integrity as listed in the Certification Policies and Standards. Cheating on examinations is contrary to both academic integrity standards and to ethical standards as articulated in the Fincert.org Policies and Standards.

Examinations are proctored using the Remote Proctor Now System. Candidates taking online examinations are required to use this system. Online examinations will not be available to Candidates unless the Remote Proctor Now system is used. Remote Proctor Now works with a web-camera and microphone either built-in or attached to the computer. These devices identify the Candidate and capture video and audio throughout the exam and upload it to SSI's secure servers. This video will be used for the purpose of establishing if any suspicious activity occurred during the test. All exam videos can/will be reviewed by Fincert.org.

If cheating is confirmed, the test will be marked with a failing grade.

Process

The Remote Proctor Now system will be used with online examinations as instructed.

- Candidates are required to establish identity following the procedures outlined in the Fincert.org Exam Instructions.
- Candidates are responsible for self-testing the functionality of the system well in advance of all Remote Proctored exams in their courses, so that any troubleshooting that is required can be accomplished.

Test Environment Requirements

The online testing environment should mimic an 'in class' testing environment, and must conform to the following:

- A quiet, secure, fully lighted room for the examination
 - No other people in the room
 - Sit at a clean desk or clean table (not on a bed or sofa)
 - No talking out loud or communicating with others by any means
 - No leaving the room – this includes taking the computer with you. The exam should be taken in the same room that the "Exam Environment View" is completed in.
 - Nothing except computer and external cameras on the desktop or tabletop; removal of all books, papers, notebooks, or other materials, unless specifically permitted in written guidelines for a particular examination

- Candidates are not allowed to use the following
 - Calculator (online/computer or handheld devices)
 - Textbooks (online/computer or hardcopy books)
 - Notes (online/computer or hardcopy notes)
 - Pen and Paper
 - Cell Phone
 - Other websites
- Additionally, your internet browser running the Remote Proctor NOW platform should be the only program running. All others are considered a violation of Fincert.org policy.
- External web-cameras, when possible, should be placed on the lid of the laptop or desktop or where it will have a constant, uninterrupted view of the test taker
- No writing visible on desk or on walls
- No music playing
- No other computers running in the exam room
- No headphones or ear buds allowed
- Have the web-camera correctly situated:
 - Web-cam must be focused on individual taking exam at all times
 - Nothing covering the lens of the camera at any time during the exam
 - Lighting must be “daylight” quality and overhead is preferred if at all possible. If overhead is not possible, the source should not be behind the Candidate

Policy Violation Consequences

- If you are flagged for an exam violation, requiring you retake your exam, you will be contacted directly by Fincert.org.
- Violation warnings not requiring a retake will be delivered by email after reviews are complete. The intent of these warnings is to allow you the chance to modify your behavior to comply with this policy before punitive action is required. Repeat offences will be subject to review and may result in a retake of your exam.