

EXAM POLICY

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 Integrity Advocate (IA) proctoring technology. Candidates taking online examinations are required to use this system. IA 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. No one is watching you during your exam. Reviews are completed by a single reviewer after you finish your exam. Apart from your user photo, no other media will be shared so long as you demonstrate compliance with event rules. If there is suspicion of cheating, your exam recording will be reviewed by Fincert directly for the final determination. If cheating is confirmed, or if Fincert's review determines the suspicion of cheating is too high to consider the exam valid, the test will be marked with a failing grade.

The online testing environment should mimic an 'in class' testing environment.

Exam Rules:

- You must test in a quiet, secure, fully lighted room
- Stay in view of the camera
- Must not use collaborative applications
- No talking out loud or communicating with others by any means
- Do not be in the presence of others
- Must not have an active AI application
- No use of any smart devices, such as a phone or tablet
- Do not use headphones
- No music playing
- Must not use any external resources to aid in completing the activity
- Must not leave full screen
- No leaving the room – this includes taking the computer with you.
- Nothing except computer and external cameras on the desktop or tabletop; remove all books, papers, notebooks, or other materials
- Your exam browser should be the only program running. All others are considered a violation of Fincert.org policy.
- No other computers running in the exam room

If you are flagged for an exam violation requiring you retake your exam, you will be contacted directly by Fincert.org.