

Delegated Examining Certification Assessment Live Remote Proctoring Overview

The remote proctoring testing experience mirrors in-person testing, including the same process and scrutiny conducted at brick-and-mortar sites – Government-issued ID verification of the test taker, no use of personal recording devices, notes, etc. Additionally, live proctors facilitate and monitor testers virtually.

Testers are required to have the **desktop version of Microsoft Teams**¹ to test remotely. We do not recommend using the browser version of Teams as it does not support the functions needed to test remotely.

There are no restrictions to which **computer** you test with (government, work, personal, etc.), but advise against using cellphones or tablets to take the assessment. Please note that it is a requirement that the computer used during the remote testing have an **internal or external camera** that will allow testers to show the proctor their surrounding area. If a tester is unable or unwilling to comply with the camera requirement, their session may be ended without an option to reschedule.

Resource materials provided during the virtual delivery of the Assessment are the same as those provided electronically during in-person Assessment. Please do not print out or save any documents for use in the Assessment as it will not be permitted and will result in a dismissal of your test. Test takers are allowed access to NotePad during the test and will be instructed to delete any notes taken prior to ending their test session. All electronic devices must be turned off and put away before the start of the assessment. Your remote proctor will ask to review your surroundings to confirm that you have complied with the remote test environment requirements.

We require testers be in a **quiet room** with no distractions. This includes: making sure your area is completely clear of all clutter and documents; there are no distractions such as pets or household members; all other electronics are completely turned off; and your assessment/proctor is the only window open on your computer.

¹ Please be aware, there may be a security distinction between the Government Community Cloud (GCC) that agencies, such as DoD, use and the GCC OPM utilizes for the Microsoft Teams which causes incompatibility issues during the assessment. In the aforementioned situation, we recommend either testing in person or using a different computer to take the assessment.

Delegated Examining Certification Assessment Live Remote Proctoring FAQs

1. What is live remote proctoring?

Live remote proctoring simply means the testing session is monitored by a qualified proctor through audio-video and screen share feed in real time as opposed to recorded or artificial intelligence proctoring. Live remote proctoring provides you with the option of taking the DE Certification Assessment in a convenient location of your choice (i.e., at home) versus testing in-person at a test site.

2. What are the main differences between in-person testing and live remote proctoring?

Location and the testing environment are the main differences. Everything else is primarily the same level of scrutiny built into the security management/proctoring processes.

3. What are the system requirements for live remote proctoring?

To test remotely, you will need the following:

VIDEO:

- Working webcam (preferably HD) that is either removeable, or that is attached to a laptop that you can easily pan around the room 360 degrees. If your webcam functionality is located within your laptop, please be prepared to move your laptop to provide a view of your surroundings.

AUDIO:

- We suggest that you use the telephone for audio, if available. If you use your computer, we suggest that you use headphones instead of relying on your computer's microphone.

COMPUTER:

- Reliable internet access with at least 5Mbps bandwidth. We do not recommend that use a public wifi or mobile hotspot.
- 1.1GHz processor or faster, 2 or more cores (4 core recommended for optimal video).
- 4GB RAM.
- 3GB of disk space.
- HD resolution (1024x768 or better).
- Windows 8.1 or later.
- MacOS 10.9 or later.
- If you use a laptop, we recommend that you plug it in, or ensure that you have enough battery power to last 2 hours.
- Ability to access Microsoft Teams.
- No filters or background.
- Dual-monitor configurations are prohibited.