CANADIAN CHIROPRACTIC EXAMINING BOARD |
CONSEIL CANADIEN DES EXAMENS CHIROPRATIQUES
Suite 705 7015 Macleod Trail SW
Calgary, AB T2H 2K6
Email: exams@cceb.ca
www.cceb.ca

February 2021

Technical and Environmental Requirements – Remote Proctoring:

The CCEB currently offers candidates the opportunity to take CCEB Component A and B examinations using remote proctoring.

It is the <u>sole and exclusive responsibility of the Candidate</u> to ensure they are able to meet the technical requirements and testing environment expectations of remote proctoring, including stable and consistent internet connectivity. Candidates unable to meet these requirements should select an in-person administration.

The delivery will be provided through a secure, browser-based platform that locks down the computer from accessing anything except for the examination. A proctor will verify candidate identification and monitor the candidate during the administration of the examination through audio and two cameras: a computer webcam and a smartphone camera. The smartphone must be disabled during the examination, with only the camera functioning.

Candidates are reminded that the CCEB maintains copyright on all exam items. Candidates are strictly prohibited at all times from disclosing to any person or organization, reproducing (by memorization, by electronic or by any other means) or publishing any examination content or any of the other examination materials. Such content includes, but is not limited to, topics, items, questions, scenarios, fact patterns, cases, correct answers, and incorrect answers from an examination.
https://cceb.ca/docs/CCEB-Examination-Conduct-Policy.pdf

<u>Technical Requirements</u>:
For your exam we suggest you have the Google Meets application pre downloaded on your secondary device or smartphone.

Iphone users: https://apps.apple.com/us/app/google-meet/id1013231476

Other:https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en_US&gl=US

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In order to ensure that you do not experience any unexpected delays during your upcoming written examination administration, please ensure that you **update** your WebLock version prior to exam day:

- Uninstalling previously installed versions of WebLock, if any, from your system. Instructions for how to do so may be found, for both PC and Mac, at the following link: https://assesshelp.zendesk.com/hc/en-us/articles/360047090931-Tutorial-How-to-uninstall-WebLock-after-your-test
- Download and install the updated version by clicking the link under "Step 1: Install WebLock" at the following link: https://weblock.fasttestweb.com/testing/pr/20/9

If you experience any challenges, please contact support@assess.com.

You are required to change a setting on your computer prior to logging into the exam. Please find the instructions below.

We are asking all candidates who take our high stakes exams with MonitorEDU (remote proctoring) to turn off remote access on your computers before launching the exam.

The steps to do this are:

If you are testing on a Windows computer:

To disable the Remote Desktop feature using the Settings app, use these steps:
-Open Settings or search in the task manager for remote access and:
1. Click on System.
2. Click on Remote Desktop.
3. Turn off the "Enable Remote Desktop" toggle switch.

If you are testing on a Mac computer:

Choose Apple menu > System Settings > General, then click Sharing. If you see a lock icon, click it and enter the name and password of a user with administrator privileges on the computer. Select or deselect the Remote Management checkbox.

If you require further information, please contact Monitor EDU directly through the 24-hour/7 days-a-week live chatline at https://monitoredu.com/live-chat.

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Note: You will require administrative-level privileges on your chosen device.

Computer and Operating System:

- Laptop or desktop computer and monitor with a webcam, with Windows 7 or higher or Mac OS 10.13.6 or higher.

Browser:

- Recent version of Google Chrome (50+). Google Chrome will be loaded during pre-exam configuration if it is not already loaded.

Mobile Device:

- Android 4.1 or higher and iOS (Apple) 8.0 smart devices with camera. Candidates can see the operating system version in the phone settings.

Internet connection:

- A steady internet connection is required (Wi-Fi will be required for mobile streaming) with a minimum upload speed of 1MB/second. Recommended speed is 1.5MB/second upload, 1.5 MB/second download. Tethering is not supported.

Bandwidth requirements:

- Video: 300 kbps per stream (recommended lowest level)
- Audio: 50 kbps per stream (recommended lowest level)

Video specifications:

- Video resolutions — browsers:
    - 1280 x 720
    - 640 x 480
    - 320 x 240
- Video resolutions — mobile (iOS/Android):
    - Customizable (312 by 256 min)
- VP8 video format (the WebRTC standard)

A six-foot extension cord:

- Allows flexibility in the placement of the computer and camera if the proctor determines that these items must be moved.

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If candidates have questions about the technical requirements at any time, they are encouraged to contact MonitorEDU through the 24 hour/7 days a week live chatline at https://monitoredu.com/live-chat.

Candidates' hardware requirements and internet bandwidth must be pre-checked through a link provided by MonitorEDU a minimum of 45 days prior to the examination day and again on the examination day to ensure functionality.

Testing Environment:

- A quiet, distraction-free examination room.
    - No-one should enter the room during the examination.
    - A sign should be placed on the door to remind everyone that an examination is in progress and entering the room could compromise the continuation of the examination for the candidate.
    - Limit noise from outside the examination room including TV, conversation, music.
- A cleared desk or tabletop.
- A comfortable seating surface.
- Adequate lighting.
- A comfortable temperature.
- The area beneath the desk and chair must be clear.
- Walls within sight of where the candidate will be seated are clear.
- Landlines, non-required electronics, security systems, and any other recording devices in the room are turned off.

Getting Prepared:

- Prior to selecting remote proctoring during your application, ensure you have read all information provided.
    - Ensure you are able to meet the technical and environmental specifications.
    - Ensure you have visited the MonitorEDU website and tested your system. https://monitoredu.com/faq
- 10 days prior to your examination:
    - Install web lock (secure browser) here: https://weblock.fasttestweb.com/testing/pr/20/9
    - Retest your system: https://monitoredu.com/faq

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Resources:

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