Technical requirements and testing for online exams[1]

The security and integrity of the remotely proctored CRPO Registration Examination will be administered through a partnership with MonitorEDU. MonitorEDU follows industry best practices in compliance with standards defined by international accrediting bodies.

Remotely proctored CRPO Registration Examinations will be available through a secure, browser-based platform that locks down your computer. This means the computer cannot be used for any other purpose, or to access any other material immediately prior to or during the examination period.

The examination will be remotely proctored using a process of livestreaming using the candidate's computer webcam and smartphone video technology. That means a proctor will verify your identification and monitor you as you write the exam.

TESTING ENVIRONMENT

Each CRPO candidate is responsible for providing a secure and uncluttered location or room, equipped with Internet connectivity, to take the remotely proctored CRPO Registration Examination. This can be in a family home, but it should be an area where you will not be interrupted. If you do not have access to a location with these basic specifications, we recommend you contact a local library, university or other institution to determine if one is available.

In order to support successful completion of the remotely proctored CRPO Registration Examination, candidates are required to set up in a private, enclosed room. The testing environment should be, and remain comfortable, quiet, and free of distractions for the duration of the exam.

This means:

- access to a cleared desk or tabletop and comfortable chair. The areas beneath the desk and chair must be clear (The proctor will check this.)

- There can be only limited noise from outside of the examination room (e.g., TV, conversation, music) so it does not interfere with the candidate's ability to write the examination or the ability of the proctor to monitor the exam.

- The computer and phone must remain plugged in for the duration of the examination

- Landlines, non-required electronics, and any security or recording devices in the room must be turned off.

- No one can enter the examination room while the exam is in progress.

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[1] Adapted with permission from Federation of Law Societies of Canada, National Committee on Accreditation (NCA)

TECHNICAL REQUIREMENTS

Candidates' hardware requirements and Internet bandwidth must be pre-checked through MonitorEDU. To do that, using the computer and browser you will be using for your remotely proctored CRPO Registration Examination, please go to **monitoredu.com/faq NO LATER THAN 6:00 PM (Eastern Canada) 5 days prior to your exam.**

You must have administrator rights to your technology because you are required to download a lockdown browser. Instructions for this action are provided via e-mail from MonitorEDU once you have purchased your examination. You will also be required to clear your cache at the conclusion of the examination administration.

Some of the technical requirements allow the online proctor to monitor you during the exam using audio and two cameras: your computer webcam and the camera in your mobile device. If that device is a smart phone, only the camera must be functioning. All other features and applications of the phone must be disabled during the examination.

COMPUTER: Laptop or desktop computer and monitor equipped with a webcam, with an operating system of Windows 7 or higher, or Mac OSX 10.15.x or higher. The webcam is to allow the proctor to monitor your room during the exam.

COMPUTER SCREEN: You are allowed the use of one (1) computer screen that must be connected without Bluetooth technology to the one computer locked down for use for the remotely proctored CRPO Registration Examination.

BROWSER: You must have an up-to-date version of Google Chrome (50+). Google Chrome will be loaded during pre-exam configuration if it is not detected on your computer.

MOBILE DEVICE: Either a smart phone or tablet with an Android 4.1 or higher, or (Apple) iOS 6.0 equipped with a camera. This is to allow the proctor to do a location check.

INTERNET CONNECTION: A reliable internet connection is required with a minimum upload speed of 1MB/second. Wi-fi connectivity will be required for the mobile device.

ELECTRICAL EXTENSION CORD: minimum 6 feet or 2 meters long, available in case the proctor determines your work station should be re-arranged.

WHO TO CONTACT

For questions about the online exams technical requirements, please contact the **MonitorEDU live chat line** 24 hours a day, 7 days a week.

Questions about exam schedules and cancellations should be addressed to **info@compassexams.ca**.