

# MDAR Online Exam Rules and Computer and Network Requirements

**Important Notice:** Before logging into the Online Testing Portal, please take the time to read the following rules and technical requirements. Failure to adhere to the below rules and technical requirements is known to cause your exam session to fail. If your exam session should fail or if your exam video does not meet the outlined requirements, you will be required to pay the exam fees again or the exam session will be disqualified and you will be banned from all exams for at least 6-months.

1. You must use a regular computer (Windows 10+ / MacOS 10.11+ computer or laptop). You cannot take exams from a Chromebook nor a mobile device (e.g., iPhone, iPad, Android device, etc.).
2. You must use an updated version of Google Chrome as your web browser. [Click here to verify your version is up to date.](#)
3. You must install the free Google Chrome extension Proctorio. The steps to do this will be available before your exam. Please review the [Proctorio Minimum System Requirements](#).
4. You must have an internet speed of 1-megabit per second (Mbps) for uploads and 2-megabits per second (Mbps) for downloads. **The use of tethering and hotspots is not supported.**
5. You must have at least 2 GB free RAM on your computer.
6. You must have a working webcam and microphone and these devices must NOT be shut off or blocked in anyway during the entire exam session. Failure to maintain a working webcam and mic or blocking such devices or any scenario where your webcam goes dark or where your face and eyes are no longer in view is grounds for disqualification. See page two of these rules for additional details.
7. You must have a valid government-issued photo ID available and ready for display on your webcam. This government-issued photo ID must be clearly shown upon request to the webcam before taking the exam and the name on the ID must match that of the person who is registered to take the exam.
8. You must provide a careful and complete scan of the exam room with your webcam before starting your exam. Be prepared to slowly and carefully turn the webcam 360 degrees to allow for a full view of the exam room. The Exam Proctor may ask that you do this more than once if noises or voices are detected.
9. You must choose a quiet area for your exam session that is free from other people and distractions--as the exam session must NOT be interrupted by anyone or any machines or devices.
10. You must only the computer's screen, webcam, microphone, and computer mouse. The recording or copying of any exam content or making notes relative thereto or the use of outside resources--including books, notes, calculators, mobile devices, phones, etc. is **strictly prohibited.**

## The Everblue System Uses Your Webcam and Microphone to Record Your Exam Session

- Do not attempt to change computer networks once the exam starts—as the exam session will end abruptly.
- Assure that your webcam and microphone are not covered or blocked for the exam duration.
- Do not look down or away from your screen--focus on the exam.
- Once the exam session starts, applicants should only use their computer mouse to navigate the exam. Do NOT use the keyboard.
- Note that all exam sessions record both audio and video for signs of cheating and are carefully reviewed.
- There are no refunds for failure to follow these rules.

↓  
**If at any point you are not visible via the webcam or are repeatedly looking down or away from the computer screen, you may be found to be cheating and disqualified.**



Figure 1: You must face your webcam; such that, your entire face and eyes are captured by your webcam. If we cannot see your face and eyes but are seeing only forehead or the top of your head, you will be disqualified!

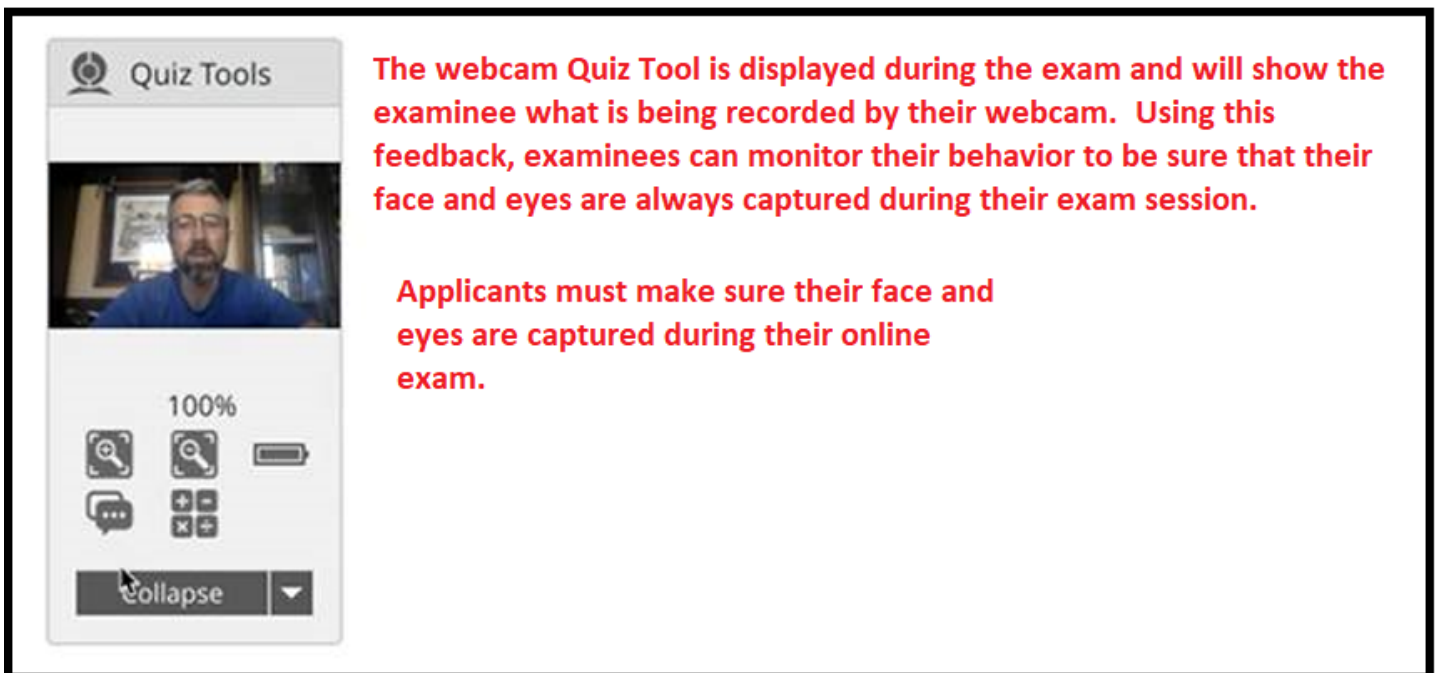


Figure 2: The exam has a built in Quiz Tool that shows you what is displayed and being recorded in your webcam. Use this tool!

Applicants will be required to review, acknowledge and accept the Rules and Technology Requirements prior to starting their exams.

MDAR MA PEST

## Applicator (Core) License

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Please be sure you read the [Technical Specifications](#) thoroughly before attempting your exams.

- DO** use a desktop or laptop Windows 10+ or Apple computer OS 10.15+
- DO** use an updated version of Google Chrome or Microsoft Edge
- DO** check to be sure your computer operating software is up to date
- DO** have an internet speed of 1-megabit per second (Mbps) for Upload speed and 2-megabits per second (Mbps) for download speed.
- DO** have at minimum, 2 GB free RAM on your computer
- DO** have a working webcam and microphone
- DON'T** use a Chromebook or mobile device (e.g., iPhone, iPad, Android device, etc)
- DON'T** use tethering, hotspots, VPN or cellular for your internet connection
- DON'T** have any other programs running on your computer, this can effect your computer stability

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I acknowledge that I have read, understood and accepted the Technology Requirements.

Save my choice

The Applicant is required to read, acknowledge, and accept the Rules and Technology Requirements.

Applicants must be sure to correct any issues before clicking "Continue" to their online Exam Session

## Before you Begin

This exam will be proctored. Here are a few things to know before you begin.



We will tell you when we start and stop recording.



Your institution can access the data collected and will control who sees it.



Decisions are made by your exam admin, not us.

Proctorio Inc. complies with [GDPR, FERPA, and other regulations](#). Read our [Privacy Policy](#). Your data will be securely stored in Los Angeles, California for 1 year before being deleted.



### What's recorded during the exam

camera feed • audio • computer screen • exam environment • websites visited • location • identity document



### What's restricted during the exam

one monitor • full-screen mode • no new tabs • no clipboard • no printing • no downloads • no right-clicking • cache cleared



### 24/7 support available during the exam

Click the Proctorio browser extension icon to chat with an agent within seconds.

### Accessibility options:

[Enable high visibility mode.](#)

[Learn more about Proctorio's approach to Accessibility.](#)

**Warning:** This computer is only running on battery power (99%). We recommend you plug this computer in before continuing.

Your exam hasn't started yet! First, we need to set up your system.

Continue

After the Applicant agrees and acknowledges the online exam resource requirements, the Proctorio Software tests the Applicant's computer and network and then issues a warning to the Applicant, if their computer or network is deficient. This section will include those other warnings; such as, a "busy computer" and the suggestion to shut things down, like other apps, etc. This text will change based on the state of the applicant's computer and network--and whether there are concerns after running the Proctorio setup steps.

Stop! Do NOT click continue, if there are computer or network issues identified. If the Applicant ignores the above warnings and clicks the "Continue" button anyway, then Everblue Online Training is charged for use of the Proctorio Exam Proctoring Software. Consequently, if the exam session fails due to insufficient computer or network resources the Applicant will be charged a new \$25 online exam fee.