

MDAR Online Exam Rules and Computer and Network Requirements

Important Notice: Before logging into the Online Testing Portal, please take the time to carefully read the following exam rules and technical requirements. Failure to adhere to the below rules of conduct and technical requirements is known to cause your exam session to fail or lead to disqualification. If your exam session should fail or if your exam video does not meet the outlined rules and 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) with at least 4 GB free RAM on your computer and a minimum of 200 MB of free hard disk space to install Respondus LockDown Browser. You cannot take exams from a Chromebook nor a mobile device (e.g., iPhone, iPad, Android device, etc.).
2. 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.**
3. You must have administrative access to your machine and you must download the Respondus LockDown Browser application, provided by Everblue Online Training, onto the machine being used for the MDAR Pesticide Exams.
4. 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 microphone or blocking such devices or any scenario where your webcam goes dark or where we cannot hear your exam environment or see your face and eyes within the webcam view is grounds for disqualification. See page two of these rules for additional details.
5. 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.
6. 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.
7. All study materials, manuals, mobile devices, phones, calculators, or other resources are **strictly prohibited** from the exam room. Any access or use of such materials, devices, or other resources is grounds for disqualification. You must only use the computer's test screen, webcam, microphone, and computer mouse.
8. You must choose a quiet indoor area for your exam session that is free from other people, other voices, and distractions. Exam sessions may NOT be conducted in motor vehicles or in group settings or be interrupted by anyone or any machine or device.
9. You must NOT wear any type of headphones, headsets, or earbuds, nor may you wear any type of hat with visor or sunglasses that may cover or obstruct the visibility of your eyes or face during the exam but, you must wear proper work attire (shirt and pants) just as you would for an in-person exam.
10. You must NOT open other computer applications other than your web browser. It is recommended that prior to entering your exam, that you perform a reboot of your computer to help clear temporary files and refresh system processes. After rebooting, open your web browser and navigate to the Everblue Online Exam login page. DO NOT OPEN other applications on the computer—as they could have a negative impact on computer / network performance.

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.

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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!