Appendix A: Virtual proctoring guide for candidates

NPPE virtual exam proctoring requirements for candidates

Introduction

This guide is designed for candidates taking the NPPE to provide information regarding the process and expectations regarding the candidate and the physical in-person proctor. All candidates must read this document and sign and return the form at the end of this document prior to taking the NPPE virtually.

Virtual proctoring is a method of overseeing a secure examination using the internet to have a person (proctor) in another physical location monitor a candidate/candidate while they take an examination. Virtual proctoring is available on a request basis for candidates taking the NPPE. Virtually proctored candidates are bound by the same security and confidentiality rules as candidates that take the NPPE in proctored test centres.

All virtually proctored exams for the NPPE will require a physical proctor who is a professional member registered with an engineering or geoscience association in Canada or the USA. This physical proctor will be in addition to the virtual proctor monitoring the exam. The physical professional member proctor will be responsible for the security of the examination and ensuring that the protocols are followed. The physical in person proctor is expected to be in the exam room during the entire duration of the exam. Deviations from exam security processes or breaches of security can result in a complaint being logged against the physical proctor with the association that they are registered. If the in person proctor does not fulfill his/her obligations regarding the proctoring of the NPPE this may result in cancelation of the examination session and invalidating of the candidate exam results. No refunds will be issued for funds paid to take the virtually proctored NPP Exam should candidates or in person proctors not fulfill the virtual proctoring requirements.

This document outlines the requirements for taking virtual proctored examinations. If any of these requirements are not confirmed at least 1 (one) week prior to the exam registration deadline date the virtual proctoring exam administration request will be denied. If any requirements are not met during the exam administration the candidate's exam results may be invalidated and the physical professional member proctor will be responsible.

Instructions regarding the virtual proctoring will be provided by the testing vendor, Yardstick. Yardstick will communicate directly with candidates regarding the booking and virtual proctoring logistics once the virtual proctoring request has been approved and the candidate and physical professional member proctor have confirmed that all requirements will be met.

Any questions or concerns regarding this document should be directed to: nppe@apega.ca

Candidate's responsibilities

- Find a professional member (P.Eng., P.Geo., or P.Geoph. from **Canada** or P.E. from **USA** only) to physically oversee (proctor) the exam administration
    - Once the physical professional member proctor has been confirmed the proctor cannot be changed within four weeks of the exam administration date
- Send to your association no less than 1 (one) week prior to the exam registration date the following information regarding the physical professional member proctor:
    - Full name
    - Business email address

- - Daytime telephone number and mobile number where the proctor can be reached on the day of the exam if required
  - Canadian or US association of registration and registration number
  - Company/organization name and full address where the exam will be held
- In collaboration with the physical professional member proctor, ensure that the exam administration procedures and below requirements are met in full. Please share this document with the physical in person proctor

Exam room requirements

- An established business office location (e.g., company meeting room, consulate office, etc.)
- Quiet and private room
- Good quality lighting in the room, no bright lights or windows behind candidates
- Desks clear of any notes, books, or electronics with access to power outlets and internet connection (Ethernet plugged or high quality password protected wifi)
- Secure room: Only the candidates registered to take the exam and the physical professional member proctor overseeing the exam are allowed in the room while the exam is in progress
  - **NOTE: If anyone enters the room during the exam other than the above the candidate's exam results may be invalidated**

Internet requirements

Stable, secure (must be password protected if wifi) high speed internet connection with download speeds of at least 3 Mbps and upload speeds of at least 1.5 Mbps (a free internet speed testing tool is available at www.speedtest.net to test the internet connection).

Computer requirements

Laptops or desktop computers are permitted so long as they have the following minimum requirements. Candidates must source their own computers with the following minimum specifications for the exam:

Minimum screen size:	15"
Minimum screen resolution:	1024x768
Minimum processor speed:	2 GHz dual core
Minimum RAM:	4 GB
Operating system:	Windows XP, Vista, 7, 8 Mac OS X and above Linux Chrome OS
Web browser:	Google Chrome or Chromium version 32 and above with Innovative Exams Screensharing extension installed
Web camera:	Required with minimum resolution of 1280x720
Microphone:	Required functioning microphone
Trackpad or mouse:	Required and functioning trackpad or mouse
Keyboard:	Required functioning keyboard

It is the responsibility of the candidate and the in person proctor to ensure that the internet and computer requirements are met prior to the exam administration date. A compatibility check must be conducted using the computer that will be used for the exam administration in the room that will be used for testing prior to the virtually proctored exam. Note that the requirements above exceed some of the compatibility requirements listed in the online compatibility check tool. The requirements in this document take precedence over the online compatibility check tool results. Use the following link to perform a compatibility check:

https://www.examslocal.com/ScheduleExam/Home/CompatibilityCheck

Candidate acknowledgement of NPPE virtual proctoring requirements

This document must be read, filled out/signed, and returned to the association to which you are applying to take the NPPE prior to the registration deadline for the examination.

If a copy of this signed form is not provided in the timeframe specified you will not be able to take your virtually proctored NPPE.

Please check the box below acknowledging that you have read, understand, and agree to the information provided:

☐ I have read and understood and accept the contents of this "NPPE virtual exam proctoring requirements for candidates" document

Date: _____

Candidate name (print): _____

Association: _____

Association ID#: _____

Signature of candidate: _____

Appendix B: Guaranteed Test Centres Across Canada

The list of test centres below are the confirmed list of locations that Yardstick offers test centres for the NPPE. It is recommended that this list be used to communicate to candidates booking their exam.

Province	Location	Notes
BC	Abbotsford	
BC	Burnaby	
BC	Burns Lake	Limited Seating - One location only
BC	Campbell River	
BC	Castlegar	
BC	Courtenay	
BC	Fort Nelson	Limited Seating - One location only
BC	Fraser Lake	Limited Seating - One location only
BC	Invermere	Limited Seating - One location only
BC	Kamloops	
BC	Kelowna	
BC	Nanaimo	
BC	Port Alberni	Limited Seating - One location only
BC	Port Hardy	Limited Seating - One location only
BC	Prince George	
BC	Richmond	
BC	Surrey	
BC	Terrace	Limited Seating - One location only
BC	Trail	Limited Seating - One location only
BC	Vancouver	
BC	Victoria	
Yukon	Whitehorse	
NWT	Inuvik	
NWT	Yellowknife	
Alberta	Bellevue	Limited Seating - One location only
Alberta	Calgary	
Alberta	Canmore	Limited Seating - One location only
Alberta	Cold Lake	Limited Seating - One location only
Alberta	Drumheller	Limited Seating - One location only
Alberta	Edmonton	
Alberta	Edson	Limited Seating - One location only
Alberta	Fort MacMurray	One Location Only
Alberta	Grande Prairie	
Alberta	Hanna	
Alberta	High Level	

Alberta	High Prairie	
Alberta	Hinton	Limited Seating - One location only
Alberta	Lac La Biche	Limited Seating - One location only
Alberta	Lethbridge	
Alberta	Lloydminster	Limited Seating - One location only
Alberta	Medicine Hat	Limited Seating - One location only
Alberta	Olds	One Location Only
Alberta	Red Deer	
Alberta	Slave Lake	Limited Seating - One location only
Alberta	St. Paul	Limited Seating - One location only
Alberta	Swan Hills	
Alberta	Vermillion	Limited Seating - One location only
Alberta	Westlock	One Location Only
Saskatchewan	Kindersley	
Saskatchewan	Regina	
Saskatchewan	Saskatoon	
Manitoba	Brandon	
Manitoba	Flin Flon	
Manitoba	Thompson	
Manitoba	Winnipeg	
Ontario	Barrie	
Ontario	Belleville	
Ontario	Brampton	
Ontario	Burlington	
Ontario	Hamilton	
Ontario	Kingston	
Ontario	Kitchener	
Ontario	London	
Ontario	Markham	
Ontario	Mississauga	
Ontario	North Bay	
Ontario	Ottawa	
Ontario	Peterborough	
Ontario	Richmond Hill	Limited Seating - One location only
Ontario	Sault Ste. Marie	Limited Seating - One location only
Ontario	Sudbury	
Ontario	Thunder Bay	
Ontario	Toronto	
Ontario	Windsor	
Quebec	Montreal	
Quebec	Sainte-Anne-de-Bellevue	Limited Seating - One location only
New Brunswick	Fredericton	
New Brunswick	Moncton	

New Brunswick	Saint John
Nova Scotia	Halifax
Nova Scotia	Sydney
Nova Scotia	Yarmouth
Prince Edward Island	Charlottetown
Newfoundland & Labrador	Corner Brook
Newfoundland & Labrador	St. John's