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:

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

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.

<table>
<thead>
<tr>
<th>Province</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC</td>
<td>Abbotsford</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Burnaby</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Burns Lake</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>BC</td>
<td>Campbell River</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Castlegar</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Courtenay</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Fort Nelson</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>BC</td>
<td>Fraser Lake</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>BC</td>
<td>Invermere</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>BC</td>
<td>Kamloops</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Kelowna</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Nanaimo</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Port Alberni</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>BC</td>
<td>Port Hardy</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>BC</td>
<td>Prince George</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Richmond</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Richmond</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Surrey</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Terrace</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>BC</td>
<td>Trail</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>BC</td>
<td>Vancouver</td>
<td></td>
</tr>
<tr>
<td>BC</td>
<td>Victoria</td>
<td></td>
</tr>
<tr>
<td>Yukon</td>
<td>Whitehorse</td>
<td></td>
</tr>
<tr>
<td>NWT</td>
<td>Inuvik</td>
<td></td>
</tr>
<tr>
<td>NWT</td>
<td>Yellowknife</td>
<td></td>
</tr>
<tr>
<td>Alberta</td>
<td>Bellevue</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>Alberta</td>
<td>Calgary</td>
<td></td>
</tr>
<tr>
<td>Alberta</td>
<td>Canmore</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>Alberta</td>
<td>Cold Lake</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>Alberta</td>
<td>Drumheller</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>Alberta</td>
<td>Edmonton</td>
<td></td>
</tr>
<tr>
<td>Alberta</td>
<td>Edson</td>
<td>Limited Seating - One location only</td>
</tr>
<tr>
<td>Alberta</td>
<td>Fort MacMurray</td>
<td>One Location Only</td>
</tr>
<tr>
<td>Alberta</td>
<td>Grande Prairie</td>
<td></td>
</tr>
<tr>
<td>Alberta</td>
<td>Hanna</td>
<td></td>
</tr>
<tr>
<td>Alberta</td>
<td>High Level</td>
<td></td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Province</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Brunswick</td>
<td>Saint John</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>Halifax</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>Sydney</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>Yarmouth</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>Charlottetown</td>
</tr>
<tr>
<td>Newfoundland &amp; Labrador</td>
<td>Corner Brook</td>
</tr>
<tr>
<td>Newfoundland &amp; Labrador</td>
<td>St. John's</td>
</tr>
</tbody>
</table>