

Candidate Rules and Professional Behavior

Candidate Rules and Required Professional Behavior for the ABOMP Remote Exam

1. I acknowledge and agree that it is my responsibility to ensure that I have the required internet connectivity, computer configuration, and video-enabled smartphone for the examination to be administered to me and that ABOMP disclaims any responsibility, and is not liable, for any interruption in the administration of the examination for any reason or loss of examination answers due to a loss of internet connectivity, power outage, or any incompatibility with the test delivery software, limitations or malfunction of my computer or operating software.

I acknowledge and agree to be monitored by video and audio during my exam by proctors and, should the proctors identify any behavior that falls outside what they would consider to be normative for this exam, to allow that video and audio to be recorded by the proctors for later evaluation by the ABOMP.

2. You must take your exam in a private area with no other persons or animals present in the room.
3. Your desk must be cleared of reference materials and notes. You may have the following items within reach:
 - Photo ID (driver's license or passport)
 - Whiteboard - no larger than 8 ½ by 11 inches and clean with the exception of the User ID# and name of the examination written on the board to verify with the proctor. It needs to be erased immediately after log in.
 - Whiteboard marker and eraser
 - A drink with cover or lid
 - Wax or foam earplugs
 - Smartphone that is silenced
 - A smartphone stand to prop up and secure the phone in position during the exam.
 - A six-foot extension cord - If the proctor determines your computer and camera need to be moved this will allow for flexibility in their placement.
4. You are not permitted to have any recording or electronic devices on the desk or within reach.
5. You are not permitted to make notes on anything other than the approved whiteboard.
6. You are not permitted to have any examination related materials posted or reference materials open within view in the room.
7. You are not permitted to have any unauthorized programs running on your desktop computer/laptop/tablet during the examination.
8. You are not permitted to be connected to a virtual network.
9. You are not permitted to be connected to an email program or search engine other than what is being used for MonitorEDU.
10. You are not permitted to have any programs running that are recording in the background.
11. You are not permitted to have any open documents available on your computer.
12. You are not permitted to use any headphones/earbuds during the examination.
13. You are not permitted to talk during the examination, except to the proctor.

14. You are not permitted to make or receive phone calls or text messages while the examination is in session or use any other communication device.
15. Your webcam, speakers, and microphone on your cellular smartphone and your computer must remain active throughout the entire examination.
16. You are not permitted to wear or use watches, fitness trackers, or smart devices of any kind during the examination.
17. You are not permitted to take pictures of the screen or anything else that may potentially breach the security of the examination.
18. You may only have a single computer monitor.
19. You must remain in view of the proctor during each exam section.
20. You are not permitted to leave your desk at any time other than during the scheduled breaks. If you need to use the restroom, please do so prior to beginning the examination or during your breaks. When a scheduled break begins, you must notify the proctor that your break has begun and you will be getting up from your desk; expect to show your computer screen with your phone camera to confirm you are on a break screen.
21. You must notify the proctor when you are ready to begin the next section of the examination.
22. Your responses are automatically saved upon selection; if you get disconnected from your examination, your responses are saved up to the point of disconnection.
23. If for any reason you get disconnected from the examination or the proctor or must disconnect due to an emergency (e.g. fire alarm) during your session, please stop where you are in your examination; the proctor will pause the examination. The proctor will call you to provide further instructions or you may reach the proctor via the chat link at ascproctor.com or call MonitorEDU at (925) 337-9647. If the issue cannot be resolved and the examination restarted within two hours, the proctor will terminate the examination and ask you to contact ABOMP to reschedule.
24. You are not permitted to exit the session until the proctor has confirmed the examination has been completed and your whiteboard has been wiped clean on both sides.
25. You are expected to cooperate with the Proctor and to satisfy requests made by the proctor, including, but not limited to, requests to move your computer, Smartphone, or other objects, whether inside or outside of the testing area.
26. If you are observed by the proctor to be violating any of the rules listed above, the proctor is authorized to terminate your examination. In the event this takes place, you will not be permitted to complete your examination and will have to contact ABOMP for further instructions.