CERTIFICATION

Please read the following to understand how to prepare for a remotely proctored exam and what to expect on the day of your test. Failure to comply with these requirements may result in the termination of your exam.

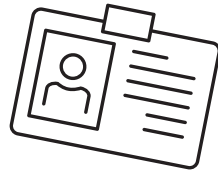*For more information about ASQ Certification, please visit asq.org/cert*

Preparation

• You must have a valid, government-issued identification that is in good condition and matches the information provided in your candidate details. To see identification requirements, please review the candidate handbook.

• You must have a testing environment that meets security requirements.

• Your testing environment will be thoroughly inspected, including but not limited to ceiling, walls, floor, furniture, decor, bookshelves, and windows.

• You will go through a personal inspection to check for prohibited items, including but not limited to checking your hair, ears, arms, clothing, jewelry, accessories, and medical devices.

• All testing materials will be thoroughly inspected, including computer, mouse, mousepad, keyboard, handbooks, etc.

• **If you take a break, you will be required to turn your laptop / camera toward the door to your room. When you return from your break, security check-in process will be repeated.**

• **Security check-in process will be repeated every time you disconnect or restart.**

• You may **not** speak out loud during the exam.

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Identification Policy

• You will be required to capture an image of your face and your government issued photo ID from your webcam. These two photos will be compared throughout the testing experience to ensure the correct candidate is sitting for the remotely proctored exam.

Environment Requirements

• Testing location must be indoors, well lit, and free from background noise and clutter.

• You must have clear and functioning audio.

• Changing location (unless instructed to do so prior to testing by the Prometric proctor) while testing, turning off lighting, or receiving aid from other individuals is strictly prohibited.

• No individuals other than the test taker may be present in the room for the duration of the exam.

• Your workstation and surrounding area must be free of pens, electronic devices, etc.

• You will be asked to cover any objects that are considered unsuitable to the testing enviroment (e.g., pictures, posters, bookshelves with small or large objects).

Security Check-in Process

- Valid Identification (ID): The Prometric Readiness Agent will validate your ID by asking you to hold it up to the camera, both front and back, to verify:

  - Name matches demographics as registered
  - Expiration date is valid
  - Photo is clear and matches your appearance
  - ID being presented matches the ID image previously captured in the pre-test stage

- You will be required to show your workstation and surrounding area. The Readiness Agent will ask you to perform a 360-degree room scan to ensure you are in a fair and secure test-taking environment. The Prometric Proctor will take photos and notes. You will have to show them:

  - Pictures, decor, bookcases, etc.
  - The location of all windows and their view
  - All 4 corners of the ceiling
  - The floor
  - The front, back, arms, underside, and underneath your chair
  - The top, underside, and underneath of your workspace, keyboard, mouse, and mousepad

- Glass walls must be frosted if there is no way for you to reposition seating without compromising security of the exam.
- Your headset and microphone will be inspected, if applicable (Bluetooth items are **NOT** permitted.)
- Testing materials, if allowed, will be inspected.
- You will have to turn off and/or remove all unauthorized items and electronics from the testing area. If unable to physically remove items, you will have to cover them up with a blanket, sheet, towel, or other to obscure their view and/or use. Another scan will be completed to verify all unauthorized items and electronics were removed.
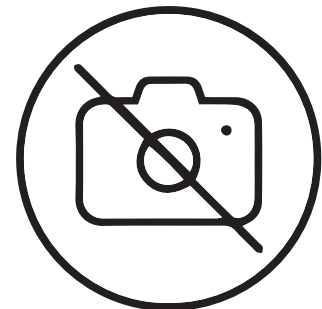
Security Check-in Process (continued)

- Any exceptions to allowable devices will be inspected (e.g., medical devices)
- Any exceptions to allowable accessories will be inspected (e.g., religious jewelry, gauges that cannot be removed)
- You will be required to empty and turn all pockets inside-out to verify you have no personal items on you. All pockets, including your back pockets, will be inspected.
- You will be required to raise your shirt sleeves above your wrists to verify you do not have writing on your forearms, are not wearing an electronic device, and do not have notes concealed in your sleeves.
- Your ears will be inspected for any Bluetooth phone / communication devices. If you have long hair covering your ears, you will be required to pull it back briefly to confirm you are not wearing any Bluetooth ear devices.

    - *Hearing aids are permitted and will be inspected. Bluetooth-enabled hearing aids are NOT permitted and need to either be placed outside of the testing area or need Testing Accommodation.*
    - *Earplugs will be inspected for any electronics or wires.*

- You will be required to remove eyeglasses and eyeglasses will be inspected.
- Hair accessories such as clips, combs, barrettes, and headbands will be thoroughly inspected. You will be required to remove large hair clips or other objects such as buttons.
- Head coverings will be inspected for hidden wires, cheat notes, Bluetooth devices, or any item that might be used to cheat during the exam.
- Articles of clothing will be inspected.
- Two tissues are permitted at the workstation and will be inspected.
- Light clothing items removed for comfort (e.g., sweaters, suit jackets, scarves) must be hung on the back of your chair, not placed in your lap or on your workstation desktop.
- The Prometric Proctor reserves the right to further inspect you and / or your testing environment.
- All exams are continuously monitored by video and audio recording.
- A facial scan will be conducted at intervals throughout the testing duration, and images are available to all Prometric Proctors and Security Agents throughout the exam time.
- **If you take a break, you will be required to turn your laptop / camera towards the door to your room. When you return from your break, security check-in process will be repeated.**
- **Security check-in process will be repeated every time you disconnect or restart.**

Prohibited Items

- Outerwear (e.g., heavy coats, parkas, raincoats)
- Hats
- Food
- Drinks
- Pens, pencils
- Purses
- Briefcases
- Notebooks
- Pagers
- Watches
- Cell phones
- Electronic devices
- Programmable calculators (e.g., TI-89)
  Note: Any silent, hand-held, battery operated calculator without an alphanumeric keyboard will be permitted
- Jewelry (subject to inspection, including wearable technology)
- You will only be required to remove piercings larger than a U.S. dime. If gauges cannot be removed, they will be closely inspected.
- **Note:** You can request in advance medical, religious, or other accommodations.
- ASQ Certification exams are open book
  Note: Exam or sample questions, stapled or unbound materials, and blank paper are not allowed.
  View the full open-book policy.

For more information about ASQ Certification, please visit asq.org/cert